



2007/2008 MONITORING AND REPORTING REQUIREMENTS

Thank you for collaborating with CAAWS and the Aboriginal Sport Circle on *Team Spirit: Aboriginal Girls in Sport*. Monitoring and evaluation is an integral part of the *Team Spirit* project. Evaluation ensures we are making a difference in the lives of Aboriginal girls and young women, and that project and program outcomes demonstrate the importance of the project to Sport Canada, other potential funders, and key stakeholders.

This package includes tools to monitor and evaluate your program and contribute to CAAWS' 2007/2008 Year End Reports to Sport Canada, to be submitted in July 2008.

If you are offering the same program more than once this fiscal year, or providing more than one program, please complete the tools for each program. Results from the evaluation will be shared with you to assist in sustained program planning and implementation.

MONITORING AND EVALUATION TOOLS

1. Participant Attendance Form

- Collects information about each participant, and tracks their attendance across sessions
- A "Notes" column provides space to track what activities during each session
- Use at each session

2. Participant Summary Form

- Use to summarize participant attendance forms for submission to CAAWS
- Submit to CAAWS April 11, 2007 (as of March 31, 2007)
- Update and submit to CAAWS within 3 weeks of program completion

3. Program Leader Summary Form

- Collects information about Program Leaders – the individual(s) responsible for the delivery of the program
- Submit electronically (via email) to CAAWS within 3 weeks of program completion (final deadline: April 30, 2008)

4. Volunteer & Instructor Summary Form

- Collects information about program volunteers and external sport skill instructors that contribute to the program
- Update at each session
- Submit electronically (via email) to CAAWS within 3 weeks of program completion (final deadline: April 30, 2008)

5. Program Report

- Collects descriptive information about program activities, successes and challenges, and key learnings.
- Submit electronically (via email) to CAAWS by within 3 weeks of program completion (final deadline: April 30, 2008)

6. Participant Evaluation

- A two part process to be completed by all program participants (the Aboriginal girls and young women) to collect feedback about what they liked and did not like, and their physical activity and sport participation patterns.
- Included a facilitated group discussion and a questionnaire.
- The questionnaire can be integrated into an existing survey utilized by your organization or program, but please ensure no questions are deleted!
- Photocopy the survey or request copies from CAAWS



- Complete during final session and mail questionnaire hardcopies, discussion notes, and the process evaluation to CAAWS within 3 weeks of program's completion (final deadline: April 30, 2008)

7. Follow-Up Interview

- Provides an opportunity to update CAAWS on program activities, successes and challenges, and key learnings; and to discuss ways in which CAAWS can enhance the *Team Spirit* project and other projects in the future
- The interview will take 30-45 minutes
- Schedule within 3 weeks of program's completion (final deadline: April 30, 2008)

Reporting Schedule Summary

Date	Action	Tool/Template
Ongoing	Track	Participant Attendance Form
		Program Leader Summary Form
		Volunteer and Instructor Summary Form
Final Program Session	Administer	"Tell Us What You Think" Participant Survey
Within 3 weeks of Program Completion (final deadline: April 30, 2008)	Submit to CAAWS	Participant Summary Form
		Program Leader Summary Form
		Volunteer and Instructor Summary Form
	Schedule	Program Report
		Follow-Up Interview

Questions and Submissions

If you have any questions about any aspect of the evaluation or using the tools, please contact Sydney Millar. Feedback on the monitoring and evaluation tools is welcome and will be integrated into next year's tools.

Please send completed evaluation tools to:

Sydney Millar

Team Spirit Project Manager

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2007/2008 PROGRAM REPORT

This Program Report is a way to provide feedback to CAAWS, the Aboriginal Sport Circle and Sport Canada about your program – what you did, and what worked and didn't work. The information will help improve the *Team Spirit* project and support other community sport programs for Aboriginal girls and young women. Please complete the report and submit via email to CAAWS within 3 weeks of the program's completion. Further information will be collected during the follow-up interview after your program has finished. If you have any questions about any of the information requested please contact Sydney Millar.

