# What you can share

## Use information you already have

An existing impact report, program dashboard or short outcome summary can work. You do not need a designed annual report or this exact layout. Share information for the one program you have chosen, with a clear period and the source of its results.

## A compact example - all data fictional

| Field | Example | What it tells us |
|---|---|---|
| Program / period | Reading Together; Jan-Jun 2026 | Which program and when |
| Participation | 72 enrolled; 60 completed | Unique people and a defined completion rule |
| Measured result | 42 of 54 improved fluency | Count and denominator; improvement defined below |
| Data source | Entry and exit reading assessments | Same measure; improvement = 10 additional correct words per minute |
| Limitations | 18 without paired measures; no comparison group | Missing data and limits on interpretation |

## A useful summary sentence

Of 54 students with both reading assessments, 42 improved by at least 10 correct words per minute. Eighteen of the 72 enrolled students lacked a complete assessment pair. These results describe measured change; they do not establish causation. Source: fictional program assessment records.

## Before uploading

Remove names and identifying information about people served. Do not upload individual client records. Upload a PDF, PNG or JPEG up to 3 MB, or link a report the reviewers can open. If you only have attendance logs or unsummarized surveys, choose Partly.

## Research informing this example

National Council of Nonprofits: Evaluation and Measurement of Outcomes (activities versus results; learning from measurement).
councilofnonprofits.org - outcome measurement guidance
YMCA of the Triangle: Annual Report (a local example of communicating program impact over a defined year).
ymcatriangle.org/impact/annual-report
These sources inform the example; they are not Lab requirements or endorsements.