



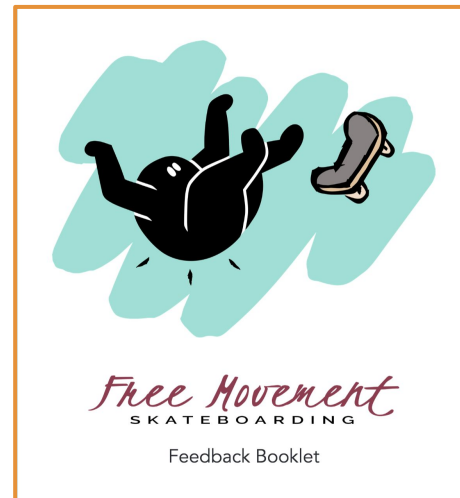
Women Skate the World

Monitoring and Evaluation
Training

What's covered?

This training pack covers Monitoring and Evaluation; What it is, why it's so important and tools you can use across your project to ensure you can monitor, evaluate and improve your project effectively.

Session	Sum of Attended
Eleonas (Smalls)	32
Schistou Girls	50
Souzy Tros Mixed	20
Schistou Boys	51
Schistou 13+	20
Pedion Aeros	44
Eleonas (Bigs)	95
5th SchoolSt Nick's	45
51st School	87
Women's Program & Girls	13



We'll be looking at:

- Registers
- Progress reports
- Feedback questionnaires
- Handover notes
- Photos and Videos

SESSION NAME											0	0	0						
#		First Name		Surname		Organisation		Home		Gender		Age		Nationality		Attendance	06/05	13/05	20/05
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12																0.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A photograph of a woman in a striped shirt and a young girl in a red shirt at a skate park. The woman is leaning over, helping the girl with her skateboard. The scene is set against a warm, orange sunset sky. In the background, other people are visible on the skate park ramps and a fence line.

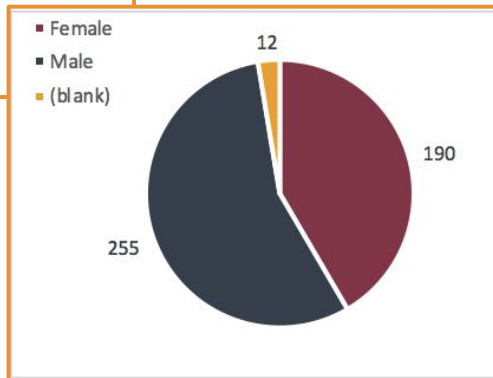
Monitoring & Evaluation

Monitoring and Evaluation:

What is it and why is it so important?

M&E comes in many forms:

- Photos and videos
- Participation data
- Feedback from participants and partner organisations
- Progress reports
- Handover notes



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M&E allows you to **track** the **progress** of your project, **accurately analyse** participant data, **protect your organisation** from sudden departures and it makes **applying for funding** far easier and quicker.

Without a solid process for M&E you can't actually track participation and see who you are engaging with- this leads to mistakes when project decisions are based on assumptions rather than facts.



Registers & Disclaimers

Monitoring and Evaluation: Registration & Disclaimers



PERSONAL INJURY LIABILITY AND ASSUMPTION OF RISK AGREEMENT PLEASE READ BEFORE SIGNING

DECLARATION - I fully understand and acknowledge that:

- By participating in **Free Movement Skateboarding** lessons I am agreeing to wear safety equipment at all times.
- If safety equipment is removed I am no longer in the lesson and accept all personal liability for any injuries that occur.
- Risks and dangers exist in my use of the **Free Movement Skateboarding** equipment and my participation in the skateboarding lessons.
- I am fully liable for all medical expenses incurred as a result of any injury or property damage during my participation in **Free Movement Skateboarding** lessons.

Tip: If you are teaching in communities with multiple languages, translate your disclaimer/registration form into the most used languages, but have your own language on the form too, so you can read it!

One of the most important forms of monitoring and evaluation is participant data, which can be tracked through session registers.

