

Campaign Report Template

Please include your Campaign Plan with this report.

Yr.	Quantitative			Qualitative (change in knowledge, skills, attitudes and behaviours)
		Goal	Actual	
1	Overall			
	Fundraising			
	Employee Participation (%)			
	Supportive Management			
	Campaign			
	Duration of Campaign			
	Non-Event Fundraising (#)			
	Fundraising Events (#)			
	Awareness Events (#)			
	Employees with access to Fair trade			
	Team			
	Core Team Members (#)			
	Supporting Members (#)			

See below for specific activity reports.

Overall questions:

- 1) What made your campaign a success?

- 2) What would you do differently next year and why?

- 3) Did your office switch to serving a Fair Trade coffee or tea option? Y/N
 - a. If yes – number of employees in your workplace with access? _____



Activity Report Template

Please submit an Activity Report for each activity you ran during the campaign. Submit your Activity Plan as well for each of the activities.

Activity Details

Type:

Name:

Duration:

Location:

Date:

Time:

Achievement of Goals

Financial Goal:

Money Raised:

Employee Participation Goal:

Employee Participation:

Knowledge, Skills, Attitude and Behaviour Changes in Participants:

What were some of the key successes of this activity?

What made these successes possible?

What opportunities exist to make this activity more successful?

What would need to be done to make this happen?

Please provide any additional comments.

