

By completing this activity report, you are helping us to better understand and capture the scope of CPF's work.

One form should be completed for each activity. Some questions may not be relevant - feel free to skip them. Questions preceded by a star *must* be answered in order to move forward.

You can find out more about this form and the reporting process [on this page](#).

For questions, don't hesitate to contact the Chapter Development Officer at your Branch, or Sophie Wertheimer at swertheimer@cpf.ca / (613) 277-9508.

Merci / Thank you for the work you do on behalf of CPF!

* Who is filling out this form?

Your name:

Your position/role:

* What is your email address? (or an email where we can follow up)

Chapter

Chapter name:

This document outlines all of the questions that are asked in the activity report. Please note that you will not be asked to complete all this information when you fill in the report online.

Please do not use this document to complete your activity report, but complete the online form at
www.surveymonkey.com/r/cpfactivityreport

Do not hesitate to contact Sophie Wertheimer at swertheimer@cpf.ca or (613) 277-9508 for any questions or comments.

*** Branch/Office name:**

- Alberta
- British Columbia & Yukon
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Nova Scotia
- Ontario
- PEI
- Saskatchewan
- Quebec and Nunavut
- National

*** Location**

Province or Territory:

Community / Village /
Town / City:

School District:

*** Activity or program date(s)**

Start date

End date (if applicable)

*** Title and short description of the activity:**

Is this activity part of a larger program or series?

- No
- Yes



Activity Participants

* In total, how many people participated in the activity?

Youth participants:

Adults participants:

Who was the main audience for this activity?

(Please note that you can only select one main audience. If the activity included more than one type of participant, select the main audience targeted - for example, the main audience for a family event is youth).

Youth / Students

Volunteers

Parents

Decision makers (ex. teachers, school board trustees, politicians, principals, etc.)

The general public

Other (please specify)

Information about Activity with Youth

What was the age of the participants? (Select all that apply)

5 and under

5 to 12

12 to 18

18 and +

What was the type of activity?

- | | |
|---|--|
| <input type="checkbox"/> Academic assistance (eg. French course, homework help, peer tutoring or reading, etc.) | <input type="checkbox"/> Cultural trip |
| <input type="checkbox"/> Camp | <input type="checkbox"/> Information table |
| <input type="checkbox"/> Career fair | <input type="checkbox"/> Movie |
| <input type="checkbox"/> Classroom presentation | <input type="checkbox"/> Scholarship or bursary |
| <input type="checkbox"/> Concours d'art oratoire | <input type="checkbox"/> Social or fun-based (eg. BBQ, games, dance, etc.) |
| <input type="checkbox"/> Contest | <input type="checkbox"/> Student exchange |
| <input type="checkbox"/> Cultural event (eg. performer, Carnaval, etc.) | |
| <input type="checkbox"/> Other (please specify) | |

Was the activity organized in collaboration with a school?

- | | |
|--|---|
| <input type="radio"/> No | <input type="radio"/> Yes, after school hours |
| <input type="radio"/> Yes, during school hours | <input type="radio"/> Yes, on the weekend |
| <input type="radio"/> Other (please specify) | |

In addition to youth, did the activity include members from other audiences? (Select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes, volunteers |
| <input type="checkbox"/> Yes, parents | <input type="checkbox"/> Yes, decision makers |
| <input type="checkbox"/> Yes, the general public | |
| <input type="checkbox"/> Other (please specify) | |

Information about Activity with Parents

Type of activity

- | | |
|--|--|
| <input type="checkbox"/> Adult FSL learning course | <input type="checkbox"/> Presentation |
| <input type="checkbox"/> Workshop | <input type="checkbox"/> Information table (eg. at FI night, parent conference, community event, etc.) |
| <input type="checkbox"/> Other (please specify) | |

Was the activity organized in collaboration with a school?

