

## **Checklist for Submitting a Final Report to Milwaukee Youth Sports Authority**

The Final Report must include the following:

- \_\_\_\_\_ completed Final Report form
- \_\_\_\_\_ narrative report on the project and its significance
- \_\_\_\_\_ your participants' "success stories"
- \_\_\_\_\_ financial accounting for all grant fund expenditures (including documentation for all expenditures)
- \_\_\_\_\_ participant roster, including first and last name, gender, age, and ZIP Code
- \_\_\_\_\_ participant pivot tables
- \_\_\_\_\_ coach roster
- \_\_\_\_\_ volunteer roster
- \_\_\_\_\_ schedules of games and events, practice times, and locations
- \_\_\_\_\_ copies of announcements and published references to the grant

All forms are available on the Sports Authority web site.

<http://www.milwaukeeyouthsports.org/htm/reporting.html#Download Forms>