

# - - - NEW CPF ACTIVITY REPORT FORM - FAQ - - -



To better understand the scope and impact of CPF's work, we have created an online form to be used by Branches, Chapters and volunteers. Starting in fall 2018, anyone who organizes an activity on behalf of CPF is invited to report back by using this form: <https://www.surveymonkey.com/r/cpfactivityreport>

## 1. Why should we submit an activity report?

Currently, we are under-reporting our activities, which means that we aren't capturing all the amazing work that volunteers are doing on the ground. By submitting a report for each activity that you organize or participate in, you are helping your Branch and the CPF Network to better understand the scope of the work being done by the organization.

You can obtain a copy of all the activity reports that you have submitted by contacting your Branch or the CPF Network Evaluation Manager.

## 2. Who submits the activity report?

This is up to you! Assign one person – the president, secretary or other member of your Chapter executive.

**OR**

Assign the lead person responsible for coordinating, delivering or attending the activity being reported.

Assign and confirm the task of reporting prior to the activity taking place. Include a verification check on activity reporting as part of each Chapter meeting.

## 3. What activities should I be reporting?

Report back on each activity that you organize on behalf of CPF as a Branch, Chapter, an individual or a group or volunteers. This includes:

- Activities that you organize so that children and/or parents can learn and practice their French;
- Presentations on the value of bilingualism or the work of CPF;
- Volunteer recognition events; &
- All the other great things that you are doing in your community.

Also report back on activities that you did not organize, but where you participated on behalf of CPF (for example, if you took part in a meeting with your local School Board or if you held an information table at a career fair). When you fill out the form, you will be invited to list the names of the organizations and groups with whom you collaborated.

## 4. How often should we submit a report?

One report should be submitted for each event or activity that you organize or participate in on behalf of CPF.

If an activity is part of a larger program or series (for example a camp or a course that is offered once a week over several weeks), you only need to submit one report for the series or program.

Ideally, submit the report within one week after the activity has taken place, when the information is still fresh in mind. At minimum, activity reports should be received from each Chapter quarterly (4 times per year). Check with your Branch to find out more about reporting expectations and incentives for reporting.

*For questions, contact your Chapter Development Officer at your provincial/territorial Branch or Sophie Wertheimer (CPF Network Evaluation Manager) at [swertheimer@cpf.ca](mailto:swertheimer@cpf.ca) / (613) 277-9508*

**Thanks for helping us learn about and share your work!**