Start with a registration form that includes a disclaimer freeing your organisation from liability from any injuries suffered during a session.

Take this opportunity to request basic information from the participant. Each project will have slightly different relevant data but the basic data you should include is:

- Full Name
- Age
- Gender

Monitoring and Evaluation: Registers

Our Athens project uses registration to ask for:

- The container number (in refugee camps)
- Partner organisations that the young person has come through (e.g. schools, NGOs, squats and youth centres)
- Home (camp, squat, shelter, independent housing etc.)

Of course, there will be different information which is relevant for your project, for example:

- Neighbourhood
- School class
- Educational program they're following, etc.

Your research and knowledge of the community you're working in will inform which information is most relevant to the progress of your project.

As well as tracking participation for your own project, this is an opportunity to adequately represent and record marginalised communities.

What are the
key aims of
your project?

**How do I know
which information
my registers should
track?**

What are the
main aims of
your funders?

What is the social, political,
economic landscape that
your project will exist in?

Which challenges
do your individual
participants face?

Which challenges
does the wider
community face?

Which integration
challenges does
the community
face?

How are you
connected to your
participants?

Monitoring and Evaluation: Registers

This is the total number of participants at a given session

SESSION NAME										0	0	0	0
#		First Name	Surname	Organisation	Home	Gender	Age	Nationality	Attendance	06/05	13/05	20/05	27/05
1									0.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3									0.00%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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This is the organisation that the young person has come through (youth centre, school, NGO etc.)

Tracking the gender split in your project is really important to enable you to identify and address boundaries to girls' and women's skateboarding.

It's also something that funders are always very interested in.

These dates give you the date of each session. The formula adds 7 days to the date in the previous box automatically.

This number is just the order that the participants were added in, don't worry about it but ensure it's included as it's useful to know which order participants registered in

This is where the young person is living (squat, camp, shelter etc.)

The attendance will automatically calculate based on the ticked boxes each participant has. Ticks have a value of 1 and unticked have a value of 0

Print the register and tick the relevant box for each participant. After the session, use the paper copy to fill out the digital copy on Drive so that your data is safe.



Feedback

Monitoring and Evaluation:

Feedback forms - Organisations

Depending on the geographical, socio-economic situation in which your project is running, you will have different aims. Just like your registers, tailor your feedback form to reflect your project's aims.

In Athens, one of our three main goals is integration, so we ask partner organisations if they have seen any improvement in integration, for example between Farsi and Greek young people attending our sessions.

If you're working with a school and running educational or homework sessions before skating, ask if the school has seen any improvement in grades or confidence in class in the young people you are working with.

Tips for getting valuable, measurable feedback from organisations you're working with:

- Keep it short and simple
- Leave space for suggestions
- Use quantifiable dimensions e.g. "On a scale of 1 - 10..." so that you can easily translate the answers given into data.
- Ask for a quote that you can use on your website, social media and funding applications

Monitoring and Evaluation:

Feedback forms - Participants

Tips for getting valuable, measurable feedback:

- Keep it short and simple, wherever possible translate into child's own language
- Create a fun booklet rather than something that feels like homework
- Ask what would make the sessions better (more ramps, smaller groups, trips to other parks etc.)
- Use quantifiable dimensions e.g. "On a scale of 1 - 10..." so that you can easily translate the answers into data.
- Ask for a quote that you can use on your website, social media and funding applications but remember to keep this anonymous



Skateboarding is for...



Girls



Boys



Children



Adults



Everyone



Not sure

Skateboarding has made me more...



