**Activities Reporting Template**

Name: ……………………

District: ……………………….

Phone number: …………………….

Position: District Coordinator

Field Supervisor

VDC: …………………………

Activity List

1. **District Nutrition and Food Security Steering Committee Meeting**

Date

Meeting Chaired by:

Total Participants: Male Female

Office Represented: ❑ District Coordination Committee

❑ District Agriculture Office

❑ District Livestock Office

❑ Women and Children Office

❑ District Education Office

❑ District Health/Public Health Office

❑ Media/Journalist

❑ NGOs

❑ SUHAARA

Agenda Discussed

Decisions

1. **Training of trainers**

Date Starting Date End Date

Total Participants: Male Female

Participants Name and Address

1. **Media Interaction**

Date

Meeting Chaired by:

Topic discussed:

Total Participants: Male Female

Total Media House:

1. **Village Nutrition and Food Security Steering Committee Meeting**

Date

Meeting Chaired by:

Total Participants: Male Female

Office Represented: ❑ Village Coordination Committee

❑ Teacher/School

❑ Social Mobilizer

❑ Junior Technical Assistance

❑ Others

Agenda Discussed

Decisions

1. **Village Level Orientation/Training**

Date Starting Date End Date

Total Participants: Male Female

Participants Name and Address

1. **Female Community Health Volunteers Training/Orientation**

Date Starting Date End Date

Total Participants:

Participants Name and Address

1. **Community Level Meeting**
   1. **Mothers Group**

Name of the Group: Date

FCHV name Contact Number

Ward No: Village/Tole:

Total Participants: Male Female

Topic Discussed:

Questions

* 1. **Ward Citizen Forums**

Name of the Group: Date

Social Mobilizer name Contact Number

Ward No: Village/Tole:

Total Participants: Male Female

Topic Discussed:

Questions

* 1. **Community Awareness Center**

Name of the Group: Date

Social Mobilizer name Contact Number

Ward No: Village/Tole:

Total Participants: Male Female

Topic Discussed:

Questions

* 1. **Child Club**

Name of the Group: Date

Chairperson name Contact Number

Ward No: Village/Tole:

Total Participants: Male Female

Topic Discussed: Pregnancy Care

Questions

* 1. **Saving and Credit Groups/Federation**

Name of the Group: Date

Chairperson name Contact Number

Ward No: Village/Tole:

Total Participants: Male Female

Topic Discussed:

Questions

* 1. **Farmers group**

Name of the Group: Date

Chairperson name Contact Number

Ward No: Village/Tole:

Total Participants: Male Female

Topic Discussed:

Questions

* 1. **Health Facility**

Name of the Facility: Date

In-Charge name Contact Number

Ward No:

Total Participants: Male Female

Topic Discussed:

Decisions

* 1. **Other Group/Organization's Meeting**

Name of the Group: Date

Chairperson/Head Name Contact Number

Ward No:

Total Participants: Male Female

Topic Discussed: Pregnancy Care

Decisions

1. **Street Drama**

Place: Date

Club/Organization

Ward No: Village/Tole:

Total Participants: Male Female

Topic Discussed:

1. **Household Visit**

Name of the person met:

Date

Ward No: Village/Tole:

Other family members present, if yes

* Husband
* Mother in Laws
* Father in Laws,
* Sister in Laws
* Others

Topic Discussed:

Advice Given

1. **Other Awareness Raising events**

Event:

Rallies

Mela

Others

Date

Ward No: Village/Tole:

Total Participants: Male Female

Topic Discussed:

1. **Flex Installation**

Date:

Place:

Topic covered:

1. **Communication materials Distribution**

|  |  |
| --- | --- |
|  | **Numbers** |
| **Flyer 1** |  |
| **Flyer 2** |  |
| **Flyer 3** |  |
| **Flyer 4** |  |
| **Flyer 5** |  |
| **Baby bibs** |  |
| **Towel** |  |
| **3D poster** |  |