

Alumni Community Engagement Fund

# Activity Report

Following your activity, you must complete an Activity Report to feedback to the CSC. Your report will be used to create a news story which will feature on the [CSC website](https://cscuk.fcdo.gov.uk/alumni/acef/) and social media channels and promote your activity and engagement activities.

You may wish to read ACEF reports on previous activities for inspiration on how to draft your activity report and what information to include, alongside the guidelines provided in the template below. You can read these on the CSC website here: [Gender and Sexuality](https://cscuk.fcdo.gov.uk/alumni/acef/gender-and-sexuality/), [Preserving and Promoting Indigenous Knowledge](https://cscuk.fcdo.gov.uk/alumni/acef/preserving-and-promoting-indigenous-knowledge/) and [Clean energy, Air, and Oceans](https://cscuk.fcdo.gov.uk/alumni/acef/clean-energy-air-and-oceans/).

You must return your report within **three weeks** of your activity taking place.

Please follow the bullet points in each section as guidance to provide information on your activity.

1. **Organiser(s) details**

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| **Name:** |  |
| **Additional organiser name(s):** |  |
| **Country of delivery:** |  |

1. **Activity details**

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| **Activity title:** |  |
| **Location:** |  |
| **Date(s):** |  |

1. **Activity aims & audience**

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| **Activity introduction: in 3-5 sentences**Summarise the objectives of your activity:* Describe the context in which your activity was delivered. Include why the activity theme is important, statistical information, relevance to your country/region, and how the activity was designed to address this within the community.
* What were the key aims and/or messages of your activity?
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| **Audience: in 3-5 sentences*** Provide details of the audience groups including name of the community/region they belong to, name of organisation(s) they were affiliated to, additional participants such as community stakeholders (example: district officials, village heads) and authorities (example: school teachers, parents) in attendance.
* How many participants attended your activity? If your activity was delivered over a number of days, state the audience groups and numbers for each day.
* Why was the awareness activity important to the chosen audience?
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| **Special Guests: in 2-3 sentences**Provide the names of any special or VIP attendees and the value they added to the activity. |
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1. **Activity summary**

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| **Activity information: in 8-12 sentences**You **should use your activity programme** to share information on each of the session delivered. Use the questions below to provide as much information as possible: * What were the **planned activities/sessions** including date(s) these were delivered? What was the **purpose** of the activities and any outputs?
* What were the **key discussion points/topics** covered during each session? Include any direct quotes, outcomes or takeaway points. If attendees were asked to take part in Q&A sessions, please include information about this.
* Were there any **external speakers**? If so, provide details such as their title, links to online biographies, and their relevance to the activity topic. Please also include a summary of their speech/talk and any direct quotes, if possible.
* Were you supported by volunteers/facilitators?
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1. **Activity impact and follow-up**

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| **Activity impact: in 3-5 sentences**Provide details on how you measured the impact of your activity.* Describe the method used to measure the impact of your activity. For example, feedback survey, show of hands, verbal feedback.
* Did you gather your target audience’s level of awareness before and after your activity?
* Any statistical data from feedback surveys conducted and/or quotes from participants to showcase the immediate impact of your activity
* Will there be any potential efforts to scale-up your activity in the future?
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| **Activity follow-up: in 2-3 sentences**Provide details of any post-activity follow-up planned.* What is/was the purpose of this follow-up?
* What did you learn/do you hope to learn?
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1. **Activity photos**

Appropriate activity photos will be included in the online article and may be used on CSC social media channels and in other CSC publications. Please make sure your photos meet the photography requirements outlined in the [ACEF activity and budget planning guidance](https://cscuk.fcdo.gov.uk/wp-content/uploads/2024/06/2024-25-CSC-Alumni-Community-Engagement-Fund-activity-and-budget-planning-guidance.pdf). While sharing the photos, please follow the below guidelines:

* Photos should be shared in JPEG format **with a short, 1 line description**
* Where photos show speakers or other key attendees, please provide their name in the file name so this can be included in any captions
* Low or poor-quality photos will not be published
* All those featured in photographs shared **must** have been informed that the photos may be used by the CSC to promote your activity
* If the photos/file size is too big to share via email, you can share via [WeTransfer](https://wetransfer.com/) or [Dropbox](https://www.dropbox.com/en_GB/)
* The CSC **cannot** use images of children under the age of 18 years of age in any of its publications or online/social media channels due to data protection. We request that you **do not** share these images following your activity.

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Thank you for completing the Activity Report. The information you have provided will be used to create further communications about your activity on CSC.

Please return your completed activity report to alumni@cscuk.org.uk.