

Sample 18**ACTIVITY REPORT**

After an event, prepare an Activity Report (follow the guidelines below) and keep a record for discussion and reference.

ACTIVITY PLANNED:

DATE:

PURPOSE OF THE ACTIVITY:

PREPARATIONS MADE

- Leader
- Other adult volunteers
- Room
- Equipment
- Refreshments
- Its relation to other parts of the program

EVENT

- How was the event introduced to youth members?
- How many members were involved?
 - Was this the whole group?
 - Who was left out?
- How did the group respond?
- What difficulties were encountered?
- Was enough time allotted?

REVIEW

- How well did the activity fulfil its purpose?
- If the activity was to be repeated, what would be done differently?

- ❑ **Activity Content**
 - What parts of the activity went well?
 - What parts of the activity did not work as well as you planned?
 - Was enough time allocated?
- ❑ **Youth**
 - What did they do?
 - Which groups worked together?
 - Any special friendships?
 - Did the boys and girls mingle or stay separate? Why?
 - Were any members left out of what was going on?
 - What was done about this?
 - Did they have any free time?
 - Did they seem to enjoy themselves?
 - Were some things enjoyed more than others?
 - Were youth members given responsibilities (who/what?)
- ❑ **Leader**
 - Where were you during the activity?
 - Did you speak to anyone (apart from greeting)? Who and why?
 - How was responsibility shared?
- ❑ **Discipline**
 - Any difficulties?
 - How did you deal with it?
 - Was it effective?
 - If the problem arose again, how would you deal with it?
- ❑ **Learning**
 - How do you know that the purpose of the activity was fulfilled?
 - What methods were used to test the knowledge of the participants?

THE ABOVE COULD BE USED AFTER ANY CADET ACTIVITY.