Confident



Strong



Sad



Happy



Brave



Scared



Nervous



Helpful



Kind



Rude



Respectful



Debriefs & Handovers

Monitoring and Evaluation:

Handover notes

Eleonas Bigs (Thursday)

ORGANISATIONS INVOLVED: Project Elea

Time:	Description:
Thur 6:30-8pm	Over 10s inside Eleonas Camp, organised by Project Elea

Project Elea		
Contact:	Number:	Email
Simone	+306931492466	
Emily	+306981055427	
Pancho	+353834551818	

BASIC INFORMATION:

Location:	Eleonas Camp
Equipment:	Skateboards, safety and all ramps
Description of Space:	Flat concrete, in amongst containers, no separation

PARTICIPANT INFORMATION:

Age range:	10-16
Average age:	12
Countries of origin:	Afghanistan, Iraq, Syria, Iran, Pakistan
Languages:	Farsi, Arabic, Urdu
Gender split:	50/50

NOTES:

Long standing session. Often we use the medium ramps, boxes and the quarters, this session is more about hands, queue organisation and making sure everybody is looking where they're going. Some younger kids in

For the sustainability of your project, it's important that you keep notes on each of your sessions. Not only will this allow somebody to take over the running of the sessions should you, for whatever reason, have to suddenly leave the project, it also makes it easier should you want to expand and take on extra staff or volunteers.

Include a basic overview of the session, as well as contact info for partner organisations. You can also include a brief history.

NOTES:

Long standing session. Often we use the medium ramps, boxes and the quarters, this session is more about hands, queue organisation and making sure everybody is looking where they're going. Some younger kids in this session if their skill level is too high for the smalls.

INCIDENTS:

A sofa caught fire in October 2018, no injuries but a lot of excitement
April 2019 - A group of farsi speaking men were heard by Elye making inappropriate and sexual comments. Elye has asked for us to conceal the fact that she speaks Farsi to prevent her receiving abuse. Project Elea have been notified and we have asked for more male Farsi volunteers to be present at this session

HISTORY:

Used to be 2 mixed age Eleonas sessions per week however it became too difficult to teach kids. We have been teaching here since approx July 2017.

COMPLETED:

Amber 15/05/19

It's also a good idea to create a similar document for funding and grants that you've applied for. This makes it easier to see at a glance what you said last time you applied and what your feedback was, increasing your chances of gaining funding.

Monitoring and Evaluation:

Debriefs

After each session it's a good idea to take 5-10 minutes to discuss, as a group how the session went. During a session it can be hard to keep up with what's happening for each staff/volunteer and also which activities or incidents are happening in each corner of the session. The debrief allows us to come together immediately after session and jot down quick notes

We usually drive out of the camp so we won't be interrupted but then pull over and do the session debrief before we start driving back. We print 2 per A4 and have a stack of these to hand in the register folder.

Every staff and volunteer involved in the session gets to have a say on each of the categories and generally just tell the rest of the team how the session was for them. This is also a good opportunity to check in with your staff and volunteers on how they're feeling.

We then talk through the debrief notes in the Monday Morning Meeting and pull out any actions that need to be taken.

FMSB Session Debrief

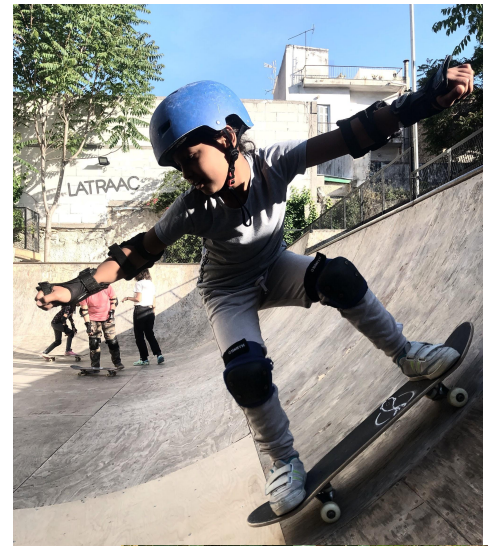
Session:	Date:	Reporter:
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Staff:

Positive outcomes	
Challenges	
Incidents to report	<input type="text"/>
Ideas for next time	

Monitoring and Evaluation: Photos & Videos

Photos & videos are great for giving a feel of your project and sessions, so long as you ensure they're backed up with register data.



Thanks!

**If you have any questions, get
in touch:**

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