



CHILDREN
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Appendix

The following forms will help you plan, run and debrief your gathering. Please e-mail the completed (*) sheets to Nina Meyerhof at nina@coeworld.org.

Brainstorm Dream Sheet

These are initial questions to ask and Brainstorm when planning the outline of your gathering.

***Event Sign In Sheet**

Use this sheet to help you keep track of participants.

*** Event Report Sheet**

Use this sheet after each event to help record the gathering's activities.

***Participant Evaluation**

Often the facilitators of an event and each participant come away from the same activity having had a slightly different experience. We feel that the leader/ facilitator will gain a better understanding of the overall event if the participants are able to respond to a few questions.

***Facilitator Evaluation**

Reflection into Action: After your event is finished, we ask that you fill out an Evaluation Sheet. Reflecting on your event will allow you to think about the event planning and implementation process. We share your evaluations with other Youth Leaders to help them improve future gatherings. Thank you for taking the time to answer the following questions. We hope your reflection process will allow all of us to rejoice in your success and learn from your challenges!

***Annual Report**

Each year COE commits to creating a full booklet in the best quality that promotes all of the activities that you and other young people around the world are doing. This booklet is an important fundraising tool for you and other others as you will be able to prove your connection to a wider community of youth activists shown in a quality and professional looking product.



Brainstorm Dream Sheet

Initial Questions to ask and Brainstorm when planning the outline of your gathering:

1. What inspires us to organize this gathering / Why are we organizing it?
2. What would we like to achieve as a group from this gathering?
(How will this gathering help our group become stronger?)
3. What is the profile of the participants that we would like to bring to our gathering?
(Preferable age, values they hold, outlook on life, action-oriented etc.)
4. What would we like to experience at the gathering?
5. What guiding values would we like the participants to take away from this event?



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Event Report Sheet

Leaders	
Date	
Number of Participants	
Program Title	
Objectives	
Program Description	
Activities	
Guest Speakers	
Impact	



Participant Evaluation

The following are sample questions. Please feel free to come up with your own.

The answers to these questions can be written or answered orally. The answers can be recorded on paper, audio recorder or video.

Sample Participant Evaluation Questions:

1. Did you enjoy the event?
2. What activity did you enjoy the most and why?
3. What activity did you enjoy the least and why?
4. If you were leading the event what would you change?
5. Would you attend another event? If not, why not?



Facilitator Evaluation Sheet

Please send this evaluation along with the schedule of the gathering to Nina Meyerhof at nina@coeworld.org

1. What was the purpose of the gathering?

2. What did you learn from the gathering?

3. What worked for you?

4. What didn't work for you?

5. If you could have done something differently, what would it have been?

6. Share a quote that summarizes your experience



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Annual Report

Please include the following information for purposes of the COE database.

1. Youth Leader Name and Location (locality, country):

2. Details:

How do you cover the cost of your events?

Total number of participants that have attended your events throughout the year.

3. Logistical Details:

How often does your Group meet?

How many meetings have there been to date?

4. How has your group utilized the areas of support offered by COE?

5. What other areas of support (apart from financial) are needed for your Group? Please be specific. (COE would like to assist you in creating a thriving community within your group so please give us details as to how we can help make that a reality.)

6. Please share how often you have communicated with the COE International Program Coordinator throughout the year (Often each month, once a month, practically month to month, 4 times a year, or less than 4 times a year).



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(Continuation of Annual report)

7. Do you feel that your group needs were met? If Yes, Why? If No, Why?

8. Please share best practices and lessons learned from your group.