**TRF CADRE SITE VISIT FEEDBACK MEETING FORM**

ENGLISH (EN)

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| --- | --- | --- | --- | --- | --- |
| **Cadre Member’s Name** |  | **Grant Number** |  | **Date of Feedback Meeting** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Strength / Challenge** | **Why is it a strength / challenge?** | **Sponsor’s Proposed Solutions to Challenges /** **Strategies for maintaining and expanding successes** | **Next Steps Discussed /** **Further notes** |
| EXAMPLE | Strength: beneficiaries engaged - 47 community members completed adult literacy tutor training and now volunteer 2 hours/week in the tutoring program  | Beneficiary engagement encourages ownership of the project, which promotes sustainability | Sponsors proposed the following: * Training volunteers in project monitoring
* encouraging volunteers to write a newspaper story about the project
* providing tutor training and project manager training to volunteers who complete 1 year of volunteer work
 | * Rotarian North will identify 10 volunteers to train in monitoring and/or management within 3 weeks.
* Rotarian South will identify at least 5 volunteers interested in writing a newspaper article by next Monday.
* Rotarian East, a reporter, will work with volunteers interested in writing a story about the project. The first meeting can be next Wednesday.
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| 1. |  |  |  |  |
|  | **Strength / Challenge** | **Why is it a strength / challenge?** | **Sponsor’s Proposed Solutions to Challenges /** **Strategies for maintaining and expanding successes** | **Next Steps Discussed /** **Further notes** |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
|  | **Strength / Challenge** | **Why is it a strength / challenge?** | **Sponsor’s Proposed Solutions to Challenges /** **Strategies for maintaining and expanding successes** | **Next Steps Discussed /** **Further notes** |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
|  | **Strength / Challenge** | **Why is it a strength / challenge?** | **Sponsor’s Proposed Solutions to Challenges /** **Strategies for maintaining and expanding successes** | **Next Steps Discussed /** **Further notes** |
| 6. |  |  |  |  |
| 7. |  |  |  |  |



ENGLISH (EN)

# Site Visit Feedback Meeting sign-in sheet

|  |  |  |  |
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|  | **NAME (please print)** | **Organization** *(for example: Rotary Club of Evanston, or name of cooperating organization)* | **Signature** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |