



First Peoples' Heritage, Language & Culture Council

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

FPHLCC Language Culture Camp Final Report Form

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:

This is the number that was assigned to you by FPHLCC. (FP-LC-09-XXXX)

Project Title:

State the name of your project (same as original proposal)

Language Family:

Please use linguistic term

Language:

State the name of your language

2. General Information:

Name of Organization or First Nation Community:

This is the First Nation or Organization that applied to the FPHLCC

Contact Person(s):

State the names of the contact people listed in your original proposal. If there is a change, please submit an official letter stating the change on company letterhead.

Address:

Address as stated in your original proposal. All correspondence will be sent to this address.

Phone Number:

Work telephone numbers of contact people.

Fax Number:

Fax numbers of contact people.

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

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

In this section provide an overall summary of your language camp. Please try to provide information that will give us a complete idea of what happened.

5. Process and Activities:

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

In this section, describe how you prepared for the camp.

Include organization meetings, staff training, criminal records checks, orientations, curriculum planning etc.

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

State the schedule of your camp. State the months / weeks / days that your camp lasted, also state the times of day and the season of your camp. Also, if applicable, provide sample daily schedules on separate pages.

For example:

Season (if applicable)	Months	Weeks	Days	Times
WINTER	December	1	7	overnight

Please briefly explain the schedule:

This camp was an overnight Winter camp-out that lasted one week (seven days) in December.

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

Transportation: How was transportation handled?

Briefly describe how participants got to and from the camp. Was transportation provided to participants? or Were participants responsible for their own transportation?

For example: A school bus and driver were contracted to pick up and drop off youth participants. Elders and organizers were reimbursed for their travel expenses to and from the camp site.

Meals: Were meals provided? Who prepared the meals?

Briefly explain how meals were handled during the camp. If meals were provided to participants, explain how many, what was served, who prepared them.

For example: All meals were provided during the camp. Youth participants and the camp cook worked together to prepare traditional meals. Breakfast included fruit, cereal and toast; lunches included moose stew, bread, salads, and fish; and dinners included moose tacos, fish, bread, salads and smoked fish.

On the last day of the camp a traditional feast was held.

Other:

If applicable, in this section provide any other details about logistics such as sleeping arrangements, transportation, food, organization etc.

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

Describe the methods used for transmitting the language to learners.

For example:

- Total Physical Response - learners do actions following oral instructions
- The Natural Approach - learners and fluent speakers do daily activities in the language
- You may have included language immersion games in your activities
- You may also have included story telling, role-playing and cultural activities in the language

Please also include a description of your daily lesson/activity organization. Include samples on a separate page.

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

Describe and explain all language immersion activities used in your camp.

For example:

- 1) Digging cedar roots in the forest near the camp.
- 2) Played bone game in the language using traditional songs.

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?

Explain how participants were immersed in the language, and what immersion methods were used. State whether or not the participants' fluency improved.

For example: Used natural daily conversation including common phrases and questions for all activities.

If you carried out another camp, would you use different method(s)? If yes, what method(s) would you use?

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

Describe how language learners were evaluated on their language learning and fluency improvement. In other words, how was their language learning measured?

Did you assess fluency by asking learners to demonstrate language learned through direct conversation, task completion or hands-on activities?

On separate pages, include the results of the language learning assessments.

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.

Provide an OVERALL evaluation of the camp. Generally, what worked and what did not work well? Was the camp successful in reaching the goals in the original proposal? Why? Why not?

Also explain what you learned, and how you could improve future camps.

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

In this section include evaluations of the camp from all participants groups. Include what they liked and did not like; what they thought was useful or not useful; and their recommendations. Please use separate pages if necessary, and include original evaluations where applicable.

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

Include elders' evaluations of the camp. This could be in the form of verbal feedback.

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

Include organizers' and staff's evaluations of the camp. This could be done by team meetings, or individual surveys.

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

If applicable, include instructors' evaluations of the camp.

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

Include participants' (specifically language learners') evaluations of the camp.

Also include samples of pre- and post camp surveys on separate pages if applicable.

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?

Outline and explain your recommendations for future camps.

How would you improve your camp if you did it again?

What challenges did you face and how did you overcome them?

How would you overcome challenges if you did the camp again?

What advice would you give to other communities carrying out similar camps?

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?

Outline and explain your funding recommendations for future camps.

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?

What advice (with respect to funding) would you give to other communities carrying out similar camps?

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.

If applicable, list and describe all materials created during your project. Also include copies of all the materials created.

Materials	Description
<p>For example:</p> <p>Animal coloring book</p> <p>Plants and Berries Flash Cards</p>	<p>This book includes outline pictures of animals from our area. Young children can learn the names of the animals as they color in the pictures.</p> <p>These cards have colorful pictures of all different plants and berries from our area. Learners can use them to learn the names of plants and berries used in traditional food preparation.</p>

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.

If applicable, in this section include any information or details about your camp project that have not been addressed in the other sections of this form.

11. Financial Statement Summary:

11a. Language Culture Camp Financial Report

Name of First Nation/Organization:

This is the First Nation or Organization that applied to the FPHLCC

FPHLCC File Number:

This is the number that was assigned to you by FPHLCC. (FP-LC-09-XXXX)

Date of Reporting Period:

This period starts and ends on the same dates as your project (include pre-planning and training time)

Department:

Which department or office is completing the financial section? accountant or coordinator?

11b. Language Program Revenue:

Language Culture Camp Grant Amount: \$ What was the grant amount approved for your project?

11c. Language Program Expenses: Provide a report which summarizes the expenses for your language program which reflects those activities and expenses approved in the Memorandum of Understanding agreement. Use additional paper as necessary.

This is a summary, and does not qualify as official financial documents. Please include an official general ledger and an official financial statement on separate pages to support this summary.

Activity per MOU Agreement	\$ MOU Allocation	\$ Actual Expenditures
For example:		
Honorarium	\$4000	\$3500
Contractors/Consultants	\$3000	\$2900
Equipment Rental	\$1000	\$1050
Resource Materials	\$100	\$75
Food	\$1000	\$1200
Transportation	\$1000	\$500
Total:	\$10,100	\$9225

TOTAL EXPENSES: \$9225

BALANCE REMAINING: (-\$ 875)

In this example, a project amendment request would be needed to explain the differences between the actual expenses and the MOU allocations.

Note: It is mandatory that your language program expenses and activities reflect those approved in the Memorandum of Understanding agreement. Otherwise a Project Amendment Request is needed.

YOU MUST ALSO PROVIDE AN OFFICIAL GENERAL LEDGER AND FINANCIAL STATEMENT AS STATED IN THE MEMORANDUM OF UNDERSTANDING AGREEMENT.

12. Final Report Check list: 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.

This check list is to ensure that you have completed the entire Final Report Form. If you have not included one of the items on the checklist please check **NO** and explain your reasons 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

If applicable, explain your reasons for not submitting items on the checklist.

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: _____