**Atla Regional Grants Program Reporting Form**

**The purpose of this form is to allow those reporting on programs supported through grant funding from Atla to give a concise report on said program. Email this form within one month of the program’s completion to** [**memberrep@atla.com**](mailto:memberrep@atla.com)**.**

# **Reporter:**

* Name:
* Address:
* Phone:
* E-Mail Address:

**Title of Program:**

**Date and Location of Program:**

**Presenter:**

**Number of attendees:**

**Written report**:

The report should be a minimum of 400 words. This should include a description of the program, its learning outcomes, and how these outcomes were achieved. This description will be published in the Atla *Newsletter*.

We politely ask that you acknowledge Atla’s grant funding in your report to encourage future grant seekers, simply by stating “This Program/Speaker was made possible through grant funding awarded by the Professional Development Committee of Atla.”

If possible, please send photos of your event for Atla records to be used in furthering the promotion of Atla’s efforts to provide grants for continuing education.