## 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.**

1. **Location** of Focus Group:
2. **Date**:
3. **Extension Educators/Staff**:

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

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

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| --- | --- | --- | --- | --- |
| Name | Address | Occupation | Gender | Race/Ethnicity |
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1. **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.
2. **Question #6** The top three choices from the themes/patterns were:
3. 1st Choice:
4. 2nd Choice:
5. 3rd Choice:
6. **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?

1. **Interpretation and Conclusion:** Present your interpretations of the findings. What do the results mean for the initiative team? What now?
2. **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.