

STARTING WITH WOMEN TOOL SIX

# MONTHLY REPORTING FORMAT TEMPLATE

August 2019





# Monthly Reporting Format

## Template

### Introduction

Community-based Facilitators (CBFs) should write a monthly report for each group. Appended to the report should be meeting minutes. Reports need not follow the same format each time, but should include at least the following items, in as much detail as feasible.

### Monthly Report Contents

Name \_\_\_\_\_

Date \_\_\_\_\_

Organization \_\_\_\_\_

- Key successes during the month
- Difficulties or challenges and any actions taken
- Issues raised by the group for discussion or support
- Issues raised by individuals for discussion or support
- Engagement with other institutions or individuals
- Any issues that should be highlighted
- Notes on the experience of facilitating the group
- Weekly group meeting minutes