



Office of the Attorney General Crime Stopper Trust Fund OAG Event Reporting Form

INSTRUCTIONS

- (1) **Choose** the appropriate grant number using the drop down arrow the **Program Name** will automatically populate.
- (2) **At this point**, the Grantee may choose to print the form and fill it out by hand or continue to enter the information.
- (3) **Choose** the date line and a drop down arrow will appear, the drop down arrow will allow the Grantee to choose a date for the event utilizing the calendar.
- (4) **Enter** the beginning time of the event.
- (5) **Enter** the name of the event, e.g., "Back to School."
- (6) **Enter** the location of the event, e.g., Anywhere, FL or Anywhere Community Center.
- (7) **Enter** the county in which the event took place.
- (8) **Enter** the name of the Board or Staff Member(s) representing the organization at the event.
- (9) **Enter** the information/supplies distributed, e.g., "200 crime stopper brochures and 300 crime stopper pens."
- (10) **Enter** an estimate of the community members in attendance.
- (11) **Enter** a short synopsis of the event, e.g., "This annual event brings together students, parents and teachers to learn about the school each year. Our crime stopper program attends to promote Student Crime Stoppers."
- (12) **Type** the name of the person certifying the program's attendance at the event.
(NOTE: This person must have actually been in attendance at the event.)
- (13) **Print and Sign** the event form.

****** To receive credit for Minimum Performance Standard #8, Community Events, a Crime Stopper Trust Fund Grant Recipient must utilize the OAG Event Reporting Form.**



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Grant Number:

Program Name:

Date:

Time:

Event Name:

Event Location:

County:

Board Attendees/Staff:

Information/Supplies Distributed:

Event Attendance Estimate: Event Synopsis:

By signing below, I certify that I attended the above stated event on behalf of the indicated organization to educate the public in how they can assist in solving crimes while remaining anonymous.

Typed Name: