

## Act Belong Commit Partner Reporting Dec 2022 Guidance Notes

This document is a summary of information you'll be asked about in your partner reporting questionnaire. You may want to read this before starting the questionnaire itself.

Please don't be intimidated by the extent of information being asked for. We understand that no two partners are the same and that some questions may not be relevant to your organisation. We simply want to capture as much as we can, so please answer all questions to the best of your knowledge. In most cases you'll be asked to simply tick the boxes that apply to you or provide a number.

We also love to see photos or newspaper items about your activities. You can upload these during the survey.

Once you have your information ready, the survey should take about 10 to 15 minutes to enter your information. You can start the survey, save it and come back to it at a later time to complete.

You will be asked to indicate the number of times your organisation did any of the following during July – December 2022:

	<b>Definition</b>
<b>Events and activities branded with Act Belong Commit.</b>	The Partner Organisation coordinated the event or activity and the Act Belong Commit message was promoted through logo placement, promotional resources, signage, key message announcement etc.
<b>Repeated programs / projects (weekly, monthly, regular activities).</b>	A repeated program of activities that spans a length of time at regular intervals e.g. 8 week art therapy course. Please count each program only once.
<b>Social media posts mentioning Act Belong Commit.</b>	Mentioning Act Belong Commit or Mentally Healthy WA on Facebook, Twitter, LinkedIn or Instagram.
<b>Published newspaper items mentioning Act Belong Commit.</b>	News articles in local or state newspapers that include 'Act Belong Commit' or 'Mentally Healthy WA', and/or photos/graphics which feature the logo.
<b>Paid advertisements - newspapers or magazines.</b>	Adverts in local print publications that feature the Act Belong Commit logo and/or message.
<b>Paid advertisements – other.</b>	Print/e-news or digital social media adverts in local publications that feature the logo, also radio adverts mentioning Act Belong Commit.
<b>Your own newsletter articles/online blogs/e-newsletters mentioning Act Belong Commit.</b>	Articles in newsletters or website blog posts that include the words 'Act Belong Commit' or 'Mentally Healthy WA' and/or photos/graphics which feature the logo.
<b>Act Belong Commit newsletters/e-newsletters/articles shared with others.</b>	Act Belong Commit newsletters produced in-house. These can be electronic newsletters (email/EDMs) to local mailing lists.
<b>Information stalls or displays promoting Act Belong Commit</b>	May promote Act Belong Commit only or alongside other messages.
<b>Workshops/seminars/presentations delivered mentioning Act Belong Commit</b>	An interactive educational session or series of meetings emphasising sharing of Act Belong Commit information through discussion.
<b>Conference presentations mentioning Act Belong Commit</b>	Number of conference presentations delivered that mention 'Act Belong Commit' or 'Mentally Healthy WA'.

**You will be asked to simply tick if any of the following apply:**

**Physical Act Belong Commit resources have you used in the past 6 months:**

- Brochures/guides/flyers
- Posters
- Cards/postcards
- Mindful Colouring pad, Reflection Journal, Weekly Planner pad or Emotion Cards
- Promotional merchandise (water bottles, caps, pens, lanyards, fridge magnets etc)
- Aboriginal Program resources
- Shirts
- Partner sticker
- Signage (pull-up banner, corflute sign etc)
- Pledge Wall, competition box or Wheel of Wellbeing

**Digital Act Belong Commit resources have you used in the past 6 months:**

- Weekly Planner or Mindful Colouring (downloadable)
- Act Belong Commit videos (Words to Live By Series & Act Belong Commit Explained etc.)
- Mental Wellbeing Quiz
- Activity Finder
- Active August promotions.
- Email signatures (downloadable)
- Partner Update newsletters

**Brand resources have you used in the past 6 months:**

- Community Toolkit
- Style Guide
- Resource Order Form
- Hightail folder of assets

**How you have used the Act Belong Commit logo:**

- Your website with a link to the Act Belong Commit website
- Organisational email signature
- Partner sticker displayed in front office, windows or reception area
- Pull-up banner displayed in front office or reception
- Clothing worn by staff or volunteers
- Vehicles or other equipment

**You will also be given an opportunity to provide some information in your own words:**

- To briefly describe **up to three examples** of ways that you have used the Act Belong Commit message.
- If COVID-19 restrictions have impacted your ability to deliver Act Belong Commit related activities over the past 12 months?
- If your organisation implemented a plan or policy that addresses mental health, or includes Act Belong Commit as a strategy?
- If you have any suggestions on how we can improve our current resources.
- If you have any evaluation reports related to Act Belong Commit
- For your opinion various aspects of the partnership