



ANNUAL PROJECT REPORT FORM

Complete electronically and email to legaladmin@cocthailand.com



Foundation: _____

Project: _____

Volunteer: _____

1. Name of Project _____

2. Person in charge _____

3. This project involves _____

4. Objectives - What is your organisation aiming to accomplish?

a. _____

b. _____

c. _____

d. _____

5. Target Group _____

6. Location _____ Future (if applicable) _____

7. Methodology - What are your strategies for making the objectives happen?

a. _____

b. _____

c. _____

d. _____

e. Foreign volunteer staff and specialist training and assisting Thai Nationals in the project activities

8. Duration _____

9. Budget (per month) _____

10. Expected Outcomes - What are your organisations capabilities for doing this?

a. _____

b. _____

c. _____

11. Evaluation of outcome - How will your organisation know if you are making progress?

a. _____

b. _____

c. _____

12. What have and haven't you accomplished so far?

a. _____

b. _____

Examples - Project managers and assessors to visit and interview recipients of the project.

On site project overseers to complete reports and facts at requested time periods.

Midterm and conclusion assessment and reporting

Some Numbers

For Churches - Average January attendance _____ Average December attendance _____

Regular Meetings - Weekly / Fortnightly / Monthly (Circle) - Average Attendance _____

Special Outreaches - Number of Meetings _____ Attendance _____

Volunteer Hours per week approximately: You _____ Your family (Inc. Spouse) _____

[illegible]