
PROGRAM AND PARTICIPATION DATA CHECKLIST

✓ **Program data are aligned to a theory of change**

Are you collecting data on both the implementation and the impact of your program? Use our [logic model resources](#) to create a map of your program for beginning to end, and then think about data collection along the entire pathway. See [our presentation on the Weikart Center's Quality to Outcomes framework](#) for one example.

✓ **Demographic data are collected in a manner consistent with racial equity principals**

- Demographic categories are inclusive and consistent with participants' self-identification whenever possible
- Participants can decline to provide demographic information without experiencing negative repercussions
- Demographic information is collected for the primary purpose of eliminating opportunity gaps
- Demographic information is requested in a way that is sensitive to the effects of racism and other forms of bias

Demographic data can be an important way to understand your program's impact. Are you serving the young people you intend to serve? Are all groups served by your program faring well on outcome measures? It is important that you collect demographic data in a way that is respectful of participants and their families. See our [tip sheet on collecting demographic data](#) for more information.

✓ **Program participation is captured in a consistent and useful way**

Since youth development programs are typically voluntary, the extent to which young people participate can be a good indicator of how well programming meets their needs and interests. See our [tip sheet on capturing attendance data](#) and our [sample attendance tracking worksheet](#) for more information.

✓ **Data collected are actionable**

In order to make the most of program evaluation resources, think about the ways that the data you collect will be used. If you find that you are collecting data that you are not using, ask yourself whether you need this data. Can you streamline your data collection in some way? Our [data collection inventory worksheet](#) can help you decide what is essential.