

ENGLISH:

SECTION A:

- i. School's name & address (including the logo)
 - ii. Name of the report: (Activity Report)
 - iii. Activity Title: (Title of the Activity)
 - iv. Date : (Date of Report)
 - v. Prepared by: (Your Name / Team Name)
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SECTION B:

1. Executive Summary

- Objective: Briefly describe the purpose of the activity and its intended impact.
- Key Findings: Summarize the main results, numbers of beneficiaries, and conclusions.
- Recommendations: Provide a brief overview of suggested actions or next steps.

2. Introduction

- Background: Explain the context and background of the activity/ies.
- Problem Statement: Define the problem in the activity/ies.aims to address.
- Activity/ies Goals: Outline the main objectives of the Activity/ies.

3. Methodology

- Approach: Describe the methods and strategies used to implement the activity/ies.
- Activities: List the key activities during the activity/ies.
- Timeline: Provide a timeline of major milestones and activities.

4. Results

- Achievements: Present the outcomes and achievements of the activity/ies.
- Data and Evidence: Include any data, pictures, statistics, or evidence that supports the findings.
- Success Stories: Share specific examples or stories highlighting the activity/ies impact.

5. Discussion

- Analysis: Analyze the results of the activity/ies goals and objectives.

- Challenges: Discuss any challenges or obstacles encountered and how they were addressed.
- Lessons Learned: Summarize the key lessons learned during the activity/ies.

6. Conclusion

- Summary: Recap the main findings and impact of the activity/ies.
- Recommendations: Provide specific recommendations for future activity/ies or further action.

7. Financial Report

- Budget Overview: Present a summary of the budget and expenditures.
- Financial Statements: Include any relevant financial statements or reports.

Photos: Include photographs that document activity/ies or outcomes.

SWAHILI:

SEHEMU A:

- i. Jina la Shule na anwani (Jumuisha Logo)
- ii. Jina la Ripoti: (Ripoti ya Shughuli)
- iii. Kichwa cha Shughuli: (Kichwa cha Shughuli)
- iv. Tarehe: (Tarehe ya Ripoti)
- v. Imetayarishwa na: (Jina Lako / Jina la Timu)

SEHEMU B:

1. Muhtasari wa Utendaji

- **Lengo:** Eleza kwa kifupi madhumuni ya shughuli na athari zake zinazotarajiwa.
- **Matokeo Muhimu:** Fupisha matokeo makuu, idadi ya walionufaika, na hitimisho.
- **Mapendekezo:** Toa muhtasari wa hatua zinazopendekezwa au hatua zinazofuata.

2. Utangulizi

- **Muktadha:** Eleza muktadha na historia ya shughuli.
- **Taarifa ya Tatizo:** Tambua tatizo ambalo shughuli inalenga kutatua.
- **Malengo ya shughuli:** Eleza malengo makuu ya shughuli.

3. Mbinu

- **Mbinu:** Eleza mbinu na mikakati iliyotumika kutekeleza shughuli.
 - **Shughuli:** Orodhesha shughuli kuu zilizo fanyika wakati wa mradi
 - **Ratiba:** Toa ratiba ya hatua kuu na shughuli.
4. **Matokeo**
- **Mafanikio:** Onyesha matokeo na mafanikio ya shughuli.
 - **Data na Ushahidi:** Jumuisha data yoyote, picha, takwimu, au ushahidi unaounga mkono matokeo.
 - **Hadithi za Mafanikio:** Shiriki mifano maalum au hadithi zinazosisitiza athari za shughuli.
5. **Majadiliano**
- **Uchambuzi:** Changanua matokeo ya malengo na madhumuni ya shughuli.
 - **Changamoto:** Jadili changamoto au vikwazo vilivyokutana navyo na jinsi vilivyoshughulikiwa.
 - **Mfunzo Yaliyopatikana:** Fupisha masomo muhimu yaliyopatikana wakati wa shughuli.
6. **Hitimisho**
- **Muhtasari:** Rudia matokeo makuu na athari za shughuli.
 - **Mapendekezo:** Toa mapendekezo maalum kwa shughuli zijazo au hatua zaidi.
7. **Ripoti ya Fedha**
- **Muonekano wa Bajeti:** Onyesha muhtasari wa bajeti na matumizi.
 - **Taarifa za Fedha:** Jumuisha taarifa za kifedha zinazohusiana au ripoti.

Picha: Jumuisha picha zinazodokeza shughuli au matokeo.