School Program Report

RATIONALE:

This template is designed to help you track information about your school program. You can use this information to share details about your program with others (e.g., Chief and Council, program partners and funders), and you can also use it to support program evaluation and future planning. This tool is also available in Excel format.

INSTRUCTIONS:

1. Review the template. Adjust the content as needed to better reflect your specific context and data gathering priorities.

2. Decide how often you will complete the template. At a minimum, we suggest completing it annually (i.e., at the end of the school year), but twice a year (i.e., once half way through the school year, once at the end of the year) is ideal.

3. Set a reminder in your calendar to complete the template at the appropriate time(s). Otherwise, five or even ten months down the road, you may forget to do it.

4. When the time arrives, fill out the template and save it someplace safe, on a computer that you will have access to in several months or a year from now. You should also back the file up on a cloud-based server such as Dropbox to make sure you don't lose it.

5. Share the information you've collected with appropriate audiences, and/or use it to help you plan the program for the following year.

6. Keep adding to the same file each time you collect this information.

Note: If you leave your position as program coordinator, make sure that the person coming into the role has access to the School Program Report file. This way, they can review the content you've recorded, and use it to help them organize their program.

YEAR END SUMMARY

Program details	Notes
1. Year	
2. Name of person completing this report	
3. Community	
4. Number of students that participated in the program (approximate)	
5. Grades that participated in the program (please list)	
6. Number of teachers and staff that supported program activities	
7. Names of any local knowledge holders/experts who supported program activities	
8. Names of any knowledge holders/experts from outside the community who supported program activities	
9. Names of any organizations (including businesses, Band departments, or other entities) that supported program activities	
10. What were some of the learning themes that students focused on this year?	
11. What were some of the places that students visited this year?	
12. What were some highlights from this year's activities?	
13. Were there any activities you did this year that you would do differently next time?	
14. If so, what would you change and why?	