



## ZOE's Reporting Schedule and Content for Empowerment Group Partners

<b>Year 1</b>	Rpt 1 - Name list/group picture	4th month after first meeting
	Rpt 2 - Annual Summary	10th month after first meeting
<b>Year 2</b>	Rpt 3 - Profile of a household	4th month of group's second year
	Rpt 4 - Annual Summary	10th month of second year
<b>Year 3</b>	Rpt 5 - Profile of a household	4th month of group's third year
	Rpt 6 - Annual Summary	10th month of third year
<b>Graduation Report</b>		About six months after graduation

*Report timing subject to change due to adverse conditions in the country (weather, politics, etc.)*

For each report format, we try to provide as much specific information as is available on what and how the children are doing in regards to ZOE's eight areas of empowerment: Food Security, Income Generation, Education, Housing, Socio/Psychological Wellness, Faith, Health, and Child Rights.

**Name list and group picture:** This is the first entry into the cumulative report created for each partnership. It contains the name, age, and gender of each ZOE participant; organized by household. This list will be updated at graduation to reflect any adoptions into the group and children who left. The cumulative report will also contain general background information about ZOE's approach to empowerment.

**Profile Report:** The ZOE in-country program facilitators track the progress of each household. Because it would be time consuming and expensive to translate, collate, and send via email (in-country staff often have limited internet access) information on all the children, we instead ask our country staff to provide a comprehensive report on a household from each group, twice during the three years. Since ZOE works through a group model, the experiences of each head of household are representatively similar. The youth attend the same trainings and receive similar resources. Often, they have also experienced similar hardships. We consider these Profile Reports to serve as case studies for the entire group.

**Annual Summary:** Not only are the experiences of the youth similar within groups, there are also similarities among the groups which begin meeting at the same time. The Annual Summary report answers the question "What has my group been doing?" It very specifically reviews the different types of trainings the youth have attended, what kind of businesses they have begun, the success (or difficulties) of agricultural pursuits, what resources have been distributed, and any special events or accomplishments. There is a separate Annual Summary report for each class of groups in each country.

**Graduation Report:** This is the full summary of the impact of your support as an Angel Investor. As mentioned above, the report will contain the updated list of group participants as well as the following details:

- resources distributed
- the kind and number of businesses started
- vocational training attendance
- status of the group projects
- number of houses/latrines repaired or built
- number of children reintegrated into school
- status of savings accounts or resources
- a summary of spiritual growth