SECTION A – PROGRAM DETAILS

1. Please provide the following details about your program:
 - Program Name: _____
 - Start Date (first session): _____
 - End Date (last session): _____
 - Total Number of Sessions: _____
 - Duration of each session (in minutes): _____
 - Age group of Participants: _____
2. Please provide a description of your program, including program goals, target participants and unique features. This information will be used to create a program description for the *Team Spirit* website.
3. If your program focused on more than one sport, please list the **sport skill development sessions** delivered, indicating the number of sessions for each sport.
4. Where were the sessions held?
5. Please list any other activities provided during the program (e.g. physical activity, arts, education about healthy eating and self esteem), indicating the number of session for each activity.
6. How did you promote the program and encourage participation? Please attach copies of any promotional material used for the program and indicate how each was used.
7. Please describe how the program was targeted to Aboriginal girls and young women. What unique strategies, content, or delivery were used?
8. Please list any other organizations that assisted with the development and delivery of the program and describe their contribution.

SECTION B – PROGRAM CHARACTERISTICS

9. Please describe how participants were involved in the program's design and implementation.
10. Please rate the importance of each of the following ten items in the success of your program

Success Factor	Not important										Very Important									
1. A program focus on fun and social interaction	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
2. The provision of a variety of sport and physical activities	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
3. Input from Girls and Women into program design and implementation	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10



4. A female-only program	1	2	3	4	5	6	7	8	9	10
5. The creation of a safe and supportive environment	1	2	3	4	5	6	7	8	9	10
6. Targeting a narrow age group	1	2	3	4	5	6	7	8	9	10
7. Providing opportunities for participants to learn basic sport skills	1	2	3	4	5	6	7	8	9	10
8. Having a role model leader	1	2	3	4	5	6	7	8	9	10
9. Providing food and other incentives at program sessions	1	2	3	4	5	6	7	8	9	10
10. Not having rules about what participants can and can't wear	1	2	3	4	5	6	7	8	9	10

11. What were the three most important things that made your program a success, and why?

- 1.
- 2.
- 3.

12. What were the three biggest challenges you faced, and how were you able to overcome them?

- 1.
- 2.
- 3.

13. What else would you like to share about your program that will help other communities deliver community sport opportunities for Aboriginal girls and young women?

THANK YOU!



PARTICIPANT EVALUATION

Introduction

This year, the process to get feedback from girls and young women participating in the *Team Spirit* programs has been modified to be a more meaningful experience. The modifications reflect feedback from Program Leaders who wanted the evaluative process to be more of a dialogue to ensure the questions were understood by all participants, regardless of their age, language and literacy levels.

The new process includes questions from the “Tell us What You Really Think” Participant Survey, plus a few new ones. However, some of these questions will now be asked during a facilitated group discussion; and some will be asked through a guided questionnaire. The two step approach (facilitated group discussion and questionnaire) is based on an approach used by True Sport at a basketball camp in New Brunswick this past summer.

Please review the material in this package and let Sydney know if anything is not clear, or if you have any questions. We will get back to all of you about any clarifications or changes to the process / tools as a result of any question(s). With some programs being completed as early as October, feedback will be used on an ongoing process to revise the tool and process, if needed.

Overview

The Participant Evaluation should be administered during the second last program session, as this will leave you the last session for more fun activities! The Participant Evaluation is divided into two parts:

- A facilitated group discussion
- A guided questionnaire.

The ideal group size is 8-10 participants. If you have more than 10 participants in your program, it would be best to split them into two (or more) groups. While one group is participating in the evaluation, the other group(s) can be doing another activity, and they can then switch or rotate through until all groups have finished. If you have more than one group, please maintain the suggested order, conducting the facilitated discussion first followed by the guided questionnaire. You should allow about 15 minutes for the group discussion, and another 15-20 minutes to administer the survey questionnaire. We would encourage you to have a colleague or volunteer to help you with note taking during the facilitated discussion.