- Yes No
- Other (please specify)

In addition to parents, did the activity include members from other audiences? (Select all that apply)

- No Yes, volunteers
- Yes, youth Yes, decision makers
- Yes, the general public
- Other (please specify)

Information about Activity with Volunteers

Type of Activity

- Training Presentation
- Volunteer recognition event Information table
- Other (please specify)

In addition to volunteers, did the activity include members from other audiences? (Select all that apply)

- No Yes, the general public
- Yes, youth Yes, decision makers
- Yes, parents
- Other (please specify)

Information about Activity with the General Public

Type of activity

- Information session Information table
- Other (please specify)

In addition to the general public, did the activity include participants from other audiences? (Select all that apply)

- No Yes, volunteers
- Yes, youth Yes, decision makers
- Yes, parents
- Other (please specify)

Information about Activity with Decision Makers

Type of activity

- Meeting with (a) representative(s) of a School Attending a FSL Committee Meeting
- Meeting with (a) representative(s) of a School Board Presentation
- Meeting with (a) politician(s) Advocacy event
- Meeting with (a) teacher(s) Information table
- Presentation to teachers
- Other (please specify)

In addition to decision makers, did the activity include participants from other audiences? (Select all that apply)

- No Yes, the general public
- Yes, youth Yes, volunteers
- Yes, parents
- Other (please specify)

Information about the Program or Series

Can you tell us a bit more about the program or series?

How often does this activity take place?

How many people have attended the activities that are part of this program?

Activity 1

Activity 2

Activity 3

Activity 4

Activity 5

Activity 6

Activity 7

Activity 8

Activity 9

Activity 10

Activity Outcomes

The main objective(s) of this activity was to offer participants an opportunity to: (Select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Learn about the advantages of bilingualism | <input type="checkbox"/> Meet other French speakers in their area |
| <input type="checkbox"/> Learn and develop their French skills | <input type="checkbox"/> Create or strengthen partnerships |
| <input type="checkbox"/> Learn about Francophones and other cultures | <input type="checkbox"/> Recruit new members or volunteers |
| <input type="checkbox"/> Learn about CPF | <input type="checkbox"/> Have fun |
| <input type="checkbox"/> Learn about the education system in their area | |
| <input type="checkbox"/> Other (please specify) | |

Do you think the activity was successful in reaching these objectives?

- Yes I'm not sure
- No

Thanks for explaining:

Did the activity generate or renew memberships?

- Yes No

If you answered yes, how many new memberships were generated or renewed?

Did you distribute or give out any CPF resources at the activity? (eg. pamphlets, activity booklets, prizes or gifts, etc.)

- Yes No

If you answered yes, what did you distribute?

Did you receive any feedback on the activity from the participants? If so, what? (eg. comments, inquiries, emails, testimonials, etc.)

Do you have any materials related to the organization of the activity or participant feedback that you would like to share?

Choose File

No file chosen

Activity Logistics

How many volunteers supported this activity?

Youth volunteers:

Adult volunteers:

In total, how many hours did the volunteers contribute to this activity?

Did you organize this activity in collaboration with other individuals, groups or organizations, from within or outside the CPF Network?

Yes

No

If you answered yes, who participated in the organization of this activity and who was the lead?

Were any donations obtained for the activity?

Yes

No

If you answered yes, thank you for listing sponsors and donations:

Promotion and Coverage of the Activity

How did you promote the activity? (Select all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Social media | <input type="checkbox"/> School calendar(s) / Newsletter(s) |
| <input type="checkbox"/> Website | <input type="checkbox"/> Community calendar(s) / Newsletter(s) |
| <input type="checkbox"/> Posters / Notices | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Postcards | <input type="checkbox"/> The local media |
| <input type="checkbox"/> Email | |
| <input type="checkbox"/> Other (please specify) | |

Did you get any mentions in the media about the activity?

- Yes No

If you answered yes, from whom? (include link here)

Do you have any press coverage, promotional document or other file that you would like to share?

Choose File

No file chosen

Your Thoughts on the Activity

Would you consider organizing this type of activity again?

- Yes I'm not sure
 No

Why or why not?

What recommendations would you make to someone who wanted to organize a similar activity?

What supports would have been helpful to you for this activity?

Do you have any other comments or feedback to share about this activity?

Thank you for completing this activity report, and for helping us to learn about the great work that is being done by CPF volunteers across the country - merci beaucoup!

Should you have any questions, don't hesitate to contact your provincial/territorial Branch or Sophie Wertheimer at swertheimer@cpf.ca / (613) 277-9508.

Merci / Thank you