

Form 1: Attendance List



STANDARD ATTENDANCE FORM FOR ALL YEAH ACTIVITIES

Title of activity: _____
 Date: _____

District held: _____
 LC1: _____ Name of Sub-county
 Name of host organisation: _____ (where activity was held)

No.	Name of participant/facilitator	Organisation	Sex	Age		Contact details	
				15-24 yrs	above 24 yrs	Email	Phone
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Where the attendance is too large for the list to be used, please make an estimate of the number of participants.

Summary:

Number of 15-24 yr old females: _____ Number of other males: _____

Number of 15-24 yr males: _____ Number of other females: _____

Number of organisations represented: _____

Form 2: Standardized Activity Report Form



Name of host organization:

Date of Activity: Month: _____ Date: _____ Year: _____

Location where activity was carried out:

LC1: _____ Name of Sub-county (where activity was held) _____

District: _____

Please complete this form for each activity carried out.

1. a) Type of activity was carried out (Please tick one)

- | | |
|--|---|
| <input type="checkbox"/> Training (also complete question 1b) | <input type="checkbox"/> Community mobilization |
| <input type="checkbox"/> Workshop (also complete question 1b) | <input type="checkbox"/> Meeting |
| <input type="checkbox"/> School outreach (other than training/workshop) | <input type="checkbox"/> Media briefing |
| <input type="checkbox"/> Health facility outreach (other than training/workshop) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Pre-testing materials (other than training/workshop) | |
| <input type="checkbox"/> Other (specify) | |
- _____

b) If training or workshop is ticked in 1a, please specify the content (tick all that applies):

- | | |
|--|---|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Behaviour Change |
| <input type="checkbox"/> Communication (BCC) | |
| <input type="checkbox"/> Monitoring and Evaluation | <input type="checkbox"/> Other (specify) |
- _____

2. Was an action plan developed as part of the activity? (Note an action plan is a plan for follow-up activities.)

- Yes No

3. What Y.E.A.H materials were used in this activity (please tick all that apply)

- | | |
|---|---|
| <input type="checkbox"/> 1 Guide for youth groups | <input type="checkbox"/> 6 Fact sheet |
| <input type="checkbox"/> 2 Life Choices DVD | <input type="checkbox"/> 7 Board game |
| <input type="checkbox"/> 3 Posters | <input type="checkbox"/> 8 Rock Point 256 |
| recording | |
| <input type="checkbox"/> 4 Rock Point 256 listening guide | <input type="checkbox"/> 9 Rock Point 256 comic |
| books | |
| <input type="checkbox"/> 5 Trigger videos | |

4. What was the focus of the activity (please tick one)

- Transactional relationships Gender and masculinity
 Other
-

5. Number of people directly involved in organizing the activity*

	Number		Number
15-24 year old males		other males (above 24 years)	
15-24 year old females		other females (above 24 years)	

6. Number of participants

	Number		Number
15-24 year old males		other males (above 24 years)	
15-24 year old females		other females (above 24 years)	

7. Were the young people i.e. 15-24 year olds (please tick one, if applicable):

- Mostly in school Mostly out of school

- Equal mix Don't know

8. Comments/Follow-up actions

Form 3: Materials Dissemination Form



Material/Advert Report for: _____

Type of Y.E.A.H Material/Advert

Please complete this form for each organisation that receives a particular type of material or advertisement.

YEAH MATERIAL AND ADVERT DISTRIBUTION FORM

1. Name of distributing Organisation and responsible person: _____
2. Description of material/advert distributed (including language used): _____
3. Number of copies distributed: _____
4. Date or period distributed: _____
5. Where was the material/advert distributed? LC1: _____ Sub County _____
District: _____
6. Where were the majority of materials distributed/ Where did the advert mainly reach? (Please tick one)

<input type="checkbox"/> Schools	<input type="checkbox"/> Communities
<input type="checkbox"/> Youth groups	<input type="checkbox"/> Other (please specify) _____
7. The estimated number of recipients of material/advert:

<input type="checkbox"/> Number of 15-24 year old males	<input type="checkbox"/> Number of other males
<input type="checkbox"/> Number of 15-24 year old females	<input type="checkbox"/> Number of other females
8. Comments on how the materials were used/advert was received:

9. Any feedback on the material/advert:

N.B: PLEASE REFER TO INSTRUCTIONS FOR FILLING IN THIS FORM ON THE BACK PAGE

NOTES FOR COMPLETING FORM 3

This form is mainly for internal monitoring of material and advertisement distribution. It also collects information on the number of people reached through the campaign for the PEPFAR indicator in the PMP. One form should be completed for each organisation that receives a particular type of material or advertisement. If two batches of the same material are distributed at different time then two forms should be filled.

1. Name of distributing organisation and responsible person: _____

This is the name of the RLO, community group or advertising agency which distributed the materials/issued the advert. Also write the contact person within the organisation so the information can be followed up if necessary. If YEAH staff distributed directly, write the staff member responsible.

2. Description of material/advert distributed (including language used): _____

Write the type of material/advert and the language it was issued in.

3. Number of copies distributed: _____

The number of copies of the material or advert distributed/issued.

4. Date or period distributed: _____

The date or period in which the material was distributed

5. Where was the material/advert distributed? LC1: _____ Sub County _____
District: _____

If the material was distributed in different LC1's or sub counties, please give details.

6. Where were the majority of materials distributed/ Where did the advert mainly reach?
(Please tick one)

Schools Communities
 Youth groups Other (please specify) _____

7. The estimated number of recipients of material/advert:

If exact information is not available, please estimate the number of recipients.

Number of 15-24 year old males Number of other males

Number of 15-24 year old females Number of other females

8. Comments on how the materials were used/advert was received:

Detail how the material used or the advert distributed and any problems or lessons.

9. Any feedback on the material/advert:

Detail any comments on the material/advert and how they could be improved or used in future. Please note where the feedback comes from e.g. the receiver or the organisation etc.