

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. 1st Choice:
2. 2nd Choice:
3. 3rd 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.