



Lassen Park Foundation Youth Camping 2017 Final Report

FINAL REPORTS ARE DUE 30 DAYS AFTER YOUR GROUP HAS COMPLETED ITS CAMPING TRIP

In order to successfully close out your grant you must submit this form, receipts for the expenses listed on this form, and answers to questions 1-5 (on page 3) on a separate sheet of paper. Timely submission of these documents is required to qualify for any future funding.

Group Information

Please use the top portion of this form to report on the final outcomes of your group camping trip to Lassen Volcanic National Park.

Organization Name

Person Submitting This
Report

Title

Phone Number

E-Mail Address

Trip Information

For this section, please only report on the youth group camping trip. Please do not include additional family members (those not included in your original grant application) in your attendance calculations.

Trip Start Date

Total Attendance

Trip End Date

Adults

Youth

Demographic Information (optional)

*The demographic information from your youth group will help Lassen Park Foundation to obtain grants for Youth Camping Program in future years. This information is not required; groups may submit this information at their own discretion. Please enter the approximate **percentage** of group's participants within the categories below:*

Male

Female

Caucasian

African American

Asian

Native American

Latino

Other

Grant Expenses

Please use the section below to record the expenses which your grant award was used for. Please use one line for each expense. Total expense should equal the grant amount or more. If grant funds were not completely used, then the unused portion must be returned with this report in the form of a check made payable to Lassen Park Foundation. (If you need additional lines, please attach an additional page.)

Total Grant Award

<u>Description</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Date of Payment</u>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>

Total Expenses

Grant Funds Used

Unused grant funds to be returned (if the full grant was used, please enter \$0.00)

Please answer questions 1-5 (listed on page 3 of this form) on a separate sheet of paper and submit with this report.

This final grant report submitted by:

Name & Title /s/

Date

Additional Documentation

Required Narrative Questions (please submit answers to these questions on a separate sheet of paper):

1. How were the lives of the participants changed by this camping trip?
2. What new skills were learned?
3. How were the dynamics of the group impacted by the trip?
4. Did the group achieve an increased understanding of the role of national parks and public lands?
5. Do you have any suggestions to improve this camping program?

The following documentation should be submitted along with this completed form to close out your 2017 Youth Camping Grant:

- Narrative of your trip (see questions 1-5 below)
- Receipts showing the use of grant funds (for expenses listed in this report)
- Photographs of your trip (optional)
- Photo release of individuals depicted in the submitted photographs (required only if photographs are submitted).
Photographs may be used by Lassen Park Foundation to promote the Youth Camping Program.

Completed reports (including this form and additional documentation) should be submitted within 30 days of your trip to:

Lassen Park Foundation
PO Box 33
Anderston, CA 96007

If you have any questions regarding this form or the final grant reporting requirements, please contact the Lassen Park Foundation office at (530) 378-2600 or by e-mail to jennifer@lassenparkfoundation.org.