**Introduction**

*These instructions follow the Excel document titled Program Tracking Sheet for Partners. The purpose of both the tracking sheet and these instructions is to help partners of GOCO Inspire Initiative communities keep track of the Programs and Pathways they are offering each quarter. You are not required to use the tracking form, but GOCO and the Kaiser Permanente evaluation team will ask that you report the information in the tracking sheet to your funded GOCO community each quarter.*

*For each Program session you offer, record the information in the tracking sheet in the Program tab labeled with the quarter in which the program session will complete. For each Pathway session you offer record the information in the Pathway tab labeled with the quarter in which the pathway session will complete. Follow the same process for any Events your organization holds. At the end of each quarter send the Excel tracking sheet to the main contact for your community's coalition. That person will enter the information only for the Programs and Pathways recorded in the quarter for which they are reporting at that time.*

**Programs**

**PROGRAM PROVIDER**

This information is located at the top of each program tab in the tracking sheet.

**Program Provider**

As the program provider, simply enter the name of your organization

**Program Provider Organization Type**

Select the organization type that best fits your organization

**Additional Organization Type**

Complete the additional organization type questions based on how you answered the original organization type question.

**BASIC INFORMATION**

**Name of Program**

Enter the name of the program offered. Please enter the most detailed level of a program, not the overarching or umbrella program name. For example, if there is a Backyard to Backcountry umbrella program that consists of multiple sub programs for different age groups, activities, or seasons, and youth will sign up for those sub programs separately, enter the name of each of the sub programs.

If a program (sub-program) is offered more than once in the quarter (multiple sessions), each session should be recorded on a new row. If a program session will not end until the following quarter, record the information for that program session in the quarter for which it will be completed. We only want sessions to be reported into the Salesforce reporting tool once they are completed.

**Session #**

A session is a Program that was offered over multiple days, weeks or months. Typically, youth or families sign up for a session of a Program and commit to participating for the whole session. For example a 6-week learn to backpack program would be a session and the main contact for the Inspire community’s coalition will only report on this session once the 6 weeks are complete.

For this tracking sheet, record information for each session in the quarter for which it will be completed. This will help the main contact keep track of which Program sessions to report when. For example, if the backpacking program starts at the end August and ends at the beginning October, record the session information in the Q2 Programs tab since October is GOCO’s Q2.

**Primary Activity Type**

Choose the type of program from the list below.

* Archery
* Backpacking
* Biking
* Birding, animal tracking
* Camping
* Canoeing
* Challenge course (high or low)/Teambuilding
* Culture/History Experience (e.g., zoo, museum, mine)
* Dance/Zumba
* Environmental Education
* Fishing
* Gardening
* Geocaching
* Hiking
* Ice skating
* Kayaking
* Nature play
* Nature art/Plein air art
* Paddle boarding
* Rafting
* Rock Climbing (indoor or outdoor)
* Recreation (e.g., tennis, basketball, etc.)
* Skateboarding/rollerblading (including Razors and scooters)
* Skiing/snowboarding (downhill)
* Skiing (nordic)
* Skills Development (e.g., Leave No Trace, compass/map reading, non-emergency related)
* Sledding
* Snowshoeing
* Stewardship
* Swimming
* Walking
* Wilderness Survival Skills – Emergency related (e.g., First Aid/CPR, friction fire-starting, shelter building)
* Other (write in)

**OBJECTIVE & TARGET AUDIENCE**

**Main Objective of the Program Session**

One or two sentences is just fine. Something that the main Inspire community contact can enter into the reporting tool. If it is easier to provide this information to the main contact in another format, that is completely okay.

**Target Audience**

Check the box of each target audience which applies to the program session being recorded. If a program is targeting youth (Pre-K through 12th grade) please write in each of the grade level(s) that will be targeted for the program.

**SESSION DETAILS**

**Number of week(s) this session of the program was offered**

Enter the number of weeks the program session was offered. Remember, if a particular program is offered more than once in a quarter, each session should be a new row.

**Number of classes (meeting times) in this program session**

Enter the number of classes (meetings times) for the program session.

**Total number of hours the class was offered during this program session**

Enter the total number of hours the program was offered during the session.

