

## Sample Instrument

### EDUCATION/TRAINING IN ENERGY-EFFICIENT AND ENVIRONMENTALLY-CONSCIOUS PRACTICES

#### Environmental Stewardship Focus Area

**Output:** Number of unduplicated students and youth receiving education or training in energy-efficient and environmentally-conscious practices, including but not limited to sustainable energy and other natural resources, and sustainable agriculture (EN3).

#### Sample Instruments

The instruments in this packet can be used to track the number of individuals who enroll in and complete multi-session education or training in energy-efficient and environmentally-conscious practices, or the number of “one-time” presentations or events offered to attendees at different locations.

#### ***Attendance Log for MULTI-SESSION Education or Training***

The log for multi-session training collects output data on students and youth who enroll in the education or training course, their level of participation (attendance), and whether they completed the course. The instrument is similar to a class attendance sheet; if more than one class is offered, more than one attendance sheet should be used. You are encouraged to develop an Excel spreadsheet with room to add more courses and services, and use the spreadsheet to document unduplicated attendees.

#### ***Attendance Log for SINGLE-SESSION Presentations and Events***

The log for single-session presentations and events collects output data on attendance at one-time presentations or events offered at various locations, the presentation topic, the presentation date, the number of attendees, and whether these numbers are actual “head counts” or estimates. You are encouraged to develop an Excel spreadsheet with room to add more presentation locations, and use the spreadsheet to document unduplicated attendees.

## Attendance Log for MULTI-SESSION Education or Training

### Instructions

What is the purpose?	To determine how many unduplicated students and youth completed participation in a multi-session class or training.
Who should complete this instrument?	Facilitators or Presenters (e.g., national service participants) of the education/training sessions can complete the instrument.
When should we complete this instrument?	As students and youth enroll in courses/training, attend sessions, and after course/training has finished.
What should we do to prepare?	<b>You must take attendance or have access to attendance records</b> to determine whether students or youth completed participation after enrolling. The “Attendance Log for MULTI-SESSION Education or Training” is intended to track attendance for one training or course. Use a new log for each type of training or course your program provides. Decide in advance how many sessions students/youth must attend to “complete” participation (e.g. students/youth must attend at least 8 of 10 sessions). Be sure that students/youth who participate in more than one course, class, or training are only counted once during the program year.
What should we do afterwards?	Keep a copy of all Attendance Logs and any other attendance records in a safe place; <b>these are your data</b> . You will aggregate these data later to determine if you met your output target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated individuals who participate in your education or training services and complete the services. For example, you may want to develop an Excel spreadsheet to keep records of attendance in different courses, and use the “sort” function to check for name duplication. However, whether your instrument is in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to document the outputs.

## Attendance Log for MULTI-SESSION Education or Training

Education/Training Program Name: \_\_\_\_\_

Person completing this Log: \_\_\_\_\_

Education/Training Course Name<sup>1</sup>: \_\_\_\_\_

**Instructions:** Enter the names of the students/youth enrolled in this training/course in the first two columns. Enter the date of each scheduled session in the following columns. As the sessions are conducted, check off the names of those that attended and stayed for the duration of the session. When the training/course is finished, indicate which students/youth met the program’s completion requirement by entering “1” in the last column.

Student/Youth		Service (Trainings or Course)								
Last Name	First Name	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Enter “1” if completed <sup>2</sup>
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
<b>Total</b> number of unduplicated individuals that completed this education/training service:										

<sup>1</sup> This document tracks attendance for one multi-session training/course only. Use another log to track participation at other trainings/courses.

<sup>2</sup> A student/youth met the completion requirement if he/she attended at least \_\_\_(# or %) of sessions.

## Attendance Log for SINGLE-SESSION Presentations and Events

### Instructions

What is the purpose?	To determine how many unduplicated students/youth participated in a single-session presentation or event. Try to get exact counts; however, for very large audiences, you may need to estimate.
Who should complete this instrument?	Facilitators or presenters (e.g., national service participants) of the single-session education/training presentation can complete the instrument.
When should we complete this instrument?	At the beginning of the single-session presentations and events.
What should we do to prepare?	<p>The “Attendance Log for SINGLE-SESSION Presentations and Events” is intended to track attendance at one-time presentations and events. It is best to obtain actual counts (“head counts”) of attendees, but estimates may need to be used when it is not possible to obtain actual counts. In either case, be sure to note whether counts are actual or estimated when recording to total number of attendees.</p> <p>This instrument should only be used when you can be reasonably sure that students will not attend more than one presentation, e.g., when each presentation is at a different school or when presentations take place at the same time in different places.</p>
What should we do afterwards?	Keep a copy of all Attendance Logs and any other attendance records in a safe place; <b>these are your data</b> . You will aggregate these data later to determine if you met your output target.
Can I use an alternative instrument?	Different forms can be developed/used to document presentation attendance. For example, you may want to develop an Excel spreadsheet to keep records of locations and presentation topics, and use the “sort” function to check for duplication. However, whether your instrument is in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to document the outputs.

## Attendance Log for SINGLE-Session Presentations and Events

Program: \_\_\_\_\_

Person completing this Log: \_\_\_\_\_ Presentation Date: \_\_\_\_\_

Education/Training Course Name: \_\_\_\_\_

**Instructions:** For each presentation or event, enter the location, presentation topic, amount of time of the presentation, the presenter’s name, and the total number of unduplicated attendees. Use the last column to indicate if the number is an actual “head count” or an estimate. Add up the total attendees and enter the number in the box at the bottom of the table. Use additional log sheets as needed.

Location	Presentation Topic	Minutes/Hours of Presentation	Presenter Name	Total Number of Attendees	Attendee Count is:
1.					<input type="checkbox"/> Actual <input type="checkbox"/> Estimate
2.					<input type="checkbox"/> Actual <input type="checkbox"/> Estimate
3.					<input type="checkbox"/> Actual <input type="checkbox"/> Estimate
4.					<input type="checkbox"/> Actual <input type="checkbox"/> Estimate
5.					<input type="checkbox"/> Actual <input type="checkbox"/> Estimate
6.					<input type="checkbox"/> Actual <input type="checkbox"/> Estimate
7.					<input type="checkbox"/> Actual <input type="checkbox"/> Estimate
8.					<input type="checkbox"/> Actual <input type="checkbox"/> Estimate
9.					<input type="checkbox"/> Actual <input type="checkbox"/> Estimate
10.					<input type="checkbox"/> Actual <input type="checkbox"/> Estimate
<b>Total Number of Attendees:</b>					