Please personalize the participant evaluation tools for your program. For example, we have used the generic program name “*Team Spirit*”. Feel free to replace this with your program name. You are also welcome to add in your own questions, but please not delete or skip any of the original questions.

Try to make the participant evaluation process as non-threatening and fun as possible. You can also ask Sydney for a couple of extra *Team Spirit* promotional items and have a draw prize from amongst the participants in the evaluation process.



1. FACILITATED GROUP DISCUSSION

The group discussion is intended to find out what participants liked about the program and what can be done to improve future *Team Spirit* programs. The role of the facilitator is to encourage the participants to speak up and to talk together – telling you more about what they think about their experience than they can provide in a written questionnaire.

The facilitator should be either the Program Leader or another woman participants know and with whom they are very comfortable. An assistant to take notes during the discussion would be very helpful so the facilitator can focus on engaging the participants in the discussion.

The list of questions which follow is provided as a guide to the types of information that are important to learn more about. While it is important that you cover all the issues, the questions do not have to be asked in the same sequence.

At the start of the group discussion, it will be important to convey the following key messages to participants:

- We value your feedback and want to hear what you think so we can make the program better and more fun. Feedback will help create other programs for girls and young women across the country.
- It is important to be honest and tell us what you really think, and that it is okay to say that you don't like something. We also want to hear from you about how we can fix something that you don't like.
- There are no right and wrong answers.
- The note taker is here to help record the main points. She won't be writing down anyone's names, just the main points that come out during the discussion.

For each question, try and get a sense of the group's views. When you initially ask the question, you will get an initial response from one of the participants. The trick here is to get a sense from the rest of the group if they agree (and if they do not, what are the other views).

For example, after an initial response about what someone liked about the program, you could ask the follow-up question, "how many other people liked that?" Or, you may not need to ask this question as you see lots of nodding of heads or spontaneous yells of "yeah, that was fun". You can ask the follow-up question, "what else did people find fun?", and again, use follow-up probes to get a better sense of the group's feelings. For the questions starting with "how many", please record the number of hands raised / not raised, e.g., 10/10, 5/10, 2/10, etc.

If you have one individual dominating the group, you can ask a question specifically to a particular person; this will allow others the chance to be heard. Or you can use the phrase, "What do other people think?"

Feel free to ask about the participants' thoughts and feelings about features of your program or events that occurred that are not reflected in the list of questions.

Ask the participants to speak up and, if necessary, to repeat what they say (or repeat it yourself) so the note taker can record the important points.

The discussions should take approximately 15 minutes. Please record (either you or the note-taker) the start and finish time of the session on the Facilitation Guide. Remember to also view the discussion notes with the note-taker to ensure all of the important points were captured.



2. PARTICIPANT QUESTIONNAIRE

Similar to the facilitated discussion, the “Tell us What You Think” Participant Questionnaires should be administered in a group setting with the assistance of a facilitator.

Each participant should be given a copy of the questionnaire and a pencil or pen to complete it.

Questionnaires should be completed with the assistance of a facilitator who will read out each question in sequence with the group, confirm understanding of the words / wording, and ask each participant to then write down a response on their questionnaire.

The facilitator can introduce the questionnaire session with the following messages.

- You are helping us (the Program Leader(s)) to run better programs in the future. You are going to help us make this program better and more fun.
- Tell us what you really think about the program. There are no right or wrong answers to these questions.
- Focus on what YOU think – this is an opportunity to provide YOUR feedback/about YOUR experience in the program
- If you aren't sure about what a question is asking or what a word means, that's okay. Just ask me and I will be happy to help make it clearer.
- It's private. You do not have to put your name on the questionnaire / survey.
- Take your time. We don't have to rush through the questions. (If time permits, reassure them that they can have some extra time and help at the end if they want it.)

