

Healthy Community Coalitions  
Reporting Format for Action Teams

ACTION TEAM: \_\_\_\_\_ DATE: \_\_\_\_\_

To better facilitate communication within the entire coalition, please be sure the chair, co-chair, or a representative of your action team is attending the coalition meetings and ready to give a report of recent action team activities.

**Following are some suggestions about what information should be reported.**

1. Reminder of action team goals and purpose statement
2. Upcoming events being facilitated by the action team in relation to those goals
3. Future programming the action team is discussing
4. Successful programming the action team has facilitated, numbers served through these programs, effect on and actions taken by participants since participation
5. Information, if available, on how other coalition members may be able to help
6. The action team's next meeting date, time, and location