

Hi Martha,

Our Montpelier office for HIV testing, outreach, and client visits has been tremendously effective, and I wanted to send you a quick note thanking National Life for the \$4,000 grant that has allowed this space to open and sustain. In the first weeks of HIV testing with our new office hours, our staff have seen testing numbers rise from 1 or 2 people every other week to roughly 5 people weekly. This service, offered free of charge and in high demand in Central Vermont, can now better meet community needs. Further, for HIV-positive people living in Washington County, it has been a tremendous boon to have a central office for visiting with Vermont CARES' staff for medical and housing referrals.

I've attached a PDF of the poster we've developed for reaching young Vermonters at risk; we're thrilled to have tools and greater access in communities that need this service. Overall, early into this new shift to increased Central Vermont staffing, this has been a very positive development. We could not have done so without National Life's strong ongoing support, and we are so grateful. We will keep in touch as our programs expand further, and we hope you'll let us know if you have questions as well.

Executive Director  
Contact Information

### **Why is this such a good example?**

1. The update is totally **self-contained**: it mentions the organization, geographic area, grant amount and progress in the targeted program.
2. It uses **numbers** and puts them in **perspective**: it states the number of people being helped now and in the past.
3. **Strategy for outreach** is discussed: "expanded office hours" and "central location".
4. The **new tools** that were developed to support this outreach are mentioned and attached: new poster.

If they were working with **partners** or had newspaper clips to attach, those would be other important areas to address. At National Life, we always want to answer your questions and stay in touch. We are all busy and that's why a brief, written re-cap like the one above is perfect.