Allow approximately 15-20 minutes for the questionnaire session: 5 minutes to introduce the questionnaire and hand out copies; 10-15 minutes to go through the questionnaire and for the kids to answer the questions. Allow a few extra minutes after for those who want extra time and for the facilitator to offer assistance.

Have an activity ready for those who are finished sooner so that they aren't distracting the others.

Collect the completed questionnaires from the participants as soon as they are finished.

Please record the actual amount of time it took for each part of the task on the Intro sheet to the survey:

- 1) Approximately how long to introduce the questionnaire and hand out the copies: ____ minutes
- 2) Approximately how long to go through the questionnaire and have the participants answer the questions: ____ minutes
- 3) Approximately how much extra time was needed to finish the questionnaires: ____ minutes



3. LEARNINGS FROM THE PARTICIPANTS

Once you have completed the facilitated group discussion and collected all of the participant's questionnaires, take some time to review the participants' feedback. Ask yourself the following questions:

- 1) Is it consistent with your own thoughts/perceptions of how the program went?
- 2) What program changes should be considered further the next time the program is offered?
- 3) What changes would you make to your own personal leadership style, if any?
- 4) Who else do you need to share the findings with?

4. LEARNINGS FOR CAAWS

Take a few minutes and jot down what you think went well, and how you would improve the participant evaluation process on the CAAWS Feedback sheet provided. Please send this, along with a copy of the notes from the Facilitated Group Discussion and copies of all of the completed Participant questionnaires by mail to Sydney at CAAWS, along with the other *Team Spirit* monitoring and evaluation tools within three weeks of completing your program.



PARTICIPANT EVALUATION FACILITATED GROUP DISCUSSION GUIDE

Date: _____ Name of Facilitator: _____

Number of Participants: _____ Age Range of Participants: _____

Start Time: _____ Finish Time: _____ Duration: _____ minutes

Key Messages:

- We value your feedback and want to hear what you think so we can make the *Team Spirit* program better and more fun.
- It is important to be honest and tell us what you really think, and that it is okay to say that you don't like something. We also want to hear from you about how we can fix something that you don't like.
- There are no right and wrong answers.
- The Note-taker is here to help record the main points. She won't be writing down anyone's names, just the main points that come out during the discussion.

Questions:

(Take notes on flip chart paper, or add space on this sheet for the note taker to use)

1. Let's start off with what you liked about participating in the *Team Spirit* Program. What did you like the most? What was your favourite part?
2. What was the hardest or most challenging part about participating in the *Team Spirit* Program? How come?
3. Is there anything you did not like about the *Team Spirit* Program or would like us to do differently?
4. Are there any new activities you would like to try next time?
5. What do you think are the most important things that you learned from participating in the *Team Spirit* Program?
6. Now I am going to ask you about participating in sport and physical activity programs. Before you started this program, how many of you were **already** participating in an organized sport programs? By "organized", I mean that you have games, practices and/or classes with a coach or instructor. Raise your hand if you were **already** participating in a organized sport program.

____/____ Number that had already / had not been participating

(Note: probe for which programs these were and please record)

7. And **since** starting the *Team Spirit* Program, raise your hand if any of you have signed up or registered for any new sport or physical activity programs?

____/____ Number that have / have not signed up for anything new

(Note: probe for which programs these are and please record)



8. Is there anything that makes it hard for girls and young women like you to get involved in sport and physical activity programs like this? (Note: Probe for barriers or challenges and how these can be overcome)
9. If you were trying to get your girlfriends to join the program, what would you say to them to get them to come and try it out?

That's all the questions I have for the group. Thank you! Next, I'd like you to spend a few more minutes to fill out a short survey with a couple more questions about the program.

Reminder: Before the note taker leaves, take a few minutes to review her notes to make sure everything is clear, and all relevant points have been included.



TELL US WHAT YOU REALLY THINK!

