

## Documentation Chart

Staff Member:

Date:

Activity Title:

Number of participants:

Time spent:

The reason you chose the activity:

Which programmatic goal or objective did it relate to:

What did the children and youth actually do during the activity?

Evidence that the activity goal/objective(s) were met:

Evidence that additional, unexpected objectives were realized by doing this activity.

Did you make any unplanned adjustments, extensions to the activity?  
If so, did they work well? Recommendations?