

Final Report: Astro4Girls and Their Families

Please note: This report must be returned to the address below **within 30 days of the last event of the program.** Reporting is a requirement for all projects organized by the American Library Association Public Programs Office. **Failure to make a timely final report may affect your library's opportunities to take part in other ALA Public Programs Office projects.** Please use extra pages if necessary.

Library: _____

City/State: _____ **Event dates:** _____

A) Event description and attendance

Please note: You are **required to provide** at least an estimate of how many people attended the event. Please **do not** provide only the number of visitors who signed a guestbook.

The Astro4Girls sponsors recognize that libraries may host Astro4Girls-related events beyond what their NASA Buddy provided resources for: e.g. field trips for local schools, out-of-school time programs, other family events, and public talks, etc. Please summarize the target audience and scope of your Astro4Girls and/or Women's History Month programming in a few sentences:

I) Individual program descriptions: (indicate if program was "NASA Buddy" event or additional event planned and hosted by your library; include Title, Format, Target Audience and Presenter for all programs)

1. **Program description** (NASA Buddy event or related Library-planned event? Include Title, Format, Target Audience and Presenter):

Total attendance: _____ **Adults:** _____ **YA:** _____ **Children:** _____

2. **Program description** (NASA Buddy event or related Library-planned event? Include Title, Format, Target Audience and Presenter):

Total attendance: _____ **Adults:** _____ **YA:** _____ **Children:** _____

3. **Program description** (NASA Buddy event or related Library-planned event? Include Title, Format, Target Audience and Presenter):

Total attendance: _____ **Adults:** _____ **YA:** _____ **Children:** _____

4. **Program description** (NASA Buddy event or related Library-planned event? Include Title, Format, Target Audience and Presenter):

Total attendance: _____ **Adults:** _____ **YA:** _____ **Children:** _____

5. **Program description** (NASA Buddy event or related Library-planned event? Include Title, Format, Target Audience and Presenter):

Total attendance: _____ **Adults:** _____ **YA:** _____ **Children:** _____

(Use additional pages if necessary.)

Grand total number of programs:

Total program attendance:

II) **On a typical day, what is the average number of visitors to your library?** _____

III) **Do you believe that the number of library visitors has increased as a result of your Astro4Girls/Women's History Month programming?** Yes ___ No ___ Not Sure ___

B) Elementary, middle, and high school involvement

Total number of students (school + homeschool) attending the events:

Elementary: _____ **Middle:** _____ **High School:** _____

Total number of classes attending the events:

Elementary: _____ **Middle:** _____ **High School:** _____

Total number of homeschool groups attending the events:

Elementary: _____ **Middle:** _____ **High School:** _____

Total number of classes using event-related themes in their curriculum (e.g. astronomy, Women's History Month, women in science, etc.; this could be as reported by the teachers and homeschool groups attending your Astro4Girls program, or your best estimate):

Elementary: _____ **Middle:** _____ **High School:** _____

C) Funding (not including Astro4Girls stipends)

Include sources and actual/in-kind amounts of support for any event-related programs, invitations, printing, events, etc. Please **do not** include the \$300 stipend for the project here (see page 5 for stipend expenditure report).

Source: _____ **Amount:** _____

Source: _____ Amount: _____

Source: _____ Amount: _____

Total: _____

D) Publicity

Please describe how you tried to attract public audiences from outside your customary user groups to the Astro4Girls events and programs, and indicate whether or not you were successful. Please describe the results of your publicity strategies for the programs.

E) Publicity samples

Please attach **two copies** of all library-produced publicity pieces, including posters and flyers, all newspaper articles and other materials such as bibliographies, bookmarks, invitations, etc.; copies of your “Astro4Girls and Their Families” Web pages; and captioned photographs taken at events if you have them. **Send only one copy of CDs and DVDs.**

F) Partnerships

Please tell us if and how you partnered with local/regional girl-serving organizations, amateur astronomers, etc. to attract audiences or to seek advice/assistance with programming.

G) Comments about the Astro4Girls program

Please share any comments about the Astro4Girls program, identifying source of comments, e.g., librarian, program participant, presenter, or partner organization.

Comments are valuable in reports to funders, and we appreciate your reporting them.

Submitted by: _____

Date: _____

Phone: _____

E-mail: _____

Please return this form and attachments within 30 days of the closing of the event to:

Program Coordinator, ALA Public Programs Office, 50 E. Huron St., Chicago, IL 60611

Any questions, please call 312-280-5289 or contact publicprograms@ala.org

Please note: The ALA Public Programs Office sends e-mail acknowledgement of receipt of final reports to the person submitting the report. If you do not receive this e-mail within 10 days of mailing your report, please contact: **publicprograms@ala.org**.

All “Astro4Girls” libraries are required to submit the Stipend Expenditure Final Report form in addition to this final report. (Stipend form follows on the next page.)

Stipend Expenditure Final Report Form

Astro4Girls and Their Families

(To be submitted with the library's final event report – see previous pages.)

The \$300 stipend may be used only for program expenses and materials including: speaker honoraria and travel expenses, publicity expenses, postage, printing, photocopying, telephone costs, film rental, travel expenses for groups visiting the library (e.g., van rental), acquisition of books, magazine subscriptions, CDs, DVDs, laminated posters, educational computer games, or other printed or audiovisual educational materials directly related to the themes of the events. Please consult the ALA Public Programs Office if you have questions about particular expenditures.

The funder and sponsors prefer that the program stipend not be used for costs associated with social events, such as refreshments, decorations, costumes, etc. Funds may not be applied to the purchase of equipment that will be used for purposes other than astronomy and space science programming in the library on a permanent basis.

Please provide a brief report of how your library used the stipends awarded for this project.

For example:

- | | |
|--|-------|
| 1. Purchased 15 books | \$100 |
| 2. Printed program flyers | \$ 50 |
| 3. Rented two buses for school groups @ \$75 | \$150 |

Type of Expenditure:	Amount:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	Total: _____