*The following is a suggested guideline and template for preparing your firm’s Social Impact Partnership annual newsletter. Please* ***be creative****,* ***share stories****,* ***successes****,**and* ***metrics*** *in the newsletter****.***

******

**[Firm Name]**

**[Fiscal Year] Social Impact Partnership Annual Newsletter**

**Insert Non-Profit or School Logo**

**Results:   
By the Numbers**

In this section, summarize the **Key Performance Indicators** (KPIs).

What were the **results** and **outcomes** of your program?

Please provide **details** of the commitments delivered (e.g. hours committed to the project, dollar amount delivered) and KPI metrics.

**Refer to SIP Documentation and Compliance Guide for examples of KPIs.**

**Here are some of our results for [Fiscal Year]:**

* [KPI Metric #1]
* [KPI Metric #2]
* [KPI Metric #3]
* [KPI Metric #4]

**Introduction**

Provide pertinent **background** about your firm (e.g. mission, headquarters, business lines), commitment to corporate social responsibility (e.g. firm’s statement on racial equity, diversity & inclusion, similar work projects, etc.) and alignment with the priorities of SFPUC’s Social Impact Partnership Program.

Firm Social Responsibility Statement

**[Insert Program Area]   
[Title of Initiative/Program]**

As shown above, include the **program area** in your title: Job Exposure, Awareness and Internships, Small Business Support, Education, Environment and Community Health, or Housing and Economic Support.

In the body of this section, describe the **“who, what, when, where and why”** of your SIP commitments. Listed below are some questions to help guide your description.

* What was the **program area** of your SIP initiative? (e.g. Job Exposure, Awareness, and Internships, Small Business Support, Education, Environment and Community Health, Housing and Economic Support)
* What were the **SIP commitments** delivered?
* Who was involved? What **communities** or **partners** did you work with?
* When did it take place? What was the **duration** of the program?
* Wherewas the **location**?
* Why was the program **important**? Who was **impacted** and **how**?