**SKYE 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 SKYE 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SKYE Clubs Tools** | | | | |
| **User** | **Tool** | **Frequency of Use** | **Why?** | **Tool** |
| SKYE Member | SKYE Registration Form | When joining SKYE Club | To collect Club members basic information and ensure  that they are invested in participating in the SKYE program. |  |
|  | SKYE Club Passport | At SKYE evaluation meetings | To help Club members and World Vision staff to understand what competencies young people are developing and demonstrating through participating in the SKYE Club program, as well as to help members set goals for future participation and identify skills they would like to further develop.  The Passport is accompanied by the SKYE Learning Journal which assists members to process and record what they are learning through the Club |  |
|  | SKYE Club Survey | At SKYE evaluation meetings | To help World Vision staffs understand the socio-emotional competencies are being developed in SKYE Club members (future orientation, goal setting, risk aversion etc.) | To be finalized |
| SKYE Clubs | SKYE Club 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. |  |
|  | The Story of The Club | Each year | To help Clubs understand and communicate about the  work they have done each year and how they have contributed to their community. |  |
| SKYE Leader | SKYE Leader Agreement | When becoming a SKYE Leader | To collect Club leaders basic information and to  ensure that they are invested in participating in the SKYE Club program |  |
|  | Data Base (member and project information) | Monthly | To provide a centralised space for both Club members  and Club project information |  |
|  | Leader Passport | Quarterly | To help Club Leaders and World Vision staff to understand what competencies Leaders are developing and demonstrating through participating in the SKYE Club program, as well as to help Leaders set goals for future participation and identify skills they would like to further develop. | To be finalized |
| SKYE Club Facilitator | SKYE Coaching Instrument | Monthly | To help SKYE Club Facilitators mentor, coach and  monitor the work of SKYE 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 SKYE Club Facilitators |  |
|  | Quarterly Report | Quarterly | To provide the Project Director with both qualitative  and quantitative information on the overall performance of Clubs |  |
|  | Annual Report | Annually | 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 SKYE Club program |  |
| Project Director | Database (member, project, leader and  facilitator facilitator) | Monthly | To provide a centralised space for Club Facilitator,  Club Leaders, Clubs Club members and Club project information for SKYE Club Project Directors |  |
|  | Bi-Annual report | Every 6 months | To provide World Vision National Office Management  staff, SKYE Club Global Champion and New Horizons Foundation with an overall view of the SKYE Club program in that country and how it is performing. |  |