**Primary location of where the program occurred**

Enter the primary location of each program session. If the session is a summer camp or other program that spends an equal amount of time at more than one location, indicate each location from the following list:

* BLM land
* County Open Space
* Farm/Ranch
* Garden/greenhouse (Community)
* Garden/greenhouse (School)
* Garden/greenhouse (other)
* Hub
* Local attraction/natural feature (not park or school)(e.g. Ice skating rink, mine, museum)
* Local neighborhood (not attraction, park or playground)
* Local park/playground
* National Park/Forest/Monument/Wildlife Refuge
* Privately owned land
* Provider Indoor facilities other than school (e.g. community center)
* School (Outdoor grounds)
* School (Classroom setting)
* State park
* Walking/Bike path
* Wilderness Area (U.S. Wilderness Area)
* Other (write in)

**Region of Colorado of primary location**

Enter the region of Colorado (from the list below) that best describes the primary location you selected.

* Plains
* Front range
* Foothills
* Mountains
* San Luis Valley
* Western Slope

**DAYS OF THE WEEK/TIME OF DAY**

**Day(s) of week the class met**

Place an X in day(s) of the week the program session met.

**Time of Day of Programming**

If the program occurs during the summer or on a school break, check each of the following options that applies to that program. If students do not have school on Friday (or another day) and programming occurs during that time, record it here.

* Morning
* Afternoon
* Evening
* Full Day
* Overnight/Residential

If the program occurs during the school year, check each of the following options that applies to that program.

* Before School (approximately 6-8am)
* During School hours (approximately 8am-3pm)
* After School (approximately 3-6pm)
* Weekday Evening (approximately after 6pm)
* Weekend Partial Day
* Weekend Full Day
* Overnight/Residential

**INSPIRE PLACE**

**This program session was to activate a GOCO Inspire Place**

If this session of the program was held at one of the coalition’s Inspire Places (listed in the budget or statement of work) with the intention of increasing awareness/use of that place, enter a Y or Yes. If it was not, enter a N or No.

If you entered Yes, please list the Place which the program was intended to activate.

**PARTICIPANTS**

**Total number of slots open for this session**

Enter the total number of available slots for this program session

**Total number of youth who participated in this program session**

Enter the total number of youth (Pre-k through 12th grade) who participated in this program. Use your organization’s definition of participated, however we ask that you do not include those who only attended one day of a multi-day session. If youth were not a target audience for this session, enter N/A. If youth were a target audience but none participated, enter 0.

**Total number of young adults (18-25 years old) who participated in this session**

Enter the total number of young adults who participated in this program. If young adults were not a target audience for this session, enter N/A. If they were a target audience but none participated, enter 0.

**Total number of adults (25+) who participated in this session**

Enter the total number of adults who participated in this program. If adults were not a target audience for this session, enter N/A. If they were a target audience but none participated, enter 0.

**Number of families that participated in this program session**

Enter the number of families that participated in this session. An estimate is okay if a sign-in/registration sheet was not used. If families were not a target audience for this session, enter N/A. If they were a target audience but none participated, enter 0.

**GRADE LEVEL OF YOUTH PARTICIPANTS**

**Grade Level of Youth Participants**

If youth (Pre-K - 12th grade) were not a target audience for this session, leave this section blank. If a grade level was selected as a target audience (column E in the spreadsheet), enter the number under the appropriate grade level. If a grade level was selected as a target audience (column E in the spreadsheet) but no one of that grade level participated, enter 0 under that grade level.

**ETHNICITY/RACE OF YOUTH PARTICIPANTS**

**# of participating youth of each ethnicity**

Enter the number of participating youth (Pre-K through 12th grade) who identify with the following ethnicities: Hispanic, Non-Hispanic, Did not collect/report. If this information was not collected or a participant chose not to select a category, record the number of participants who meet this qualification under Did not collect/report. If youth were not a target audience for this program session, leave this section blank. If they were a target audience but no one participated, enter 0.

**# of participating youth of each race**

Enter the number of participating youth (Pre-K through 12th grade) who identify with each of the following races: American Indian/Alaska Native, Asian, Black/African American, Native Hawaiian/Pacific Islander, White, Multi-race, Other, Did not collect/report. If this information was not collected or a participant chose not to select a category, record the number of participants who meet this qualification under Did not collect/report. If youth were not a target audience for this program session, leave this section blank. If they were a target audience but no one participated, enter 0.

**ETHNICITY/RACE OF YOUNG ADULTS (18-25) PARTICIPANTS**

**# of participating young adults (18-25) of each ethnicity**

Enter the number of participating young adults who identify with the following ethnicities: Hispanic, Non-Hispanic, Did not collect/report. If this information was not collected or a participant chose not to select a category, record the number of participants who meet this qualification under Did not collect/report. If young adults were not a target audience for this program session, leave this section blank. If they were a target audience but no one participated, enter 0.

