# **Volunteer End of Assignment Report**

*To be submitted to F2F CRS at the end of the volunteer assignment[[1]](#footnote-2)*

Thank you for volunteering with CRS! Please take the time to fill out this report so that we have a record of your achievements for reporting purposes. This information will also help to inform future assignments.

**As a reminder, please remember to:**

* Submit your expense report within 14 days of returning home.
* We value your feedback! Don't forget to complete the End of Assignment Survey.
* Complete outreach activities after returning from an assignment. Volunteer outreach helps foster cultural understanding and spreads the word about US international development efforts. Please refer to the [*Outreach Guidelines for more details.*](https://farmertofarmer.crs.org/wp-content/uploads/2024/01/F2F-Volunteer-Outreach-Guidelines-Final-Sept-2023.pdf)
* Explore CRS' F2F [public](https://www.facebook.com/CRSFarmerToFarmer) & [private](https://www.facebook.com/groups/979840875467579/) Facebook pages and tag us in your posts about your experiences.
* If you would like a debrief with the Project Director, please inform the Operations Specialist who worked as your recruiter to set this up.
* If you have good quality photos of your assignment that you would like to share, please email a maximum of five with corresponding captions and photo credit to [farmertofarmer@crs.org](mailto:farmertofarmer@crs.org)

1. **ASSIGNMENT & VOLUNTEER INFORMATION:**

|  |  |
| --- | --- |
| 1. Volunteer Name |  |
| 1. Volunteer race/ethnicity | Choose an item. |
| 1. Gender | Female |
| 1. Occupation Category | Choose an item. |
| 1. Has the volunteer done a F2F assignment before? | Choose an item. |
| 1. State in which volunteer currently resides (use abbreviation e.g., VA for Virginia) |  |
| 1. SOW number |  |
| 1. Assignment title |  |
| 1. Host Organization name |  |
| 1. Did you stay in the residence of a host country national for at least one night? |  |
| 1. Assignment Start date (Date of departure from the US for the US volunteer) |  |
| 1. Assignment end data (Date of arrival back in the US for the US volunteer) |  |
| 1. Number of personal days taken (if any) |  |

1. **SOW OBJECTIVES**

If there is a SOW objective that was not achieved, please provide an explanation in question 2 below.

* + 1. **Objective 1 in your SOW[[2]](#footnote-3):**

|  |  |
| --- | --- |
| 1. Progress with the objective: |  |
| 1. Expected outputs/results/impacts (gender disaggregated if applicable): |  |
| 1. Describe how gender was considered with the activities of this objective: |  |
| 1. Recommendations[[3]](#footnote-4): |  |

* + 1. **Objective 2 in your SOW[[4]](#footnote-5):**

|  |  |
| --- | --- |
| 1. Progress with the objective: |  |
| 1. Expected outputs/results/impacts (gender disaggregated if applicable): |  |
| 1. Describe how gender was considered with the activities of this objective: |  |
| 1. Recommendations[[5]](#footnote-6): |  |

* + 1. **Objective 3 in your SOW[[6]](#footnote-7):**

|  |  |
| --- | --- |
| 1. Progress with the objective: |  |
| 1. Expected outputs/results/impacts (gender disaggregated if applicable): |  |
| 1. Describe how gender was considered with the activities of this objective: |  |
| 1. Recommendations[[7]](#footnote-8): |  |

1. **ACTION PLAN TO IMPLEMENT RECOMMENDATIONS**

(These should be addressed collaboratively with the host organization and CRS staff during the assignment exit meeting)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recommendations** | **Specific Action** | **Responsible person** | **Gender Implications  (if applicable)** | **By when** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

1. **RECOMMENDED FUTURE VOLUNTEER ASSIGNMENT FOR THE HOST:**

1.

2.

3.

1. **GENDER:**

|  |  |
| --- | --- |
| 1. On a scale of 1-6 indicate the extent to which you agree or disagree with the following statement “Taking the Gender Foundation training and having gender explicitly included in the SOW influenced how I prepared and delivered my assignment.” Highlight or bold the relevant selection. | Choose an item. |

|  |  |
| --- | --- |
| 1. How did having gender explicitly included in your SoW influence how you prepared and delivered the assignment? If it didn’t, please explain why. |  |
| 1. What gender dynamics did you recognize in your host community? Did these dynamics play a part in your assignment? How? |  |
| 1. How might CRS or the host organization improve opportunities for adult and young women, in this host or host community? |  |
| 1. What did you learn about gender through this experience? |  |

1. **YOUTH:**

|  |  |
| --- | --- |
| 1. What dynamics did you recognize in your host community for youth? Did these dynamics play a part in your assignment? How? |  |
| 1. How might CRS or the host organization improve opportunities for male and female youth in this host or host community? |  |

1. **HOST ENGAGEMENT**
2. Was the host fully engaged and committed to the assignment? Please comment.
3. Do you feel the right people attended the training? Please comment.
4. Did the host provide someone to be a key trainee (under the ToT approach)? Please provide the name of this person. Do you feel this person will be able to replicate adequately the training you provided?
5. Did the host agree to all the recommendations listed?
6. **VALUE OF VOLUNTEER CONTRIBUTION IN $:**

|  |  |
| --- | --- |
| 1. Estimated value of all material contributions volunteer contributed to host during assignment: |  |
| 1. Description of items: |  |

1. **OUTREACH**

**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. **RECOMMENDATIONS FOR THE CRS F2F PROGRAM** (can be on any topic):

1.

2.

3.

1. **REQUEST FOR A QUOTE**

If you're willing, kindly supply a quote for us to use in our outreach efforts when featuring your experience and photos on our communication platforms.

*­­­­­­ Thank you for volunteering with CRS!*

1. CRS F2F staff should share the report with the host organization after review. [↑](#footnote-ref-2)
2. State what the objective was. [↑](#footnote-ref-3)
3. ***Note:*** Make no 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. [↑](#footnote-ref-4)
4. Delete if not applicable. [↑](#footnote-ref-5)
5. ***Note:*** Make no more than 6 recommendations in total. [↑](#footnote-ref-6)
6. Delete if not applicable. [↑](#footnote-ref-7)
7. ***Note:*** Make no more than 6 recommendations in total. [↑](#footnote-ref-8)