



April 2019

Dear YAC Leader

### **Young Archaeologists' Club Annual Report and Census April 2018–March 2019**

As in previous years we are combining our annual report with the YAC census. There is one online form to complete that will combine your annual report for the period April 2018–March 2019 and your census data, which should be collected at your May 2019 meeting.

#### *Why is YAC carrying out a census?*

Conducting a census gives us up-to-date and accurate data to help us understand who accesses YAC, both in relation to young people and YAC leaders and assistant leaders. This will help us to provide better support and strengthen our links between the CBA and our network of branches. The data we collect helps us to:

- Provide better support to our leaders and members
- Plan and fundraise for our work more effectively
- Understand the communities in which we operate
- Celebrate the successes and positive impacts of YAC

#### *How has the census been designed?*

We are asking you to collect your members' and leaders'/assistants' details using an anonymous tally sheet (see enclosed). This will mean that you do not have to give out and collect individual forms, and it will be easier for you to collate the information and return it to us online. The categories used mirror those on the UK census and the census collected by the Scouts.

#### *How the census will work: YAC Members*

At your May 2019 meeting, please ensure that each parent/carer adds tally marks where appropriate on the form, for each of their children attending. For each child, parents/carers will need to add one tally mark for questions 1-3 and as many as appropriate in question 4. You will need to assign a leader or assistant to supervise this task at either the beginning or end of your meeting but do ensure that parents/carers can add their child(ren)'s details without being overlooked by the supervising leader or any other parents/carers. There is an explanatory letter for parents/carers enclosed, which they might like to read before adding details for their child(ren) to the form.

*How the census will work: YAC Leaders and Assistant Leaders*

There is a separate anonymous tally sheet for YAC leaders and assistant leaders to complete. As per the members' form, each leader and assistant leader will need to add one tally mark for questions 1-3 and as many as appropriate in question 4.

*How to return your census information*

The data collected on both tally forms, **needs to be collated to provide total numbers for each question** (we have provided a sample 'completed' tally sheet as a visual aid). This information should then be submitted alongside your branch's annual report by completing the online survey at: [https://www.surveymonkey.co.uk/r/YAC\\_CENSUSandAR\\_2019](https://www.surveymonkey.co.uk/r/YAC_CENSUSandAR_2019)

**Please complete your annual return and census report online by Sunday 9th of June.**

Electronic copies of the census tally forms and parents'/carers' letter can be obtained as downloads from <https://www.yac-uk.org/yac-census-and-annual-survey-2019> or by emailing [yac@yac-uk.org](mailto:yac@yac-uk.org)

If your branch is unable to complete the 'Census Return and Annual Survey 2019' online, please let us know and we can arrange to collect your data by post.

**If you have any questions do please get in touch.**

This year we are aiming to have a 100% return rate for annual reports and census returns. Please help us to reach our target!

We are entirely dependent on you and your branch leadership team for enabling YAC to reach so many young people and provide such amazing activities. Thank you very much for your support!

Best wishes



Dr Jo Kirton  
Youth Engagement Manager