# 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

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.

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Small Group Log and Report 030308.doc
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