**IMPACT Club Coaching, Monitoring and Evaluation Tools**

The purpose of this document is to provide an overview of the various coaching, monitoring and evaluation tools recommended for the IMPACT Club program, as well as who is responsible for each tool and how frequently they are be to used. Data collection instruments contain a narrative that explains the purpose of that tool and how to use it.

It is up to the discretion of each World Vision office, their project staffs and Ministry of Quality team to decide which tools are most appropriate to adapt and use to monitor their Clubs.

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| **IMPACT Clubs Tools** | | | | |
| **User** | **Tool** | **Frequency of Use** | **Why?** | **Tool** |
| IMPACT Member | IMPACT Club Registration Form | When joining IMPACT Club | To collect Club members basic information and ensure  that their parent’s consent to their children in participating in the IMPACT program. |  |
| IMPACT Club Passport and Learning Journal | At IMPACT evaluation meetings | To help Club members and World Vision staff to understand what competencies young people are developing and demonstrating through participating in the IMPACT Club program, as well as to help members set goals for future participation and identify skills they would like to further develop. It is necessary for each World Vision NO to adapt both tools for their context – this can be done with the support and guidance for the World Vision IMPACT Club Global Champion and the New Horizons Foundation |  |
| IMPACT Clubs | IMPACT Club Monthly Activity Chart (Attendance List) | Weekly | To help Club Leaders and Facilitators monitor who is  attending the Club meetings and how often. |  |
| Project Planning Template | Each project | To help Clubs plan their community service-learning  projects |  |
| Project Evaluation Template | Each project | To help Clubs evaluate their community  service-learning projects |  |
| Project Reporting Form | Each project | To help Clubs communicate about their community  service-learning projects and present these as part of their Club profile to stakeholders who are interested in their work. |  |
| IMPACT Leader | IMPACT Leader Agreement | When becoming an IMPACT Leader | To collect Club leaders basic information and to  ensure that they are invested in participating in the IMPACT Club program |  |
| Data Base (member and project information) | Monthly | To provide a centralised space for both Club members  and Club project information |  |
| IMPACT Club Facilitator | IMPACT Coaching Instrument | Monthly | To help IMPACT Club Facilitators mentor, coach and  monitor the work of IMPACT Club Leaders and the Clubs |  |
| Data Base (member, project and leader information) | Monthly | To provide a centralised space for Club Leaders, Clubs Club members and Club project information for IMPACT Club Facilitators |  |
| Qualitative and Quantitative Quarterly Report | Quarterly | To provide the Project Director with both qualitative  and quantitative information on the overall performance of Clubs |  |
| Minimum Quality Standards | Quarterly | To provide guidelines for best practice in  implementing the IMPACT Club program |  |
| Project Director | Bi-Annual report | Every 6 months | To provide World Vision National Office Management  staff, IMPACT Club Global Champion and New Horizons Foundation with an overall view of the IMPACT Club program in that country and how it is performing. |  |