

Family Resource Network Quarterly Activity Report  
**Cover Sheet**  
Quarter \_\_\_\_\_

FRN Director: \_\_\_\_\_ E Mail Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Mailing Address \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Office Days and Hours: \_\_\_\_\_

Request for FRN Board Training: Yes \_\_\_\_\_ No \_\_\_\_\_

**Directions:**

Place a check mark next to the documentation attached.

**Assess**

- Data entries to WV Beehive \_\_\_\_
- Number of visits to the WV Beehive web site \_\_\_\_\_
- Copy of Resource Guides \_\_\_\_\_
- Electronic Submission of data annually by August \_\_\_\_\_
- Copy of meeting attendance sign-in sheets and meeting minutes \_\_\_\_\_
- Copy of FRN Board of Director's meeting agenda with Service Array as a standing agenda item \_\_\_\_\_

**Plan**

- Quarterly review of RCD \_\_\_\_\_
- Document the Promotion activities, expected outcomes and results. \_\_\_\_\_
- Documentation of Community Steering Committee meetings via minutes and communication plan to share with community Stakeholders. \_\_\_\_\_
- Membership roster that includes address, phone numbers, email, agency affiliation, etc \_\_\_\_\_
- Community Stakeholder forums information sharing \_\_\_\_\_
- Identify the range of community partners that can and should be included in the community service array. \_\_\_\_\_
- Develop action plans to help the Community Stakeholder and Steering to improve its community partnership. \_\_\_\_\_
- Assist in the design and implementation of peer to peer training on engaging birth parents, family caregivers, and youth. \_\_\_\_\_
- Develop action plan to improve and maintain continuous involvement of birth parent, family caregivers and youth in the Community Service Array process. \_\_\_\_\_
- Increase family/youth involvement on the collaborative Steering by 10% \_\_\_\_\_

**Mobilize**

- Meeting schedules \_\_\_\_\_

**Evaluate**

- Quarter RCD Plans Reports \_\_\_\_\_

**Signature** \_\_\_\_\_ **Board President**

**Date:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **FRN Director**

**Date:** \_\_\_\_\_