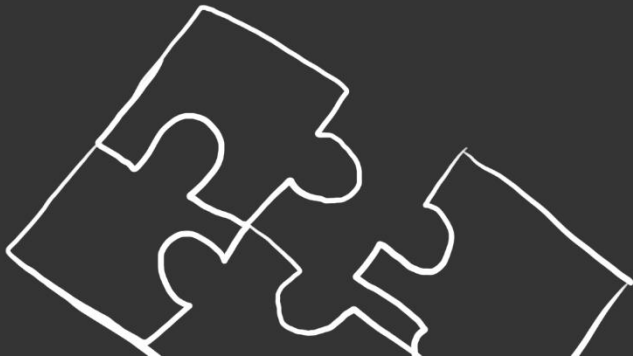
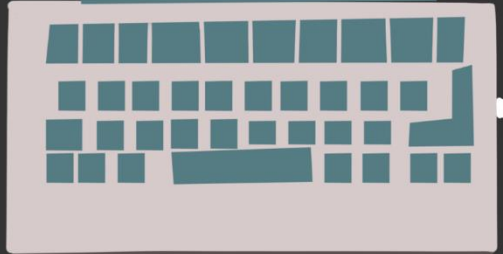
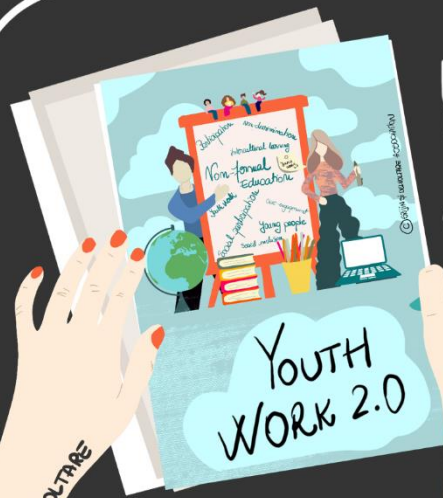


**Instrument 13 - Develop
the non-formal activity
report**



This instrument will help you to develop and write the non-formal activity report. Because we don't have too much time we often tend to not do reports.

Is very simple to use this instrument, you read the tasks and you fill in the banks, you write, reflect and think. Feel free to use the designated space to write your thoughts and add more space or even pages if you feel necessary. You can reflect and answer to these questions by analysing your existent youth work or you can plan your future youth work. Think outside the box and dream big!

1. General information about the non-formal activity

You can include information such as: activity type, activity period, name of the organisation, name of the facilitator/ facilitators



2. Target group

Write how many participants you have involved, how many participants with fewer opportunities and how many without fewer opportunities.





3. Other partners and stakeholders

Write how many partners and stakeholders you have involved during the activity, what was their role and how you select them.

4. Description of the secondary activities (the preparation and evaluation activities made for the core activity – seminar/ training course/ workshop etc.)

Write exactly what have you did during these activities. You can detail as much as you want, focus on what you have did.

5. Description of the core activity (seminar/ training course/ workshop etc.)



Write exactly what have you did during the activity. You can detail as much as you want, focus on what you have did.

A large rectangular area with a dashed border, intended for writing a detailed account of the activity.



6. Changes, unforeseen situations and difficulties






Write if you make changes during the activity implementation and why. Write also if you have encountered unforeseen situations and difficulties during the implementation. What solutions did you found to solve them? What you have learned from these situations?

A large rectangular area defined by a dashed black border, intended for writing a response to the question above.

7. Activity achievement

Write here the tangible and intangible results. If there are differences between what you have planned and what you have achieved, explain why.

A large rectangular area defined by a dashed black border, intended for writing a response to the question above.



8. Impact

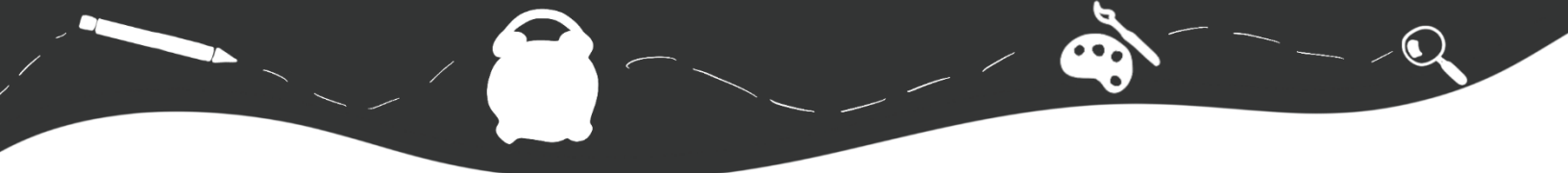
What is the reached impact of the activity on your direct and indirect beneficiaries?



9. How did you promote and disseminate the results?

Which channels did you use to promote the activity? How many people did you involved?





Follow-up

How you will ensure the continuity and sustainability of the activity? What you will do next?

10. The place and date of the day you fill

11. The name of the person





Youth
Work
2.0



Sprijin
si
Dezvoltare
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**SPRIJIN SI DEZVOLTARE ASSOCIATION ROMANIA – Project Coordinator and
Applicant**

Sorina Carmen Vacariu – Project manager

Gabriela Adam – Intellectual output expert

sprijinsidezvoltare@yahoo.com

<https://sprijinsidezvoltare.wordpress.com/>

<https://www.facebook.com/SprijinSiDezvoltare/>

Inercia Digital – Project Partner

<http://inerciadigital.com/>

<https://www.facebook.com/inerciadigital/>

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