# Community Activity Report Form

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Community / Village</th>
<th>Attendance Breakdown:</th>
<th>Total Number of People Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Women</td>
<td>Men</td>
</tr>
<tr>
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Main Activity Topic(s)/ Take Home Idea: .................................................................

Facilitator Name(s): .................................................................

Type of facilitator (circle): CA Drama group Local Leader SASA! Activist Staff Other

<table>
<thead>
<tr>
<th>Ranking: 1 = very serious concerns about quality of activity; 2 = weak activity, have concerns with skills / activity quality; 3 = satisfactory, reasonable activity quality and skill competence; 4 = very good, above average skills and quality of activity; 5 = excellent, exceeds expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Activity Analysis</td>
</tr>
<tr>
<td>a. Quality of mobilization Rank..........</td>
</tr>
<tr>
<td>b. Relevance to phase Rank........</td>
</tr>
</tbody>
</table>
| c. Level of interest/participation Men (when applicable) Rank........ | c. Probing/ Creating positive environment Rank...................
| Women (when applicable) Rank..................                  | d. Positive feedback/respect to group Rank....................|
| d. General response to ideas Rank............................. | e. Involve all Rank.................................................|
| e. Dynamic/ exciting activity Rank............................ | f. Confidence Rank....................................................|
|                                                          | g. Can focus discussion Rank.................................|
|                                                          | h. Summary Rank....................................................|

Successes/ Challenges:

Community comments: (1-3 comments maximum)

Feedback to activist by _________________________ On: ____________

Great job on: For next time try:

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Community Activity Report Form Ranking Guide

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Activity Analysis

a. Quality of mobilization
   - Is the number and type of Community Members (CMs) in attendance reasonable for the activity? (e.g. not only children, same sex as appropriate, enough participants to make activity meaningful, etc)
   - Does the location fit with desired group? (e.g. finding men where men are, dramas in large open spaces, etc)
   - Is the method of mobilization effective? (e.g., based on building relationships & helping people see the benefits, not promising things or threatening / ordering them to come, etc)

b. Relevance to phase
   - Does the activity topic and conversation stay within the current SASA! phase objectives?
   - Were phase appropriate suggestions given for how to get involved in SASA! (e.g. in Awareness phase, they can talk with others / start the conversation, share materials, etc)

c. Level of Interest and Participation
   - Is the activity holding the attention of CMs?
   - Are CMs participating actively (e.g., asking questions, making comments, sharing ideas)?
   - If the activity seeks to engage men primarily or women primarily, does that group feel free to speak? Is conversation showing benefits to them for contributing?
   - Do any CMs want to take action about this problem? (Note: in awareness - talking with others, mobilizing others to come, taking and hanging materials, etc)

d. General response to ideas
   - Are CMs open to the ideas? (e.g. without intense resistance or anger)
   - Are CMs able to identify with issues discussed? (e.g., the topics are raised with informal language, use of familiar situations, grounded in local realities, etc)

e. Dynamic/ Exciting activity
   - Is there energy and liveliness to the activity? Does it look/sound exciting?
   - Would you want to be a part of this activity if you weren’t working and were in your community?

Facilitator Skills

a. Effort demonstrated
   - Does the CA demonstrate effort to quality mobilization and facilitation?
   - Is s/he trying to learn and grow from feedback given?

b. Content mastery
   - Is the facilitator knowledgeable about activity topic and able to clear up misconceptions?
   - Does the facilitator effectively and accurately respond to questions from participants?

c. Probing/ Creating positive environment
   - Does the facilitator ask questions which cannot be answered with “yes” or “no”?
   - Does the facilitator use CMs comments to generate more discussion among the group, and throw strategic questions back to the group for further debate?
   - Does the facilitator generate dialogue and ask thought provoking questions, rather than giving simple messages or avoiding controversy?
   - Does facilitation seem memorized / given lecture style or spontaneous and relevant to participants?

d. Positive feedback & respect to CMs
   - Does the facilitator appreciate and encourage the group when people give opinions/ ask questions? (“Good question!” “Many people think this way, yet we know . . .” etc)
   - Does the facilitator speak as equals to the CMs?
   - Does the facilitator use accessible language?

e. Involve all
   - Does the facilitator notice if certain CMs are not engaged and attempt to involve them (without singling anyone out or embarrassing them)?
   - Does the facilitator notice if one/ a few participants dominate and try to change that?

f. Confidence
   - Does the facilitator seem confident in their knowledge and skills?
   - Does the facilitator seem comfortable in front of groups?

g. Can focus discussion
   - Does the facilitator’s information and questioning revolve around the selected topic?
   - Does the facilitator bring the group back to the topic if they get off topic?

h. Summary
   - Does the facilitator accurately sum up discussions to end the session? (e.g. avoid putting words in participants’ mouths, and give relevant information to clear up misconceptions or victim blame)
   - Does facilitator end with a clear take home idea?
   - Does the facilitator tell the group that there will be more activities done and make suggestions for how they can get involved in SASA!?