

CITIBANK-YMCA YOUTH FOR CAUSES 2010
- Team Report Writing Format -

A. FINAL REPORT – FORMAT

All participating teams are to submit their final reports in **hard and soft copy, including photographs, media coverage, video footage, etc. (1 set each).**

SECTIONS TO INCLUDE:

1) Cover page

Includes:

- Team Reference Number
- Team Name
- Project Title
- Team Members (Contact details and School)
- Mentor (name and contact details)
- Beneficiary NPO (name and contact details)
- Project Commencement Date and Date of Completion

2) The Project Report

a) *Executive Summary (1/2 to 1 page)*

b) i) *Original Proposal (1/2 page)*

- Based on the project update you submitted after disbursement event

ii) *Actual Project Implemented (1/2 page)*

c) *Origins (Total 2 pages)*

- Team formation process
- Project concept
- Aims and objectives
- Timeline and process

d) *Modus Operandi – Youth in Action (3 pages)*

The main aim of this section is to objectively evaluate how the project was carried out.

- **Evaluation** of the project according to the three key areas of

l) **Project Management (Total 1 Page)**

Implementation & Execution (Describe the activities/programmes held and the implementation process. How were your goals met?)

Innovation and Enterprise (Based on Creativity of ideas, resourcefulness and problem resolution – what are the challenges faced and how did you overcome them)

II) Volunteer mobilization and development (Total 1/2 to 1 Page)

- How did you recruit volunteers
- Retention and recognition of volunteers
- No of volunteers recruited and mobilized and where are they from

III) Public Outreach (Total 1/2 to 1 Page)

Impact on the Community, NPO, Youth, Beneficiaries and Public

- Public awareness of your NPO and beneficiaries
- Publicity method employed for your project and social cause that you are championing
- Estimated no. of public (including volunteers) you reach out to

e) Areas for Improvement (1/2 Page)

f) Testimonies (1 page)

Invite people who have in one way or another been involved in your project to testify to how this project has impacted their lives

g) Through the looking glass (2-3 pages)

Each team member should reflect and journal key learning points through participating in Citibank-YMCA Youth for Causes.

Some questions that you should ask yourself include:

- **Looking within**
 - What have I learnt about myself through this project? What strengths and weaknesses have I discovered about myself?
 - What have I learnt about my teammates and relating to others?
 - What steps can I take to grow and develop further as a person?
 - How has this experience changed my perspectives about life?
- **Looking without**
 - What have I learnt about the community I am serving?
 - In what ways do I have the potential to contribute to this community and the community at large?
- **Looking ahead**
 - From all that I have gained through this project, what follow-up actions do you plan to take as a group or as an individual?
 - Are there any follow-up projects that I/we plan to undertake?

3) NPO and Mentors' Statement of Endorsement (2-3 pages each)

- NPO representatives and Mentors will be invited to write a testimonial about the team to be appended to the final report
- The endorsement of the NPO representative and mentors, indicating their agreement to all that is presented in the report is required before submission.

4) Financial Statements

- **Compiled and completed Income and Expenditure Statement
 - **Original Sales and Expenditure Receipts (glued on A4 White paper(s))
- ** MUST** be signed by Team leader, team treasurer and endorsed by NPO representative

5) Appendices

- Photographs
- Media coverage (eg Newspaper clippings, etc..)
- Publicity materials (eg poster, brochures, etc..)