



Complete a report form after the review and evaluation of each activity/event in Insight Project USA and mail the original to Kay Zoretic. Judges will use the reports to evaluate each school's Project USA Team. If your team does only three activities or events, they will fill out only three reports – if they do ten activities or events, they need to fill out ten reports. In order to teach your students to complete paperwork in a timely manner, reports should be returned within 2 weeks of the completion of the activity or event.

Insight Project USA Report Form

Date _____

School _____

When did this particular activity/event begin? _____

What was the date of the final evaluation? _____

1. **Goal Setting** – Explain how you determined the needs of your school or community and decided on this activity or event.

2. **Planning and Organization** - Explain the planning your team did to get this activity/event started and completed, i.e. timeline, job assignments, etc.

4. **Motivation** – How did you motivate the people in your leadership team? How did you motivate the student body? How did you keep people motivated?

5. **Implementation** – Describe the steps the leadership team took to carry out the plans with the student body and complete the activity or event.

6. **Follow Through** – how did you insure that the activity/event was always on task?

7. **Review and Evaluate** – Identify problems that occurred and discuss with the group the possible changes that could improve this activity or event. What were the strong points?

If this activity or event is to be entered for judging in one of the categories listed at the bottom of the page, please explain why it should be the “Best” or “Most” in this category in a **BRIEF** paragraph. Be sure to **underline** or circle the **ONE** category in which you are entering it.

Categories:

- | | |
|---|--|
| Best environmental activity or event | Most public spirited activity or event |
| Best beautification activity or event | Most patriotic activity or event |
| Best humanitarian activity or event | Best civic minded activity or event |
| Overall Best Volunteerism Activity or Event | |

Mail the original form to Kay Zoretic, CIC Coordinator, 1909 Lyda Ave., B.G., 42104

IMPORTANT NOTE TO LEADERSHIP TEAM STUDENTS: In all you do throughout this project, keep in mind that the main thing the judges will be looking for is the way YOUR TEAM has provided the LEADERSHIP in Project USA. DOCUMENT how your team decided on and created the activities and events and how you provided the LEADERSHIP to get the student body **EXCITED AND INVOLVED** in the activities. Try very hard to let the judges see how your team has inspired and motivated your fellow students to participate. Your LEADERSHIP, rather than the activities or events you do are the key to winning this project.

GOOD LUCK TO YOU!