PARTICIPANT SURVEY INTRO SHEET

Key Introductory Messages:

- You are helping us (the *Team Spirit* Program Leader(s)) to run better programs in the future. You are going to help us make this *Team Spirit* program better and more fun.
- Tell us what you really think about the program. There are no right or wrong answers to these questions.
- Focus on what YOU think – this is an opportunity to provide YOUR feedback/about YOUR experience in the program.
- A few of the questions are the same as the ones asked in the group discussion, but most are new ones.
- If you aren't sure about what a question is asking or what a word means, that's okay. Just ask me and I will be happy to help make it clearer.
- It's private. You do not have to put your name on the questionnaire / survey.
- Take your time. We don't have to rush through the questions. (If time permits, reassure them that they can have some extra time and help at the end if they want it.)

Timing:

Please record here the actual amount of time it took for each part of the task:

- 1) Approximately how long to introduce the questionnaire and hand out the copies: ____ minutes
- 2) Approximately how long to go through the questionnaire and have the participants answer the questions: ____ minutes
- 3) Approximately how much extra time was needed to finish the questionnaires: ____ minutes



TELL US WHAT YOU REALLY THINK!

PARTICIPANT SURVEY

Thanks for participating in the program – we hope you had a great time. Please take a few minutes to tell us what you liked and what you didn't like, and about your sport and physical activity participation. Your feedback will help us make the next program better and more fun!

1. How did you hear about the program? (Please check (✓) all that apply)
 - From a friend
 - From a member of my family
 - From a teacher
 - From a Program Leader / Instructor
 - From a poster
 - Other (please specify): _____

2. What did you like most about the program? (Please check (✓) the one thing that you liked the most)
 - Having fun
 - Having only girls involved
 - Learning new stuff
 - Meeting new people
 - Other (please specify): _____

3. Was there anything you didn't like about the program?
 - No
 - Yes (Please let us know what you didn't like about the program): _____

4. What should we do next time to make the program better?

5. What was the hardest or most challenging part about participating in the *Team Spirit* program?

6. Did you try any new activities for the first time during the program? (Please check (✓) only one)
 - Yes, I tried LOTS of new activities for the first time
 - Yes, I tried SOME new activities for the first time
 - No, I didn't try ANY new activities for the first time

7. What new activities, if any, would you like to try next time?



8. What were the three most important things you learned from participating in the program?

1. _____
2. _____
3. _____

Tell us a little about your sport and physical activity participation.

9. Please check (✓) the sentence which best describes your participation in sports and physical activities:

Before I started this program I...

- Never participated in sports and physical activities
- Participated every once in a while in sports and physical activities
- Participated about once a week in sports and physical activities
- Participated in sports and physical activities two to three times a week
- Participated in sports and physical activities almost every day

Since I started this program I...

- Participate about once a week, only in this program
- Participate in this and other sports and physical activities at least two to three times a week
- Participate almost every day in this program and other sports and physical activities

10. Please check (✓) the sentence which best describes your attitude towards sports and physical activities:

Before I started this program I...

- Did not like participating in sports and physical activities
- Thought participating in sports and physical activities was OK
- Really liked participating in sports and physical activities

Since I started this program I ...

- Like participating in sports and physical activities LESS than before
- Like participating in sports and physical activities about the SAME as before
- Like participating in sports and physical activities MORE than before

11. If the Team Spirit program is offered again, will you come back and participate again?

- No
- Not sure
- Yes

12. Is there anything else you would like to tell us?

Thanks for your time! Please fold the completed questionnaire and give it the Program Leader.



PARTICIPANT EVALUATION EVALUATION PROCESS FEEDBACK

Please take a few minutes and jot down what you think went well, and how you would improve the participant evaluation process.

What Went Well?

What Could be Improved?

Thanks very much for your feedback. Please send this sheet, along with a copy of the notes from the Facilitated Group Discussion and copies of all of the completed Participant questionnaires by mail to Sydney at CAAWS, along with the other *Team Spirit* monitoring and evaluation tools, within three weeks of completing your program.