



Lassen Park Foundation

Youth Camping Program

2019 Final Grant Report

FINAL REPORTS ARE DUE 30 DAYS AFTER YOUR GROUP HAS COMPLETED ITS CAMPING TRIP

In order to successfully close out your grant, you must submit this form, receipts from all expenses, and answers to questions 1-5 listed on page 3. Timely submission of these documents is required to qualify for future funding.

Group Information

Organization Name			
Person submitting this report		Title	
Email Address		Phone #	

Trip Information

For this section, please only report on the actual number of youth and adults that attended the trip.

Trip Start Date		Trip End Date	
Total Attendance		Adult	Youth

Demographic Information (optional)

*The demographic information from your youth group will help Lassen Park Foundation to obtain grants for the Youth Camping Program in future years. This information is not required; groups may submit this information at their own discretion. Please enter the approximate **percentage** of group's participants within the categories below.*

Gender	Male		Female	
Ethnicity	Caucasian		African American	Asian
	Native American		Latino	Other

Pictures

Are you submitting pictures as part of this final report?	
If yes, are they submitted digitally or printed?	
Have you submitted a Model Release for each person depicted in the photos?	

Please continue on page 2 to report your expenses.

Grant Expenses

Please use this section to record the expenses which your grant was used for. List each expense on a separate line. If you need additional lines, please attach an additional page. If grant funds were not completely used, then the unused portion must be returned with this report in the form of a check made payable to Lassen Park Foundation. **A copy of ALL matching receipts MUST be submitted with this form.** (Note: Mileage reimbursement is not eligible, but gas receipts are.)

Total Grant Award	\$
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List one receipt per line

Vendor Name (i.e. Walmart)	Amount	Description	Date
Total Expenses	\$	<i>Note: if your expenses exceed your Grant Award, you do not need to return any of the funds.</i>	
Grant Funds Used	\$		
Total Unused Funds to be Returned	\$		

Submitted By

Print Name		Date	
Sign Name			

Additional Documentation

The following documentation should be submitted along with this completed form to close out your 2019 Youth Camping Grant:

- Narrative of your trip (see questions 1-5 below)
- Copies of the receipts showing the use of grant funds (as noted in this report)
- Photographs of your trip (optional)
- Photo release of individuals depicted in the submitted photographs (required only if photographs are submitted).
Photographs may be used by Lassen Park Foundation to promote the Youth Camping Program.

Please return this completed document along with a narrative of your trip including responses to the following:

1. How were the lives of the participants changed by this camping trip?
2. What new skills were learned?
3. How were the dynamics of the group impacted by the trip?
4. Did the group achieve an increased understanding of the role of national parks and public lands?
5. Do you have any suggestions to improve this camping program?

Completed reports (including this form and additional documentation) should be submitted within 30 days of your trip to:

Lassen Park Foundation
PO Box 33
Anderston, CA 96007

If you have any questions regarding this form or the final grant reporting requirements, please contact the Lassen Park Foundation office at (530) 378-2600 or by e-mail to marissa@lassenparkfoundation.org.