



FINAL REPORT INSTRUCTIONS

Follow the guidelines outlined below for formatting your report and submitting photos.

Report Submissions

Final reports must be submitted electronically to the Bob Graham Center office no later than April 28, 2018

Submissions to include (details below)

- A.** Two-page written report
- B.** Three to five photographs focusing on the project and its beneficiaries
- C.** One-page final budget: use the spreadsheet posted online according to accompanying instructions
- D.** Up to 25 additional photos may be submitted

FORMATTING GUIDELINES

Page Margins

Top: 1" Right: 1"

Bottom: 1" Left: 1"

Font

Calibri 11 pt.

Report Header Format

Title of Project

Community where the project took place

Any other sponsoring organizations/partnerships

Student(s), Student's hometown, student's major/minor,

Project blog or website address, if applicable



PHOTOGRAPHY SPECIFICATIONS

• **PROJECTS HIGHLIGHTED IN THE REPORT MUST PROVIDE IMAGES**

THAT COMPLY WITH THESE SPECIFICATIONS, OR THEY WILL NOT BE

CONSIDERED FOR PUBLICATION.

• **PROVIDE ORIGINAL PHOTOS IN JPEG FORMAT. DO NOT COMPRESS**

OR CHANGE RESOLUTION OF IMAGES BEFORE SUBMISSION

• **YOUR CAMERA SHOULD BE 6 MEGAPIXELS OR GREATER**

• **AS A POINT OF REFERENCE, A JPEG IMAGE FILE SHOULD BE NO**

SMALLER THAN 1 MEGABYTE, AND PREFERABLY LARGER TO MEET

PRINT RESOLUTION QUALITY.

B. Photography

Include one 3 to 5 photos attached to your report.

C. Final Expenditures Budget Spreadsheet

Use the online form and submit with report

D. Photography Submissions for use

- Submit original jpeg files of the photos included
- Submit up to 25 additional photographs with your final

A. Written report (Two pages)

Section I

a. Header

b. A two-sentence summary of the project goals

c. Did other fund-raising efforts contribute to your project? What were they?

d. Provide details about how your project actually worked. Were there unanticipated difficulties? Budget constraints? Language or cultural barriers? What worked well? What didn't work well? How many people benefitted or will benefit from your project? Who are these people? What is the long-term impact and sustainability of this project? Is there a future for your project?

Section II

a. In one or two paragraphs, address each of the following questions:

- How do you define civic engagement and civic health?
- How does or will your project contribute to civic engagement and civic health? Short-term? Long-term?
- Has your project changed the way you think about the importance of civic involvement? How has it changed you?

b. Complete this section with a one to two sentence personal statement, suitable for use as a quotation, addressing how and why this project was valuable and what was the most important thing you learned as a result. Indicate name as you would have it printed for quote attribution.