



Activity report and evidence checklist

BLANK WORKING FORM

Blank reporting template for NSS, ELC, green initiatives, alumni and academic activities. Distinguish planned work from completed work. Financial support, attendance and outcomes need their own records. Obtain permission before publishing identifiable photographs.

Activity title / category / academic year

Actual date(s) / location / organiser / partner

Objective and link to learning or community need

What actually happened (brief factual account)

Participant count and counting method; attendance held privately

Outputs / outcomes and supporting evidence

Evidence checklist: notice / attendance / photographs / report / costs

Missing evidence or unresolved discrepancies

Prepared by / verified by / date