

## Senior Center and Nutrition Program Success Stories

Instructions for completing the submission form

The deadline for submissions is August 2, 2010.

When completed, e-mail the form to [ra-BestPractices@state.pa.us](mailto:ra-BestPractices@state.pa.us)

Save your document under your organization name before sending.

1. **Category of Project/Event/Activity:** Place an 'X' in the box that best describes the project, event, activity, etc. for which you are submitting your 'success story'.
2. **Senior Center/Nutrition Program/Organization:** Fill in the name of your senior center, nutrition program or organization.
3. **ADDRESS:** Provide the address of your senior center, nutrition program or organization.
4. **PHONE #:** Provide the phone number of your senior center, nutrition program, or organization.
5. **EMAIL:** Provide the e-mail address for your senior center, nutrition program or organization. If you do not have an email address, type in 'do not have an email address'.
6. **CONTACT PERSON:** Provide the name of the person who may be contacted in the event there are any inquiries regarding the project, event, or activity, etc.
7. **EVENT NAME:** Provide the name of the project, event or activity, etc..
8. **DESCRIPTION/OVERVIEW:** Provide a concise description of the project, event, or activity,
9. **TIME AND MANPOWER:** Provide information about how much time is involved in the planning, preparation and implementation of the project, event, or activity, etc. Also indicate how much lead time is required from the planning stage to implementation. In addition, provide information regarding how much manpower is needed in all phases. For example, indicate how many paid and/or unpaid staff were needed to plan, prepare, and implement the project, event, or activity, etc.
10. **MARKETING:** Describe how you marketed the project, event or activity, etc.
11. **AUDIENCE SERVED:** Describe the target audience of the project, event, activity, etc. Also indicate if the audience served is any different than the target audience.
12. **PARTNERSHIPS UTILIZED:** Provide information about any organizations or entities with which you partnered for your project, event, activity, etc. Examples may include local businesses, local hospitals, local college or university, the United Way, etc.
13. **BUDGET/COSTS:** Provide information on what the budget was for the project, event, or activity. Provide information on the cost of the project, event or activity, etc.
14. **IMPACT ON CENTER or ORGANIZATION:** Describe the impact that project, event, activity, etc. had on the center or organization. For example, the project was a 'Money Making Idea' or fundraiser such as a candy sale and it made \$4,000 after expenses, please indicate here. If the event was a 'Creative Meal' such as a dinner theatre and it brought in 30 new participants, indicate here.
15. **GOOD TIPS/OTHER:** Provide any information or tips that would be helpful to replicate the project, event, or activity. Provide any additional information thought to be relevant.