**# of participating young adults (18-25) of each race**

Enter the number of participating young adults who identify with each of the following races: American Indian/Alaska Native, Asian, Black/African American, Native Hawaiian/Pacific Islander, White, Multi-race, Other, Did not collect/report. If this information was not collected or a participant chose not to select a category, record the number of participants who meet this qualification under Did not collect/report. If young adults were not a target audience for this program session, leave this section blank. If they were a target audience but no one participated, enter 0.

**ETHNICITY/RACE OF ADULTS (25+) PARTICIPANTS**

**# of participating adults (25+) of each ethnicity**

Enter the number of participating adults who identify with the following ethnicities: Hispanic, Non-Hispanic, Did not collect/report. If this information was not collected or a participant chose not to select a category, record the number of participants who meet this qualification under Did not collect/report. If adults were not a target audience for this program session, leave this section blank. If they were a target audience but no one participated, enter 0.

**# of participating adults (25+) of each race**

Enter the number of participating young adults who identify with each of the following races: American Indian/Alaska Native, Asian, Black/African American, Native Hawaiian/Pacific Islander, White, Multi-race, Other, Did not collect/report. If this information was not collected or a participant chose not to select a category, record the number of participants who meet this qualification under Did not collect/report. If adults were not a target audience for this program session, leave this section blank. If they were a target audience but no one participated, enter 0.

**Pathways**

**PATHWAY PROVIDER/SPONSOR**

This information is located at the top of each pathway tab in the tracking sheet.

**Pathway Provider**

As the Pathway provider, simply enter the name of your organization

**Pathway Provider Organization Type**

Select the organization type that best fits your organization

**Additional Organization Type**

Complete the additional organization type questions based on how you answered the original organization type question.

**PATHWAY DETAILS**

**Name of Pathway:**

Enter the name of the pathway offered. Please enter the most detailed level of a pathway, not the overarching or umbrella pathway name. For example, if there is a Service Corps umbrella pathway that consists of multiple sub pathways youth can choose from and youth will sign up for those sub pathways separately, enter the name of each of the sub pathway.

If a pathway is offered more than once in the quarter (multiple sessions), each session should be recorded on a new row. If a pathway session will not end until the following quarter, record the information for that pathway session in the quarter for which it will be completed. We only want sessions to be reported into the Salesforce reporting tool once they are completed.

**Session #**

A session is a Pathway that was offered over multiple days, weeks or months. Typically, youth sign up for a session of a Pathway and commit to participating for the whole session. For example, a 2-month volunteer Pathway would be a session and the main contact for the Inspire community’s coalition will only report on this session once the 2-months are complete.

For this tracking sheet, record information for each session in the quarter for which it will be completed. This will help the main contact keep track of which Pathway session to report when. For example, if the volunteer Pathway starts in December but ends January, record the session information in the Q3 Pathway tab since January is GOCO’s Q3.

**Type of Pathway**

Place and X that best matches the type of pathway.

* Volunteer
* Internship
* Scholarship
* Job

**Pathway Time of Year**

Place an X that best matches the time of year which the pathway being recorded fits.

* School Year: Occurs during the school year, regardless of duration of pathway
* Summer: Occurs during the summer months, even if not the entire summer
* Year-round: Occurs throughout the year. May have some short breaks, but for the most part is continuous

**OBJECTIVE AND TARGET AUDIENCE**

**Main Objective**

One or two sentences is just fine. Something that the main Inspire community contact can enter into the reporting tool. If it’s easier to provide this information to the main contact in another format, that is completely okay.

**Target Audience**

Check the box of each target audience which applies to the patwhay session being recorded. If a pathway is targeting youth (6th - 12th grade) please write in each of the grade level(s) that will be target for the program.

**VOLUNTEER DETAILS**

**Total number of slots open for this session**

Enter the total number of available slots for this pathway session (i.e. the capacity of the program session)

**Total number of youth who participated in this session**

Enter the total number of youth (6th - 12th grade) who participated in this pathway. Use your organization’s definition of participated, however we ask that you do not include those who only attended one day of a multi-day session. If youth were not a target audience for this session, enter N/A. If youth were a target audience but none participated, enter 0.

