

PARAPROFESSIONAL CONTACT REPORTING MANUAL

Who reports: All personnel who deliver programs. (It would be helpful when a new employee reports for the first time, to write "New Paraprofessional" at the top of the report).

Mechanics:

1. Clear, legible, **handwritten** reports are preferable. Paraprofessional reports should be filled out on buff or canary paper.
2. Work can be reported under a program number whether clientele were contacted or not. For example, if you're in the process of developing an educational program but have not yet delivered it to clientele.
3. For all time reported, a **program number** must be entered. Do not use a description instead of the number. Current program numbers are on the sheets entitled "Program Numbers for use beginning 9/1/95".
4. When reporting work efforts, use hourly increments. Do not report fraction of hours.
5. Please double check your reports for completeness, accuracy of numbers (especially Social Security) and legibility before mailing.
6. A copy of each contact report should be kept by each person.

INSTRUCTIONS FOR FILLING OUT PARAPROFESSIONAL CONTACT REPORT FORMS

Please print legibly!!

Period Covered: Enter the time period for which you are reporting. Example: If you are reporting for the month of April, enter April 1-30, 1995. Do not enter the date you filled out the report or the date it was due.

Social Security Number: Please fill in your social security number. (For offices filing one Paraprofessional contact report form per month, use the nine-digit number assigned to your office).

Name: Print your full name in this space.

Name of Office or Department: The name of your unit, center or department is entered in this block. For instance: Vermilion Unit, Champaign Center, or Animal Science are examples of what might be entered if that's where you are based.

Circle Your Region: Circle your Region number and letters here.

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Program #: Use program numbers from the sheets entitled "Program Numbers for use beginning 9/1/95 only. **Do not use any other description in this block other than program numbers.**

Hours: Report total hours expended on the program number being reported. Do not use decimals or fractions of hours. Each hour of work should be reported once and only once. You can use a program number even when you do not have teaching contacts.

Face-to-Face Contacts: These are teaching contacts where race is visually discernable. Reported also by gender.

**Total Youth:
(Face-to-Face)** Report the number of youth in the audience by gender.

Volunteer Contacts: Number of contacts taught by volunteers. Includes those taught by local leaders.

**Non Face-to-Face
& Contacts for
Coordination
OPTIONAL** Those contacts made through telephone or TeleNet teaching; direct mail & newsletters. Contacts for Coordination are those that staff members recruited for others to teach such as specialists or other staff members.

MASS MEDIA

**News Releases
Distributed:** Report number of different news releases prepared. Example: One news release in ten papers should be reported as one.

News Columns: Report the number of different columns prepared. Count is same as news releases.

Radio Programs: Number of radio programs presented or number tapes played.

Radio Minutes: Number of programs times the number of minutes each. (Total on-air minutes).

TV Programs: Number of television programs.

TV Minutes: Number of television programs times the minutes of each. (Total on-air minutes).

of Newsletters: Number of different newsletters prepared. Notices of meetings or events are not included.

Total Copies: Total number of copies of newsletters sent out.

Signature: Certify that the contact report is correct by signing the signature line.

