



## Family and Community Partnerships Activity Summary Guidance

Guidance for completing the [Activity Summary](#) document.

**Activity Selected:** Include the list number and activity from the [Activity Options](#) document.

Example:

- #1 host a speaker in the program

**Date Activity Completed:** Include the full date of the activity (month, day, year)

Important reminders:

- To meet IQ4K® requirements, the chosen activity must benefit all ages your program serves. It can look different for each age group, but there must be a benefit for all children served.
- If you choose to write up a summary about an activity that your program repeats regularly (i.e. weekly, monthly, annually) you will need to pick one date/occurrence and write up your summary about that specific date. Your answers should not be general information about all dates/occurrences the activity is done.
- Write in paragraph form, be descriptive and thorough.

**Describe how the activity was completed:**

1. Why did you choose this activity?
2. What steps did you take to plan this activity?
3. Describe, in detail, the logistics of how the activity happened, including all required reporting clarifications listed on the [Activity Options](#) document.

**What did we learn as a program from this activity:**

1. What did you and/or staff learn as a result of this activity?
2. What did you and/or your staff gain by completing this event?
3. What were the benefits to you and/or staff by participating in this event with children and families?
4. How did this event help you and/or staff as child care providers and educators?
5. How will you incorporate what you have learned from this activity into your program in the future?

**How did this activity strengthen your partnership with families and the community?**

1. How did the families in your program benefit from this activity?
2. What did families gain from the activity occurring in your program?
3. How were community partnerships enhanced as a result of this activity?

**How did each age group in your program benefit from this activity?**

1. List each age group served by your program and describe how that specific age group of children benefited from this activity.

**Is this something you would do again? If yes, why? If no, what would you change?**

1. Would you do this activity again in the future?
2. Why would you do this activity again or why will you not do this same activity in the future?
3. What will you do differently next time, if anything?