

Sample Instrument

FINANCIAL LITERACY SERVICES

Economic Opportunity Focus Area

Output: Number of unduplicated economically disadvantaged individuals receiving financial literacy services (O1).

Sample Instrument

Multiple Session Attendance Log

This instrument can be used to track the number of individuals who participate in a series of sessions or events (e.g., classes). This log collects output data on the dosage, or level of participation of individuals. You are encouraged to develop an Excel spreadsheet with this information and use the spreadsheet to document unduplicated individuals.

Multiple Session Attendance Log

Instructions

What is the purpose?	To determine how many people attended the financial literacy service program, and which sessions each individual attended. To determine how many people completed the financial literacy program as measured by attending a minimal number of sessions (e.g., must attend 8 of 10 sessions).
Who should complete this instrument?	A designated person (e.g. the facilitator) should be responsible for taking attendance at all sessions.
When should we complete this instrument?	At the start of every scheduled session.
What should we do to prepare?	Modify the "Multiple Session Attendance Log" to fit your financial literacy program's schedule. Enter the names of the expected attendees in alphabetical order, and the names and dates of the scheduled sessions. The Log has columns for four sessions; if you have more than four sessions, use additional logs or modify the document.
What should we do afterwards?	Keep all the logs together in a safe place; these are your data. You will aggregate this data later to determine if you met your output target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated individuals who participate in your financial literacy service program. For example, you may want to develop an electronic attendance system (e.g., Excel spreadsheet). However, whether your instrument is in paper format or electronic format, remember to save this "raw" data as proof that a systematic process was used to document the output.

Multiple Session Attendance Log

Financial Literacy Service Program Name: _____ **Course Name:** _____

Person completing this Log: _____ **Dates:** _____

Instructions: Enter individual names in the first column; enter the title and date of each scheduled session in the top row. As the sessions are conducted, check off those who attended. When the course is finished, count the number of individuals who attended at least ____ # sessions and met the program’s completion requirement.¹

Name		Session Title: _____	Session Title: _____	Session Title: _____	Session Title: _____	Total # Sessions Attended	Place a “1” if completed at least ____* sessions.
Last	First	Date:_____	Date:_____	Date:_____	Date:_____	Total Sessions: _____	Met Output
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

Total number of participants that completed the required number of sessions: _____.

¹ To complete participation, individuals must attend at least ____# sessions and stay for the entire session.