**Total number of young adults (18-25 years old) who participated in this session**

Enter the total number of young adults who participated in this pathway. If young adults were not a target audience for this session, enter N/A. If they were a target audience but none participated, enter 0.

**Total number of adults (25+) who participated in this session**

Enter the total number of adults who participated in this pathway. If adults were not a target audience for this session, enter N/A. If they were a target audience but none participated, enter 0.

**Number of families that participated in this session**

Enter the number of families that participated in this session. An estimate is okay if a sign-in/registration sheet was not used. If families were not a target audience for this session, enter N/A. If they were a target audience but none participated, enter 0.

**Average # of hours of all participants**

Enter the average number of hours all participants completed during this volunteer pathway session.

**INTERNSHIP/SCHOLARSHIP DETAILS**

**Total number of slots open for this session**

Enter the total number of available slots for this pathway session (i.e. the capacity of the program session)

**Total number of youth who participated in this session**

Enter the total number of youth (6th - 12th grade) who participated in this pathway. Use your organization’s definition of participated, however we ask that you do not include those who only attended one day of a multi-day session. If youth were not a target audience for this session, enter N/A. If youth were a target audience but none participated, enter 0.

**Total number of young adults (18-25 years old) who participated in this session**

Enter the total number of young adults who participated in this pathway. If young adults were not a target audience for this session, enter N/A. If they were a target audience but none participated, enter 0.

**Total number of adults (25+) who participated in this session**

Enter the total number of adults who participated in this pathway. If adults were not a target audience for this session, enter N/A. If they were a target audience but none participated, enter 0.

**Number of families that participated in this session**

Enter the number of families that participated in this session. An estimate is okay if a sign-in/registration sheet was not used. If families were not a target audience for this session, enter N/A. If they were a target audience but none participated, enter 0.

**Paid/Unpaid**

Enter whether youth in this pathway were paid or unpaid. Use the full word (paid, unpaid) or the first letter (P, U).

**Method of Payment**

If youth were paid, place an X under the method from which they were paid. (E.g. hourly, stipend, gift card)

**Hourly Rate**

If the youth was/were paid hourly, enter the hourly rate the youth received. If the youth was/were not paid hourly, leave this blank.

**Total Amount of Stipend or Gift Card**

If the youth was/were paid with a stipend or gift card, enter the total amount the youth received over the entire time of the pathway. If the youth was/were not paid with a stipend or gift card, leave this blank.

**Total number of hours expected of participants in this Pathway**

Enter the total number of hours that are expected of a participant in this pathway.

**Total number of weeks of this Pathway session**

Enter the total number of weeks over which this pathway occurred.

**JOB DETAILS**

**Total number of slots open for this session**

Enter the total number of available slots for this pathway session (i.e. the capacity of the program session)

**Total number of youth who participated in this session**

Enter the total number of youth (6th - 12th grade) who participated in this pathway. Use your organization’s definition of participated, however we ask that you do not include those who only attended one day of a multi-day session. If youth were not a target audience for this session, enter N/A. If youth were a target audience but none participated, enter 0.

**Total number of young adults (18-25 years old) who participated in this session**

Enter the total number of young adults who participated in this pathway. If young adults were not a target audience for this session, enter N/A. If they were a target audience but none participated, enter 0.

**Hours/week**

Enter the number of hours per week expected in this job

**Total number of weeks of this Pathway session**

Enter the total number of weeks over which this pathway occurred.

**Hourly Wage**

Enter the hourly wage the youth received for this job

**Method of Payment**

Place an X under the appropriate method of payment used. If you select other, please describe the method of payment

**GRADE LEVEL OF YOUTH PARTICIPANTS**

Grade Level of Youth Participants

If youth (6th - 12th grade) were not a target audience for this session, leave this section blank. If a grade level was selected as a target audience (column E in the spreadsheet), enter the number under the appropriate grade level. If a grade level was selected as a target audience (column E in the spreadsheet) but no one of that grade level participated, enter 0 under that grade level.

**ETHNICITY/RACE OF YOUTH PARTICIPANTS**

**# of participating youth of each ethnicity**

Enter the number of participating youth (6th - 12th grade) who identify with the following ethnicities: Hispanic, Non-Hispanic, Did not collect/report. If this information was not collected or a participant chose not to select a category, record the number of participants who meet this qualification under Did not collect/report. If youth were not a target audience for this program session, leave this section blank. If they were a target audience but no one participated, enter 0.

