

Activity Report Form

Phase:

Activity	Date	Location	Attendance Breakdown:			Total Number of People Attended
			Women	Men	Youth (12yrs +)	

Main Activity Topic(s)/ Take Home Idea:

Facilitator Name(s):

Type of facilitator (circle): CA CAG member Religious leader Drama group Prayer group leader

Staff Other _____

Ranking Scale: 1 = poor quality, 2 = some concerns about quality, 3 = satisfactory, reasonable activity quality and skill competence; 4 = very good, above average skills and quality of activity; 5 = excellent, exceeds expectations

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

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

Activity Analysis

a. Quality of mobilization _____

- Is the number and type of faith 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! Faith* phase objectives?
- Were phase appropriate suggestions given for how to get involved in *SASA! Faith* (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 . . .")
- 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! Faith*?