

Auxiliary Outreach Important Thoughts and Suggestions***

For a Program to be effective and its reports to be valid, it needs to follow a few core principles:

- **It must be new or different:** The program you're reporting on can't simply be a repackaged version of something that already exists. It needs to address a need that isn't being met by existing programs.
- **It must benefit the community:** The ultimate goal of the program should be to improve the well-being and health of the community. This can take many forms, from increasing access to services to enhancing social cohesion and unity. The report should clearly demonstrate how the program achieves this benefit.
- **Community participation is mandatory:** A project for the benefit of the community isn't something done *to* a community—it's done *with* it. Meaningful participation goes beyond just showing up. It involves community members in identifying needs, planning, making decisions, and even implementing the program. A valid report will show how the community was engaged throughout the entire process.

What Makes a Report Valid?

A report that simply describes a project isn't enough. To be considered valid, it must demonstrate a connection between the project's activities and its impact on the community. A strong report will:

- **Define the purpose:** Clearly state what the project is trying to achieve and why it is important to the community.
- **Use data and evidence:** Include both quantitative and qualitative data. This can include surveys, interviews, or observations that show the program's effectiveness and how it is meeting the community's needs. Please remember that Auxiliary Outreach is about volunteering your time, never donations of money or goods.
- **Show community involvement:** Detail how the community was engaged in the program. This could include things like a list of community partners, a description of public meetings, or testimonials from participants.
- **Be transparent and accountable:** Acknowledge both the successes and challenges. A valid report is a tool for improvement and is often used to secure future funding or support.

In short, a report on an Auxiliary Outreach project is only as strong as the project's connection to the people and/or community it serves. If the community is not a partner in the work, the report cannot be considered a true reflection of a successful community-based project.

As always, Auxiliary Outreach projects must be approved in advance by the membership, and that approval recorded in the Secretary's minutes. When engaged in the activity or project, Auxiliary members should wear name badges or Auxiliary attire that identifies us to the community as we work to further the goals of the organization with which we have partnered.

If you have any questions, please contact me.

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