**# of participating youth of each race**

Enter the number of participating youth (6th - 12th grade) who identify with each of the following races: American Indian/Alaska Native, Asian, Black/African American, Native Hawaiian/Pacific Islander, White, Multi-race, Other, Did not collect/report. If this information was not collected or a participant chose not to select a category, record the number of participants who meet this qualification under Did not collect/report. If youth were not a target audience for this program session, leave this section blank. If they were a target audience but no one participated, enter 0.

**ETHNICITY/RACE OF YOUNG ADULTS (18-25) PARTICIPANTS**

**# of participating young adults (18-25) of each ethnicity**

Enter the number of participating young adults who identify with the following ethnicities: Hispanic, Non-Hispanic, Did not collect/report. If this information was not collected or a participant chose not to select a category, record the number of participants who meet this qualification under Did not collect/report. If young adults were not a target audience for this program session, leave this section blank. If they were a target audience but no one participated, enter 0.

**# of participating young adults (18-25) of each race**

Enter the number of participating young adults who identify with each of the following races: American Indian/Alaska Native, Asian, Black/African American, Native Hawaiian/Pacific Islander, White, Multi-race, Other, Did not collect/report. If this information was not collected or a participant chose not to select a category, record the number of participants who meet this qualification under “Did not collect/report. If young adults were not a target audience for this program session, leave this section blank. If they were a target audience but no one participated, enter 0.

**ETHNICITY/RACE OF ADULTS (25+) PARTICIPANTS**

**# of participating adults (25+) of each ethnicity**

Enter the number of participating adults who identify with the following ethnicities: Hispanic, Non-Hispanic, Did not collect/report. If this information was not collected or a participant chose not to select a category, record the number of participants who meet this qualification under Did not collect/report. If adults were not a target audience for this program session, leave this section blank. If they were a target audience but no one participated, enter 0.

**# of participating adults (25+) of each race**

Enter the number of participating young adults who identify with each of the following races: American Indian/Alaska Native, Asian, Black/African American, Native Hawaiian/Pacific Islander, White, Multi-race, Other, Did not collect/report. If this information was not collected or a participant chose not to select a category, record the number of participants who meet this qualification under Did not collect/report. If adults were not a target audience for this program session, leave this section blank. If they were a target audience but no one participated, enter 0.

**Events**

Definition: An event is a one- or two-day opportunity that does not require registration. It could be just for youth/young adults/adults or the whole family could be invited. Examples might include a park clean-up day/weekend, a summer festival, or a guided tour to view/identify native species in the local park. An event may happen more than once over the Inspire grant period, but it will still be on a single day (or maybe two days) and not require registration.

**EVENT DETAILS**

**Event Name**

Enter the name of the Event

**Event Type**

Enter what type of event this was. Choose from the following list:

Volunteer

Festival

Park Clean Up

Other (please write)

**Main Objective**

One or two sentences is just fine. Something that the main Inspire community contact can enter into the reporting tool. If it’s easier to provide this information to the main contact in another format, that is completely okay.

**Primary location of where the program occurred**

Enter the primary location of this event. If the event occurred for an equal amount of time at more than one location, indicate each location from the following list. Otherwise, select one.

* BLM land
* County Open Space
* Farm/Ranch
* Garden/greenhouse (Community)
* Garden/greenhouse (School)
* Garden/greenhouse (other)
* Hub
* Local attraction/natural feature (not park or school)(e.g. Ice skating rink, mine, museum)
* Local neighborhood (not attraction, park or playground)
* Local park/playground
* National Park/Forest/Monument/Wildlife Refuge
* Privately owned land
* Provider Indoor facilities other than school (e.g. community center)
* School (Outdoor grounds)
* School (Classroom setting)
* State park
* Walking/Bike path
* Wilderness Area (U.S. Wilderness Area)
* Other (write in)

**Region of Colorado of primary location**

Enter the region of Colorado (from the list below) that best describes the primary location you selected.

* Plains
* Front range
* Foothills
* Mountains
* San Luis Valley
* Western Slope

**Total # of Hours this Event Occurred**

Enter the total number of hours of this Event

**Total # of Participants**

Enter the total number of participants of this Event

**INSPIRE PLACE**

**This Event was to activate a GOCO Inspire Place**

If event was held at one of the coalition’s Inspire Places (listed in the budget or statement of work) with the intention of increasing awareness/use of that place, enter a Y or Yes. If it was not, enter a N or No.

If you entered Yes, please list the Place which the event was intended to activate.