**2025 Newark SYEP Reporting Templates**  
*Prepared by: EBEC | Director of Data Collection, Reporting & Analysis*

**OVERVIEW**

**This document provides the official “suggested” reporting template framework for use across all 2025 Newark SYEP reporting deliverables**. These templates are designed to ensure consistency, clarity, and strategic alignment with:

* Internal EBEC improvement processes
* Newark Youth One Stop’s operational oversight
* External funders and stakeholders, including the Newark Workforce Development Board and the Communication Foundation of NJ

Each report format includes a core structure, visual elements, and strategic messaging guidance. In addition to a general internal and external report, **four audience-specific reports** will be developed:

* **General SYEP Report**
* **NextGen Leaders Report**
* **Parent Engagement Report**
* **Employer Engagement Report**

**I. INTERNAL REPORT TEMPLATE** (For EBEC + Youth One Stop Use)

**Title:** *2025 Newark SYEP Internal Program Performance & Improvement Report*

**Purpose:**  
To analyze data collected from participants, facilitators, employers, and parents to improve program delivery, identify key performance trends, and drive decision-making.

**SECTIONS:**

1. **Executive Summary**

* Key successes
* Immediate challenges
* Summary of growth trends and participation metrics

1. **Participant Growth & Engagement Analysis**

* Survey response rates (General vs. NextGen)
* Work readiness, financial literacy, and personal growth scores (pre vs. post)
* Session attendance & engagement trends
* Demographic-based insights

1. **Facilitator Insights & Observations**

* Session log summaries
* Youth strengths and barriers
* Quality of curriculum delivery

1. **Employer Feedback Summary**

* Top-rated skills
* Performance challenges
* Partnership satisfaction trends

1. **Parent Engagement & Feedback**

* Workshop interest and attendance
* Support challenges
* Future engagement recommendations

1. **Program Improvement Recommendations**

* Curriculum or session structure enhancements
* Communication and scheduling changes
* Support systems for high-need youth

1. **Appendices**

* Full survey charts/graphs
* Session-level feedback samples
* Anonymized youth testimonials (for context)

**II. EXTERNAL REPORT TEMPLATE (For Funders, Stakeholders, Public)**

**Title:** 2*025 Newark Summer Youth Employment Program – Impact & Innovation Report*

**Purpose:**  
To demonstrate the effectiveness, community impact, and strategic value of Newark SYEP to external audiences. Combines quantitative results with qualitative storytelling.

**SECTIONS:**

1. **Cover Page**

* Youth photo(s) with consent
* EBEC and Youth One Stop logos
* Title and subtitle with dates

1. **Letter from the Program Leadership**

* A message from EBEC and/or Youth One Stop Director
* High-level overview of program mission and this year’s success

1. **Program Overview & Participant Reach**

* Total youth served *(by program type, age, school status)*
* Geographic and demographic breakdowns (infographic)

1. **Participant Growth Story**

* **Pre vs. Post data**: improvements in work readiness, financial literacy, career confidence
* Testimonial quotes with first names + age/school (anonymized)

1. **Worksite & Employer Engagement**

* Total sites
* Top employer reflections and feedback stats
* Partner spotlight section

1. **Parent Voice & Family Impact**

* Summary of parent feedback and growth observed at home
* Future family-focused support plans

1. **Program Innovation Highlights**

* New approaches *(e.g., Banking & Direct Deposit Day, Youth Bootcamps, or Virtual PD)*
* Community partnerships

1. **Strategic Outcomes & Future Plans**

* What worked this year
* What’s next for 2026 SYEP
* How partners and funders can get involved

1. **Appendices**

* Full metrics dashboard (infographic format)
* List of participating employers and schools (if allowed)

**III. AUDIENCE-SPECIFIC REPORTS**

**A. GENERAL SYEP REPORT**

* Focuses on youth ages 14–18
* Summary of orientation and development sessions
* Youth readiness baseline and end-of-summer growth trends
* Key engagement stats and breakout by age group/school level

**B. NEXTGEN LEADERS REPORT**

* Focuses on youth ages 17–24 (college & post-high school)
* Career clarity, goal setting, professionalism, and financial growth outcomes
* Feedback from advanced workshops and bootcamps
* Pre/post skill confidence breakdown

**C. PARENT ENGAGEMENT REPORT**

* **Parent survey data**: participation, satisfaction, and support feedback
* Parent workshop attendance metrics and topic impact
* Recommendations from parents for future involvement
* Highlight emotional and behavioral growth noticed at home

**D. EMPLOYER IMPACT REPORT**

* Employer survey results (pre/post)
* Worksite satisfaction and support trends
* Skills observed and youth performance scores
* Challenges and solutions captured across worksite environments

**Each report will include:**

* Executive Summary
* Demographic Summary
* Key Outcomes
* Visual Charts
* Voice of Stakeholder Quotes
* Recommendations & Next Steps

**IV. VISUAL REPORTING TOOLS**

For all report types, EBEC will create:

* **One-page infographic snapshot**
* **Slide deck summaries**
* **QR-linked dashboards** (for internal use)

**V. REPORTING SCHEDULE** *(Sample Milestones – Will be changed)*

* **July 12:** Mid-Summer Brief Report *(Internal Only)*
* **August 16–20:** Draft of Final Reports (*Internal + External + 4 sub-reports)*
* **September 1:** Final Deliverables Due to Youth One Stop
* **September 10:** Public Impact Summary Released *(digital + print)*

**VI. FORMAT & BRANDING GUIDELINES**

* Use EBEC color palette + SYEP branding *(logos + partner co-branding)*
* Maintain visual consistency across charts and templates
* Avoid heavy academic or overly formal tone; keep youth-centered and community-oriented voice

*Prepared under the guidance of EBEC’s Executive Director and in partnership with the Newark Youth One Stop Career Center.*