



Network for a Healthy California

Annual Progress Report Narrative Instructions FFY 2012

Following are the instructions for the required elements of your Annual Progress Report Narrative. Please read the instructions thoroughly and complete each section to the best of your ability. Submit the Narrative, along with your other Progress Report documents, electronically via SharePoint by **Monday, October 15, 2012**.

Part 1: Your Success Story

A great way to let others know how your *Network* program has made a difference for your audience and agency is to share individual success stories. While formal evaluation is important, success stories are a way to informally highlight and bring attention to the successes of your program. For this report, you can use a planned *Network* activity (e.g., impact evaluation results) or an unintentional success resulting from your *Network* project. The story should be about a *Network*-funded activity, however if the project utilized non-*Network* funding in any way, please clarify that in the story. Below is a basic guide for you to follow in writing a success story.

This narrative Success Story should be **no more than one page in length (500 words or less)** and include the five steps listed below. Please label each of the first four steps. Even though many contracts have multiple sites, please use only **one story for this progress report**. If you have pictures for your story, please include them as Attachments/Deliverables under the appropriate Objective and Activity not as part of this narrative. Please spell out all acronyms before using them in the narrative. Steps one and two need to include who was involved, where and when the success occurred and what and how it happened. Please do not include names or other identifiers of any staff or participants, or brand names of foods or stores. Choose a success story that means a lot to you and the audience(s) with whom you work. Write the story so your readers will feel the excitement and emotion these changes created for the audience(s) and you.

Step 1. Introduction and Challenge

Describe the challenge: In two to five sentences describe the challenge(s) faced by your target audience(s) that made choosing healthy food and/or being more physically active difficult.

Step 2. Description of Activities

Describe the nutrition education and/or physical activity promotion activities: In four to eight sentences describe what *Network* activities helped address the challenge and created a successful change.

Step 3. Lasting Impact and Change

Impact statement: In two to four sentences describe the positive effects these changes have had on the audience(s) and possibly on the families of the audience. Include quotes if possible.

Step 4. Next Steps

What next? Describe how these results will affect your work and highlight activities your audience(s) may be able to do to continue to improve their nutritional habits and physical activities.

Step 5. Give Your Story a Title

Think of a catchy title for the story. Include a verb to grab the reader's attention.

Besides being a required component of your annual *Network* progress report, your Success Story is one way to share information about your program when communicating with the media, legislative representatives and other agency partners. The *Network* may also share these success stories to highlight the exciting outcomes of your *Network*-funded program.

For more information on writing success stories, visit the Centers for Disease Control and Prevention Oral Health Success Stories Workbook (www.cdc.gov/OralHealth/publications/library/success_stories_wkbk.htm)

Part 2: Challenges

This section is required only for any revised, delayed, or incomplete objectives/activities in your Scope of Work (SOW) occurring during the past six months. Challenges from the first six months (Oct through March) were presented in the Semi-Annual Progress Report which was submitted in April. If there are multiple objectives/activities that meet this criteria, please copy and paste the items in this section as many times as necessary to address all revised, delayed, or incomplete activities. (Note: This does not include activities that are in progress and on schedule.) Remember that revisions made to the SOW objectives, activities, and timeframes require prior approval from your Program Manager. Please immediately address any challenges in completing activities as scheduled with your Program Manager.