



VOLUNTEER REPORT FORMAT

To be submitted to F2F CRS at the end of volunteer assignment¹

1.1 Assignment information:

a) Volunteer Name	
b) SOW number	
c) Assignment title	
d) State of Origin	
e) Occupation	
f) Host Organization	
g) Assignment dates	
h) Number of days worked (including travel days)	

1.2.1 Objective 1 in your SOW

- a) Progress with the objective
- b) Expected impacts/results
- c) Recommendations²

1.2.2 Objective 2 in your SOW

- a) Progress with the objective
- b) Expected impacts/results
- c) Recommendations

1.2.3 Objective 3 in your SOW

- a) Progress with the objective
- b) Expected impacts/results
- c) Recommendations

¹ CRS F2F staff should share the report with the host organization after review

² **Note:** Only make not more than 6 recommendations in total. The most useful recommendations for hosts are ones that they can implement themselves with minimal expense. For example, a cooperative might change its financial reporting procedures or hold more regular meetings of its board. Broad recommendations on tax or credit reform, changes in government policy, or investment in large-scale equipment, are usually not within the host organization's reach.



1.3 Action Plan to implement recommendations (This should be discussed jointly with the host organization and CRS staff during exit meetings)

Recommendations	Specific Action	Responsible person	By when
1.			
2.			
3.			
4.			
5.			
6.			

1.4 Number of people Trained

Beneficiary category	Male	Female	Non-Binary	Total	Youths ³

1.5 Details of Persons trained

Category	Total	Males	Females	Non-Binary	Youths	Remarks
Members/ owners						
Employees						
Clients/ Suppliers/Students						
Total⁴						

1.6 Recommended future volunteer assignment for the host

1.8 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How?
- b) How might CRS or the host organization improve opportunities for the women, boys and girls in this host or host community?

1.9 Value of volunteer contribution in \$

³ People with age groups 15-29 years

⁴ Should be the same as total in 1.4



- a) Hours volunteer spent preparing for assignment in US:
- b) Description for total time:
- c) Estimated value of all material contributions volunteer contributed to host during assignment:
- d) Description of items

1.10 Value of hosts' contribution in \$ (Please consult the host as well)

SN	Items/description	Quantity/days	Unit price	Total
1.	Training hall			
2.	Translator			
3.	Stationary for participants			
4.	Accommodation			
5.	Transportation			
6.	Other (Specify)			
	Total in US\$			

1.11 did you conduct any outreach in country: Yes/no

If yes, nature of in country outreach events

Description	Number of events
Publication, Radio, or TV Broadcast	
Group Presentation	
Social media posts	

1.12 Host Profile Data:

Did you obtain any data that supplements or corrects the data in the existing host information as detailed in the SOW? Please list it.

1.13 Recommendations for CRS F2F program:

1.14 Materials available to contribute to CRS Host Library: (list materials, both related to assignment or to Farmer to Farmer content in general. CRS will follow up to collect)

1.15 Please share your favorite photos here. Credit will be given to you every time the photo is used.