

Facility Reuse Report

Organization Name
Reuse Facility Name

Contact Name and E-mail address
“July – December 201X” or “January-June 201X”

SERVICE DATA (for the reuse site only)

ACTIVITY	Average no. Participants	Number of Sessions	Hour(s) per Session	Units of Service
Yoga Beginner 1	10	8	1	80
Yoga Beginner 2	12	8	1	96
Yoga Advanced	9	8	1.5	108
After School Program	30	100	3	9,000
Drop-in Zumba	20	26	1	520
Resource Fair	100	1	3	300
Support Group	12	2	3	72
Classroom Outreach	25	4	0.5	50
Translation Services	1	200	2	400
			TOTAL UoS	10,622

Definitions

Activity: scheduled program, class, support group, special event, structured outreach activity, etc... Do not count office time or drop-in availability toward Units of Service.

Session: one meeting of the activity

Units of Service = average number of participants x sessions x hours per session

Unduplicated Participants Served in Reporting Period (Unique participants registered for all programs and activities)	423
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PERFORMANCE MEASURES *(for the reuse site only)*

TOOL (data collection method)	GOAL (% target of measurement)	RESULTS (% of survey results)
Client Registration <i>(address)</i>	75% of customers live in San Jose	%
Client Satisfaction Survey <i>(Multiple Choice: Yes/No)</i>	20% of customers are participating for the first time in a service	%
Client Satisfaction Survey <i>(Multiple Choice: Excellent, Good, Average, Needs Improvement)</i>	80-85% of participants' rate services as "good" or "excellent"	%
Client Satisfaction Survey <i>(Multiple Choice: Excellent, Good, Average, Needs Improvement)</i>	80-85% of participants' rate the facility as being clean and well maintained	%
Client Satisfaction Survey <i>(Multiple Choice: Yes/No)</i>	85% of "senior" participants rate the services as making a "positive difference" in the individual or family's life (if applicable)	%
Client Satisfaction Survey <i>(Multiple Choice: Yes/No)</i>	85% of "senior" participants rate the services as providing the participant with "increased social opportunities" or "decreased isolation" (if applicable)	%
Client Satisfaction Survey	<i>(insert Agency specific measure #1 here)</i>	
Client Satisfaction Survey	<i>(insert Agency specific measure #2 here)</i>	
Survey Collection <i>(# of surveys collected)</i>	50% of registered participants will submit survey results	#

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FINANCIAL *(for the reuse site only)*

List all activities- free and fee-generating. If a drop-in program features a fee, please indicate fee per individual per drop-in session.

Revenue Collected

Activity	Fee per Individual	Total Revenue Collected
Yoga Beginner 1 (example)	\$ 30.00	\$300.00
Yoga Beginner 2 (example)	\$ 30.00	\$360.00
Yoga Advanced (example)	\$ 25.00	\$225.00
After School Program	\$25.00	\$750.00
Drop-in Zumba	\$1.00	\$520.00
Resource Fair	\$0	\$0
Support Group	\$0	\$0
Classroom Outreach	\$0	\$0
Translation Services	\$0	\$0
TOTAL	n/a	\$2,155.00

Expenses Incurred

Only list activities with associated expenses.

Activity	Expense Type	Expense Total
Yoga Beginner 1	Mats and Straps	\$100.00
Yoga Beginner 2	Mats and Straps	\$120.00
Yoga Advanced	Mats and Straps	\$180.00
After School	Books and Arts Supplies	\$800.00
Resource Fair	Materials	\$500.00
TOTAL	n/a	\$1,700.00

NARRATIVE *(for the reuse site only)*

General description on the status of programs provided at the center. Articulate accomplishments and challenges. 1-2 pages

PLANNED ACTIVITIES *(for the reuse site only)*

Attach a brochure or schedule of activities planned for the next reporting period.

For City Use Only:

Activity and Financial Report Submitted on:	
Reviewed By:	