



CHIVA SOUTH AFRICA
MENTORING. PARTNERING. SAVING LIVES.

AYFS Event Reports Guideline

1. Contact details

E.g. -Name of the clinic, physical address, telephone number, fax number, website, and email address etc...

2. Purpose/Nature of the event

E.g. –Awareness campaign

3. Participants:

- E.g. -Healthcare worker
-Other stakeholders
-Media Participants (local newspapers, local radio station etc....)

4. Activities:

- E.g. - Community dialogue (conversation between parents and youth...)
- Ice breakers
-Health talks etc.....

5. Topics:

E.g. – Challenges identified in the clinic`s health profiles, Substance Abuse, Teenage Pregnancy, Sexual and Reproductive Health, STI, etc.....

6. Population:

-how many community members attended the event.

7. Attachments:

- Registers
- Photos
- Event programme/Agenda
- Event Advert/Invitation