

TEAM LEADER'S REPORT

1 TEAM DETAILS

a) Team Leader: _____ (Club) _____

Team Members (Attach list if space is insufficient)

i. _____ (Club) _____

ii. _____ (Club) _____

iii. _____ (Club) _____

iv. _____ (Club) _____

v. _____ (Club) _____

vi. _____ (Club) _____

vii. _____ (Club) _____

viii. _____ (Club) _____

b) Building Supervisor: _____
(The Building Supervisor will be expected to make a separate report. That report should set out the practical aspects of the project and, if the project is an ongoing one, should contain all the information that would be necessary for subsequent teams to ensure most efficient continuation of the enterprise with a minimum of disruption.)

c) Duration of Project: From/...../..... to/...../.....

2 PROJECT DETAILS

a) Organisation or Authority for whom the project was carried out.

Name: _____

Address: _____

_____ Phone: _____

Contact Person: _____ Phone: _____

b) Project description & size: _____

c) Project Location: _____

3 WORK ACCOMPLISHED

(This will be a brief statement, in non-technical, non-specific terms of what was accomplished by the team. It would be benefit if at least, two photographs of the "before and after " type could be included in the report as it is intended to use these reports as the basis of articles in Project Volunteer Regional Newsletters.)

4 ACCOMMODATION DETAILS

- a) Place a tick () in the column which best describes the particular accommodation category provided for the team.

Accommodation Category	Good	Satisfactory	* Inadequate
1 Sleeping Arrangements			
2 Washing Facilities			
3 Food			
4 Insect Proofing			
5 Transit Accommodation			
6			
7			

*Please add any accommodation categories if additional comments should be made.

*If any of the above categories were considered to be "inadequate", detail the reasons for this assessment and suggest possible improvements which should be made before others are formed for this project.

5 TRAVEL DETAILS

a) List any difficulties that may have been experienced in travel to or from tile site.

i. Air: _____

ii. Land _____

iii. Other _____

b) Any recommendation as to how these difficulties could be minimised or eliminated for future Project Volunteers teams.

6 FURTHER COMMENTS AND GENERAL SUMMARY

(Team Leaders should make any, comment or recommendation which would facilitate the involvement of subsequent teams and which would contribute to the enhancement of the image of Rotary in the areas where the Project Volunteer projects are located.)

Signed: _____

Team Leader: _____

Date: _____