

# Transcript and Final Report Templates

## 4-H and Youth Development

**Note: A-G is completed by the assistant moderator. H and I is completed by the Educator who will submit the report.**

**A. Location** of Focus Group: \_\_\_\_\_

**B. Date:** \_\_\_\_\_

**C. Extension Educators/Staff:**

Moderator:	
Assistant Moderator:	
Notetaker (if not asst. mod.)	
Other Educators Present:	

**D. Focus Group Participants:** (for civil rights purposes)

Name	Address	Occupation	Gender	Race/Ethnicity

**E. Question #4:** Please provide a bullet list of the patterns and themes that emerged in question #4, the prioritized list from #6a and other relevant comments from the debriefing session.

**F. Question #6** The top three choices from the themes/patterns were:

1. 1<sup>st</sup> Choice:
2. 2<sup>nd</sup> Choice:
3. 3<sup>rd</sup> Choice:

**G. Debriefing comments** of note:

- What patterns or themes did you identify related to issues or needs of our clientele?
- What other key points were learned from this group?
- What was surprising or unexpected?
- What quotes were memorable?

**H. Interpretation and Conclusion:** Present your interpretations of the findings. What do the results mean for the initiative team? What now?

**I. Acknowledgements and thank yous**

Please submit the final report to the Associate Director, county coordinator, area team chair, initiative team chair and staff development coordinator within 2 weeks of the Stakeholder Input session.