



First Peoples' Heritage, Language & Culture Council

1A Boat Ramp Road

Brentwood Bay, BC V8M 1N9

Tel: 250-652-5952 or toll-free through Enquiry BC at 1-800-663-7867

info@fphlcc.ca

www.fphlcc.ca

http://www.fphlcc.ca/tk_forms.aspx

FPHLCC Language Culture Camp Final Report Form 2009-2010

THESE QUESTIONS ARE VERY IMPORTANT, BOTH TO IMPROVE FUTURE PROGRAMS, AND TO PROVIDE INFORMATION TO THE FUNDERS TO ASSESS THE SUCCESS OF THE PROGRAM. PLEASE BE AWARE THAT WE WOULD LIKE TO SHARE ANY INFORMATION YOU PROVIDE TO CREATE A "BEST PRACTICES" DOCUMENT FOR FUTURE LANGUAGE CAMP PROGRAMS OR FUNDERS.

1. Language Camp Information:

File Number:

Project Title:

Language Family:

Language:

Language Dialect:

2. General Information:

Name of Organization or First Nation Community:

Contact Person(s):

Address:

Phone Number:

Fax Number:

FOR THE REMAINING QUESTIONS, PLEASE USE ADDITIONAL PAPER AS NECESSARY.

3. Summary: Provide a brief overview of your language camp.

5. Process and Activities:

5a. Pre-project Preparation and Training: Describe the pre-project planning and training that was carried out, if any.

5b. Program Schedule: Indicate the schedule of your camp.

Season (if applicable)	Months	Weeks	Days	Times

Please briefly explain the schedule:

5c. Logistics: Describe the logistics of carrying out your camp.

Transportation: How was transportation handled?

Meals: Were meals provided? Who prepared the meals?

Other:

5d. Method of Instruction and Lesson Organization: Describe the method of instruction and lesson organization.

5e. Activities and Games: Provide a detailed description of the activities, games played, etc. (with instructions).

6. Camp Fluency Evaluation:

6a. Fluency Evaluation: Describe the immersion method you used and summarize the success (or lack of success) in improving the language fluency of camp participants. If you did the camp again, would you choose another method?

6b. Describe and attach assessments of students' language learning at the camp.

7. Camp Evaluation: Provide an overall evaluation of the language camp. Explain why your camp was successful or not. Explain what you learned from the project, and recommend any improvements or changes.

7. Camp Evaluation continued: Please also include evaluations from each group of participants:

7a. Elders: (How did the language camp benefit your community, and what recommendations do you have to improve future camps?)

7b. Organizers: (What worked and what didn't work for your camp? What are your recommendations for future camps?)

7c. Instructors: (What worked and what didn't work for your camp? What are your recommendations for future camps?)

7d. Participants: (What was the best/worst part of the camp? Did you learn the language?)
Please also attach a sample of pre- and post-camp surveys from your participants.

8. Recommendations:

8a. Camp Recommendations: Outline recommendations for future camps/programs. For example: What were the challenges you faced and how did/would you overcome them?

8b. Funding Recommendations: Outline funding recommendations for future camps/programs. For example: Was the amount of funding adequate or not? Were the budget criteria too restrictive? What changes would you like to see in how the budget was divided?

9. Materials: If applicable, provide a list of materials created and include copies of any language materials created such as pictures, posters, newsletters, curriculum, fluency evaluations or surveys, videos, DVDs, etc. Also, provide a brief description of the materials.

Materials	Description

10. Additional Information (optional): Provide any additional information that has not been included in this form so far. It is important that you are able to adequately express all of the information about your camp project.

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12. Final Report Checklist: Please go through this check list to ensure that you have not omitted any information. If you have not included some information for any reason please mark **NO** and explain below.

1. Language Project Information: Are all fields completed?	YES	NO
2. General Information: Are all fields completed?	YES	NO
3. Summary: Does your summary clearly outline your camp project?	YES	NO
4. Participants: Did you include numbers of all participants groups, as well as their names?	YES	NO
5. Process and Activities: Did you include pre-project planning, schedule, logistics, method, and activities?	YES	NO
6. Fluency Evaluation: Did you include an evaluation of your immersion method?	YES	NO
7. Camp Evaluation: Did you include camp evaluations from all participants groups, pre- and post evaluations from students, and an example student evaluation?	YES	NO
8. Recommendations: Did you include camp recommendations and funding recommendations?	YES	NO
9. Materials: Did you include a list and description of materials produced? Did you include the materials in this final report?	YES YES	NO NO
11. Financial Statement Summary: Are all fields completed? Did you also provide an official general ledger and financial statement as stated in the FPHLCC Memorandum of Understanding agreement? (Note: This is Mandatory)	YES YES	NO NO

Explain: Please explain if you have omitted some information from this final report

Signing Authority

I certify that this report is accurate and reflects actual projects delivered and products developed with the funds from the First Peoples' Heritage, Language & Culture Council.

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____