



# NEBRASKA HUMANITIES COUNCIL

## PRIME TIME FAMILY READING TIME

### GUIDELINES FOR FINAL REPORT

#### WHAT TO INCLUDE WITH YOUR FINAL REPORT

##### **Program Coordinators send to the Nebraska Humanities Council (NHC):**

- Nebraska Program Coordinator's Final Report (three pages), **not** the Affiliate's Final Report. You do **not** need to send a report to the Louisiana Endowment for the Humanities.
- Nebraska Community Liaison Final Report
- Student Intern's completed questionnaire for the Nebraska Library Commission
- Invoices for the preschool coordinator, student intern, community liaison, program coordinator (**if not** a paid employee of the site), and transportation provider
- Copies of receipts and an account (spreadsheet) of all expenses paid through the \$1,000 NHC grant award. Return any remaining funds to the NHC.
- If expenses exceeded \$1,000, submit an invoice for reimbursement that includes descriptions of each expense and copies of receipts.
- Copies of publicity and media coverage
- Entry surveys and completion surveys from the families

##### **NOTE: We do not need the Preschool Coordinator's Final Report.**

Three months after the completion of your *Prime Time* program, please administer the 90-day follow-up surveys. Send completed surveys to the Nebraska Humanities Council.

##### **Storytellers & Discussion Leaders send to the Nebraska Humanities Council:**

- Nebraska Discussion Leader and Storyteller Final Report (two pages)
- An invoice indicating how many weeks you participated (\$125 per week, plus an additional \$125 for completing your final report), total mileage to sites outside your town/city of residence, and your mailing address

#### **Nebraska Humanities Council**

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