

Email Notification about Data Collection Changes – March 31, 2009

NOTE: If you are NOT the person who prepares the CTF Data Reports for your program(s), please immediately forward this email to the person who prepares them.

CTF Grantees,

The Auburn University CTF Evaluation Project is concluding on July 31, 2009, and the final report for PY 2008-2009 will be submitted to CTF that day. Because of the volume of data that are collected by all Grantees each year, we will need to conclude data collection for the current year in April in order to allow the time necessary for processing, entering, and analyzing data, as well as preparing the final report. Please provide data in the following manner:

1. Mail any demographic forms and surveys that you have not already submitted to us in time for us to receive them **NO LATER THAN Wednesday, April 15, 2009**. This is the final deadline for PY 2008-2009 for demographic and program impact data from your participants. Include in your package the attached cover sheet for the April 15th report, and mail the package to the following address:

Children's Trust Fund Evaluation
110 M. White Smith Hall
381 Mell Street
Auburn University, AL 36849

2. No further PY 2008-2009 demographic forms and surveys can be accepted by the Auburn University CTF Evaluation Team after April 15th. The data collected up to that point will be used in an overall CTF Report for PY 2008-2009.

3. You are not required to collect demographic and program impact data after April 15th, although you may choose to do so. Because there will not be time to generate individual reports, we soon will provide you a tool for summarizing the information in these forms for your individual program.

4. **IMPORTANT** - The submission of the Quarterly Numbers Served, Master List, and Master Output Report will still occur according to the regular 3rd Quarter (May 15th) and revised 4th Quarter (July 15th) deadlines. Please use the attached cover sheet for 3rd and 4th Quarter reports.

Please feel free to contact the Auburn University CTF Evaluation Team for clarification on any of these changes.

Sincerely,

The Auburn University CTF Evaluation Team