



April 2019

Dear YAC Leader

**Please read this letter first.** It outlines the contents of this pack of information, which will make it easier for you to complete and return your annual report and census data.

### Census Materials

- An explanatory letter outlining how and why we are collecting a census of members and adult leaders and assistants in your branch; read this so you know the processes that we are asking you to follow to collect and share your data.
- A letter to show to parents/carers that explains how we will use data about their child(ren); please display this alongside the tally sheet at your May meeting and have a leader/assistant on hand to supervise the collection of the members' data.
- Members' tally sheet; this anonymous tally sheet should be completed by parents/carers for each child attending the May meeting. They will need to add one tally mark for questions 1–3, and as many as appropriate in question 4.
- Leaders'/Assistants' tally sheet; this anonymous tally sheet should be completed by each YAC leader and assistant at your May 2019 meeting.
- Completed samples of both tally sheets; these show how the data should be recorded on the tally sheets by parents/carers and leaders/assistants. Add up the totals before completing the online form (see below). You should have the same total for questions 1–3: on the members' tally sheet this should equal the total number of members in attendance at the session; on the leaders'/assistants' tally sheet this should equal the total number of leaders and assistants in attendance at the session.

The census materials (above) are also available online at <https://www.yac-uk.org/yac-census-and-annual-survey-2019> or by emailing [yac@yac-uk.org](mailto:yac@yac-uk.org)

Once you have collected your census data at your May 2019 meeting, please submit your census return, along with your annual report using our online SurveyMonkey form available via the YAC website at: [https://www.surveymonkey.co.uk/r/YAC\\_CENSUSandAR\\_2019](https://www.surveymonkey.co.uk/r/YAC_CENSUSandAR_2019) The form should take around 20 minutes to complete, and your help in collecting accurate and up-to-date information is hugely appreciated. **Please ensure that you have completed the online form by Sunday 9th JUNE.**

I understand that there is a lot of information and pieces of paper enclosed with this letter. If you would like clarification on any of the above processes relating to the census or annual report please do get in touch.

As ever, your time and enthusiasm in running your YAC branch is very much appreciated.

Best wishes



Dr Jo Kirton

Youth Engagement Manager