

Community Activity Report Form



Strategy:

Phase:

Activity	Date	Community / Village	Attendance Breakdown:			Total Number of People Attended
			Women	Men	Youth (12 – 18 yrs)	

Main Activity Topic(s)/ Take Home Idea:

Facilitator Name(s):

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

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

1. Activity Analysis		2. Facilitator Skills	
a. Quality of mobilization	Rank.....	a. Effort demonstrated	Rank.....
b. Relevance to phase	Rank.....	b. Content mastery	Rank.....
c. Level of interest/participation	Rank.....	c. Probing/ Creating positive environment	Rank.....
Men (when applicable)	Rank.....	d. Positive feedback/respect to group	Rank.....
Women (when applicable)	Rank.....	e. Involve all	Rank.....
d. General response to ideas	Rank.....	f. Confidence	Rank.....
e. Dynamic/ exciting activity	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!?