

## Suggestions for monthly EAOP reports -

Please flesh your reports with as many details as possible.

- What conversations did you have? Did you have any meetings? With whom?
- What internal (library staff) and or external (community partner) support did you have? (Include names and organizations if you have them.)
- Please tie your activity to specific DEL guidelines or Love, Talk Play when appropriate.
- Review your applications to see what you said you would do, especially your Work Plan.
- Are there evaluations, observations, conversation with parents to be reported?
- Did you purchase books, science materials, and other supplies? What?
- If you had centers what were there? Math? Writing? Science? A specific science like "sink and float"?
- Did you develop handouts or do publicity? What audience?
- Was your community included in anyway?
- Are there any take-a-ways for parents/caregivers? Or is there a plan for this? Have you started the design? Are they ready to go to the printer?
- Have you ordered EL guidelines from DEL? How many? For whom?
- What challenges or barriers have you experienced? Did plans fall through? Programs turn out differently than expected? Partners back out?
- You may have to go through your calendar/ planner to recreate activities and dates may be approximate.

Thank you for all you do for the children and their families in your community!