

The International Small Group and Tree Planting Program

Small Group Monthly Report

Instructions: 1.) Fill in this form at the end of each month. 2.) Answer questions for the month that just ended. 3.) Return to your TIST Coordinator. Thank you.

1. Month and Year of this Report	Month: _____ Year: _____
2. Small Group Name	_____
3. Village	_____
4. Group Center	_____
5. TIST Number	_____
6. Date Submitted:	_____
7. Total number of meetings held each month	Circle either: 0 / 1 / 2 / 3 / 4 / 5 _____
8. Number of members at the last meeting	_____ Members
9. How many minutes was the last meeting?	_____ Minutes
10. What date did the Small Group last meet?	_____
11. How many different leaders led meetings this month?	Circle either: 0 / 1 / 2 / 3 / 4 / 5 _____
12. How many seedlings were added this month?	_____ Seedlings
13. How many trees were planted in ground this month?	_____ Trees Planted
14. How many trees died this month?	_____ Trees Died
15. How many seedlings are alive at the end of this month?	_____ Seedlings
16. How many trees are alive at end of this month?	_____ Trees Alive
17. Did Small Group receive an HMM this month?	Circle either: Yes / No _____
18. Did Small Group receive an Account Statement this month?	Circle either: Yes / No _____
19. Did TIST staff come count trees this month?	Circle either: Yes / No DATE: _____
20. Was a Bank account created or changed this month?	Circle either: Yes / No _____
21. If yes, please give the new account number and bank branch	_____
22. 4 Small Group member signatures to state this Small Group Monthly Report is accurate.	_____ _____ _____ _____

The International Small Group and Tree Planting Program Small Group Activity Log

Small Groups need to keep good records. Small Groups should keep a logbook. Record the following information in the logbook. If there was no activity or information, the Small Group should write in the log, "no activity" or "no information."

1. Date of the meeting
2. Number of members
3. Name of Leader
4. Name of Co-Leader
5. Length of Meeting
6. Action steps taken
 - a. on nursery or tree planting
 - b. on other work
 - c. on nursery or tree planting
 - d. on other work
7. How many new seedlings added this week
8. How many trees planted in ground this week
9. How many trees found dead this week
 - a. Reasons identified for dead trees,
 - b. Action steps to prevent more from dying
10. How much land identified or prepared this week for tree planting
11. Conservation Farming activity this week
12. Number of Acres in Conservation Farming
13. New "best practices" identified for:
 - a. tree planting and growth
 - b. Small Group processes
 - c. Conservation Farming