

FICTIONAL SAMPLE

A year of neighborhood learning

Harbor Learning Collective

A year of neighborhood learning

This fictional annual report shows how a small organization can communicate its work with clarity. Harbor Learning Collective and every result in this publication are invented for demonstration.

The sample follows one principle: show what was recorded, explain what it means and make the limits visible.

Sources: S1

The year in numbers

120 learners. 36 volunteer tutors. 48 sessions. 960 volunteer hours.

These illustrative figures describe the scale of the 2025 program. They are activity and participation measures, not independently verified outcomes.

Sources: S1

Why the work matters

The collective's example program creates regular opportunities for paired reading in a community setting. This report describes that work without inventing a broader claim about local literacy rates or unmet demand.

A real report would pair this overview with approved local context and the organization's own mission statement.

Sources: S1

A consistent place to learn

The fictional program delivered 48 sessions during the year. Regular sessions provide a recognizable structure for participants and tutors.

The record in this example establishes the number of sessions; it does not contain session-level attendance or cancellation data. Those would be useful additions to a real operational review.

Sources: S1

The people behind the program

36 volunteer tutors contributed an illustrative 960 hours. The program depends on the coordination, orientation and ongoing support of its volunteer group.

The source does not identify individual tutors. This publication uses no invented names, portraits, testimonials or credentials.

Sources: S1

Participation over the year

84 of 120 learners attended at least 75% of sessions: 70%.

That measure describes consistent attendance within this example cohort. It does not tell us whether reading performance improved, why some participants attended less often, or what would have happened without the program.

Sources: S1

Listening to learners

The approved fictional story says that a participant enjoyed paired reading. It is a summary, not a quotation.

For a real publication, a participant story should be approved, appropriately anonymized and supported by consent for the intended use. A story can illuminate experience without replacing outcome evidence.

Sources: S1

From activity to evidence

The next program will use attendance, participant feedback and beginning/end reading assessments. Each serves a different purpose.

Attendance records participation. Feedback describes experience. Assessments may describe changes in reading performance once collected. This report does not fill those future results with a predicted success rate.

Sources: S1

Program expenditure

The illustrative 2025 expenditure totals \$72,000. Coordination accounts for \$30,000; learning materials \$9,000; space and utilities \$12,000; tutor orientation \$6,000; evaluation and administration \$15,000.

These are approved example categories, not audited financial statements.

Sources: S1, S4

The funding mix

Illustrative income consists of \$42,000 in foundation support, \$18,000 in individual contributions and \$12,000 from local sponsors. Together these total \$72,000.

This is a fictional funding mix. No real donor or sponsor is represented, and prior-year amounts are not future commitments.

Sources: S1

What the numbers can tell us

The sample figures support a clear description of program reach, participation, volunteer effort and resources. They do not establish causal impact.

A useful report keeps those categories separate so supporters can assess the evidence rather than infer more than it demonstrates.

Sources: S1

What we still need to learn

A real evaluation should connect agreed outcomes with a suitable measurement plan. This example proposes a beginning/end reading assessment and participant feedback.

Until those results exist, the report leaves improvement claims open. That is more useful than filling a design with unsupported statistics.

Sources: S1

The next 12 months

The proposed next-year program will serve 120 learners across two neighborhood locations. Tutors will receive orientation and monthly support.

These are plans, not completed activities. Future reporting should compare the approved plan with what actually occurred and explain material changes.

Sources: S1

Supporting the tutors

The next program includes orientation and monthly support for volunteer tutors. These activities are intended to give volunteers a consistent working structure.

A final operating plan should define the content, schedule and responsible staff. This sample does not substitute a training syllabus for those decisions.

Sources: S1

Stewardship and review

The organization should approve all reported facts, confirm rights for stories and images, and reconcile the published figures with its own records.

Digital production improves the clarity of a publication. It does not replace governance, financial oversight or independent assurance.

Sources: S1

About this publication

Prepared as a fictional demonstration of the Folio Works annual and impact report package. Reporting period: 2025. All organizations and data are fictional.

The editable source accompanies the PDF so approved changes can be made without rebuilding the report from an image.

Sources: S1, S2, S3

Supplied budget / data

Amounts in USD. Calculated from supplied rows; not audited.

Program coordination \$30,000



Learning materials \$9,000



Space and utilities \$12,000



Tutor orientation \$6,000



Evaluation and administration \$15,000



TOTAL \$72,000

Review & provenance

FICTIONAL SAMPLE

All organizations and results are fictional.

Review source facts, visual fit and editable files before real use.

Source register

S1 - Approved source material

S2 - Project goal

S3 - Opportunity / output requirements

S4 - Budget or chart data

S5 - Audience

Full source text is included in the editable document and evidence-register.json.