**SSAFE CASE STUDY REPORT**Case Study Report Title (see instructions below)

**Chapter:** Community name **Location:** City, State **Recorder:** Person writing up this report (may be different than interviewer or interviewee)  
**Date Submitted:** mm/dd/yyyy  
**Who to Contact for More Information:** Aim to list two or more people, if possible, who could be contacted to learn more about this project. Obtain their permission first and list their preferred method of contact. **Keywords:** List 3-6 words you feel summarize this topic.(example: hydroponics, greens, gardening, dining, savings, health)

**Summary:**

One or two sentence summary of the topic and action.

**Objective:** What was the planned objective for this project? 1-2 sentences.

**Project Description:**

General description.

Brief description/characterization of community/campus

* size/location
* number of residents: Independent living, assisted living, skilled nursing
* types of residences (cottages, apartments, etc)
* non-profit or for profit?
* ‘Resident driven’ community?

Applicability (what kind(s) of campus would this be applicable to? what kind not?)

**Methodology (Activities, Steps):**

Try to stay under 100 words. Formatting such as numbered or bulleted lists may be helpful. Make sure to list who did the work here (resident volunteers, campus staff, or other) or add a new section if needed.

**Funding Needed (Amount, Sources):**

One to two sentences with funding details.

**Involvement or Support of Community Administration:**

One to two sentences outlining the involvement of the community administration.

**Key Challenges:**

One to two sentences outlining the key challenges

**Outcome (Results):**

Try to stay under 100 words. Formatting such as numbered or bulleted lists may be helpful.

**Lessons Learned:**

What worked. What didn’t work. What would we do differently next time.

**Next Steps or Follow Up:**

**Resources:**

References, online resources etc..

**Photos:** Attach or paste to final page

**Attached:** Supporting documents may be attached.

**Instructions:**

**Download:**To download a copy for your own use,click on “File” in the upper left, then click on “Download” and select MSWord or any other format you can use. Check your Downloads folder for the document.

Use your downloaded copy to edit following the headings in bold as a guide. You do not need to use every heading, you may remove some that are not relevant. Similarly, you may add your own headings.

**SSAFE Submission process:**

Email a copy of your case study to Michelle Goodwin (michelle@ssafe.org)

Please remove this “instructions” section from your document before submitting.