



## **PURPOSE**

To record a single outreach activity participated in by one or more Division of Services for the Blind staff members and to record relevant details on each event for Federal and State reporting. Activities are considered outreach when they are for individuals not already served by the Division.

## **PREPARED BY**

DSB staff

## **INSTRUCTIONS**

To access this form from the DSB forms website, click on the PDF version of this form. Once opened, click on the paperclip attachment icon on the top left to access the Word document version if you want to be able to save the form.

DSB staff must submit this form to the designated DB Specialist according to the county in which the event took place. [Click here for a list of Deaf Blind Specialists by county.](#)

**Name, phone number, and email:** Enter the first and last name, phone number and email of the DSB staff person who participated in the event. If more than one staff person participated in the same event, then only the coordinator of the event should complete this form.

**Activity:** Enter the complete date, name of event, and sponsoring organization of the activity attended. Enter the first and last name of the contact person for the event with phone number or email address. Enter the city and county the activity took place.

**Specific Targeted Population:** Choose the option(s) that best describes the participants of the event. Select the population from the drop down menu. Only one option is permitted per drop down. To select more than one option, click on the next "choose an item" to highlight, click the drop down menu, click one selection and repeat the process up to 5 total selections.

Please note that when you select racial/ethnic minorities, you will need to also use the drop down for racial/ethnic minorities. You may make only one selection per line but may make up to 5 total selections.

To determine if your outreach event targeted "Students with Disabilities" or "Youth with Disabilities" use the below definitions. If your outreach event targeted individuals who meet both definitions, be certain to select both.

Students with Disabilities - for the purposes of outreach, include all students age 14 to 21

Youth with Disabilities - individuals with disabilities (as defined by the ADA) age 14 to 24

**Approximate Total Number of Participants:** The total number of participants regardless of age. Choose the most accurate range of participants that attended the activity from the drop down menu.



**Approximate Number of Participants Under Age 22:** Record only individuals estimated to be under the age of 22. Choose the most accurate range of participants under the age of 22 that attended the activity from the drop down menu.

**Number of hours at the event:** This time does not include set up and preparation for an event. Choose the increment that best describes the actual time the event was available to the participants from the drop down menu.

**Office Location:** Choose the district office based on the county the event occurred from the drop down menu.

For Social Workers Only - specify designated county.

**Position:** Check all positions represented by staff participating at the event. Indicate the number of staff per position that participated.

**Type of Activity:** Check the one(s) that best describes your event from the drop down menu. You may make only one selection per line but may make up to 4 total selections.

**Purpose of Activity:** Choose the one that best describes your event.

## **DISTRIBUTION**

Original: Deaf Blind Specialist who serves the county in which the outreach activity occurred  
Copy: Staff Coordinating Activity