

PROJECT REPORT FORM

This form shall be used to summarize the accomplishments of the project or activity of the organization as entry to the **Youth In-Charge Competition 2025**.

I. ABOUT THE YOUTH ORGANIZATION

Provide some details and a short description about your organization.

Name of Organization: <i>Indicate the complete name of the organization. Do not use abbreviations.</i>			
Org. Email Address: <i>Indicate the active email address that the organization uses</i>			
Contact Details: <i>Indicate active mobile number and/or landline</i>			
Organization Description: <i>maximum of <u>150</u> words</i>			
Head of Organization: <i>Provide the name and email address of the president or head</i>			
Faculty Adviser: <i>Provide the name and email address of the president or head</i>			
No. of Members: <i>Indicate the approximate no. of members of the organization</i>		Date Organization was Established: <i>e.g. 24 January 2010</i>	

Education Level: <i>Highlight/shade which level applies to your organization</i>	High School Level	College Level
School/University: <i>Indicate the complete name of the school where the org is based. Do not use abbreviations.</i>		
School Address: <i>Indicate the complete address of the school where the org is based. Do not use abbreviations.</i>		

II. ABOUT THE PROJECT

Provide a clear and concise report regarding your project.

Main Project Details

Title of Project/Activity: <i>Indicate the complete title of the project. Do not use abbreviations.</i>	
Type of Activity: <i>e.g. tree planting, seminars, training, conference, etc.</i>	
Date and Time of Activity: <i>Indicate the inclusive dates (and time, if any) of the project, e.g. 10-13 February 2024</i>	
Venue of Activity: <i>Indicate the complete name and address of the venue where the activity was held. If online, please use the platform used.</i>	
Link to Project Website: <i>Provide relevant links that the project used to promote or publicize the project. Make sure that the links are working. Social media page/s or post/s are accepted.</i>	
Previous Implementation of the Project: <i>Is this the first time the project was implemented? If not, please indicate the dates, venue, when the project was implemented.</i>	

Project Proponents

Project Proponent/Head: <i>Who was the main project head/s?</i>	
Co-Proponent/Head: <i>Were there any others who were part of the main organizing committee?</i>	

Project Concept Note and Accomplishments

A. Project Description and Objectives <i>Write a short background and rationale of the project. What were the general and specific objectives of the project?</i> <i>Maximum of 300 words.</i>
B. Project Stakeholders and Beneficiaries <i>Who were the target beneficiaries of the project? Did you have any partner organizations? Who were they? What was the nature of the stakeholders? Were they from the private or public sectors? LGUs? Please specify.</i>

Maximum of 200 words.
C. Project Schedule / Program <i>Was there a schedule or program that the project followed? Please indicate/copy-paste.</i>
D. Specific Outcomes Achieved <i>What were the achievements, outcomes, or outputs of the project? Please describe/indicate. Maximum of 200 words.</i>
E. Narrative Report of the Project Implementation <i>What happened during project implementation? What were the highlights? What were discussed during the lectures, talks, discussions, open forum, etc.? Please write a short and concise narrative about the implementation of the project. Maximum of 500 words.</i>
F. Next Steps of the Project and Future Plans <i>Is this a pilot project? What happened after the implementation of the project? Was there a monitoring, evaluation, or assessment of the project? Building on this project, do you have plans to implement this or any other similar project related to this project in the future? Maximum of 500 words.</i>

III. ATTACHMENTS

Include important attachments relevant and in support of the project.

A. Photo Documentation <i>Include a brief photo documentation of the whole project. You may use the box below to copy-paste the pictures or attach separate pages. Place only a maximum of 8 pictures per page. Maximum of 5 pages only.</i>
B. Attachments <i>Do you have any other additional attachments or documents pertinent to the project you want to submit? List them down here and arrange accordingly, e.g.</i>
1. Copy of the Book of Abstracts 2. Permits 3. Copy of Main Publicity Materials 4. Certificates or Awards received, etc.

IV. REPRESENTATIVES /CONTACT PERSONS

Indicate the name, position in the organization, contact details of the representative to be contacted by the organizers.

Organization Representative: <i>Provide the name and contact details of the president or head</i>	Name:	
	Position in the Org:	
	Mobile:	

	Email:	
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Faculty Adviser: <i>Provide the name and contact details of the president or head</i>	Name:	
	Position in the Org:	
	Mobile:	
	Email:	

We, as representatives of our organization, hereby attest that the information provided in this report are true, correct, and adheres to the data privacy laws. We give permission to the organizers of the Youth In-Charge Project 2025 to verify the information provided.

Prepared by:

Endorsed by:

NAME OF REPRESENTATIVE
Organization Representative

NAME OF FACULTY ADVISER
Faculty Adviser