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| 1. **NAME** of the resource / tool
 | Awareness Building Policy Forum Report |
| 1. **WHAT** is the purpose of the resource / tool?
 | This one-page report was used at the second forum, to review what was achieved during the first one. It set the foundation to continue building knowledge and moving to action during the second one. This is important because it closes the loop on the first event and it orients or briefs people that did not attend the first event. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | I developed this document for Best Start Palmdale.The art work on the public agenda was developed by Los Angeles Preschool Advocacy Initiative (LAPAI) for a series of forums they were hosting throughout Southern California in 2017-2018. The data came from the evaluation and sign-in sheets from policy forum. The photos where taken at the event. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | 1. Whenever an event is carried out, it is important to document and report what was learned and achieved. Written reports can be used as a tool to disseminate the information to the broader community. This tool serves as a reference that can be considered when developing a report.
2. This tool can be adapted by a group or committee wanting to provide a written report.
3. The person developing a report like this needs access to a computer and know how to manage Microsoft Word. The information in the report was obtained from evaluation forms and sign-in sheets, this requires coordination with others to the information is collected. It also requires someone taking photos at the event that can be shared and used for publications.
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| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | As the Best Start initiative move into advocacy, these documents can serve as reference to consider when planning their own event.  |