**Site Activity Worksheet**

Information collected on this worksheet will be entered into the [NWP Site Participation System](http://profile.nwp.org/), when available

**Activity Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Naming tip: Name according to the content, partner school, and/or focus of the activity (E.g., Jefferson HS: Teacher as Writer)*

**Type of Activity** *(Select only one)*:

|  |  |  |  |
| --- | --- | --- | --- |
| **Invitational Institute** | **Continuity** | **Inservice** | **YFC** |
| *\_ Pre-institute* | *\_ Advanced/special-topic institute,* | *\_ Conference, conference session, or* | *\_ Youth activity* |
| *\_ Institute* | *workshop series, or course for TCs* | *Saturday session/workshop* | *\_ Parents/family activity* |
| *\_ Post-institute* | *\_ Conference, conference session, or Saturday session/workshop for TCs* | *\_ Open/special-topic institute, workshop series, course, or classroom* | *\_ Community activity* |
|  | *\_ National (NWP) event participation* | *demonstrations* |  |
|  | *\_ Renewal event or retreat*  *\_ Site governance or program planning meeting/retreat*  *\_ Study group, teacher-research, or work group for TC* | *\_ School-based consultation, curriculum development, or assessment*  *\_ Study group, teacher-research, or professional learning session* |  |

**Start Date**  (mm/dd/yyyy)  **End Date**  (mm/dd/yyyy)

**Number of Days**  **Average Hours per day**

**Was this activity designed to have all participants attend the entire activity?** YES 🞏 NO 🞏

If NO: **Average Number of Days per Participant**  **Average Hours per Day per Participant**

**Number of activity leaders/facilitators** (do not include facilitators in the participant information below):\_\_\_\_\_\_

**Was this activity related to an NWP grant?** YES 🞏 NO 🞏*(Online: If yes, you will select from a dropdown list of NWP-funded grants)*

**Was all or part of this activity conducted online?** YES 🞏 NO 🞏

**If yes, was it conducted exclusively online?** YES 🞏 NO 🞏

**Participants**

The list below should name the schools or institutions (participant organization) represented by the participants who attended this activity. List each participant organization only once, along with participant organization type\*, and report the number of participants from each. Count each participant only once. **Use the second page to record additional participants, if any.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Participant Organization** (e.g., Rosa Parks HS) | **Participant Organization Type\*** | **K–12 Teachers** | **Higher Education Teachers** | **Administrators** | **Other Educators** | **Preservice** | **Non-educators** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
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| 9. |  |  |  |  |  |  |  |

\* Participant Organization Type (Online: You will select one) = School, District/LEA, College/University, Other Agency/Institution, or Unknown

**YFC only: Number of Family**  \_ **Number of Youth**  **Number of Other Non-educators** \_\_\_\_\_\_**Site Activity Worksheet: Additional Participants**

**Name of Activity**

**Participants, continued**

The list below should name the schools or institutions (participant organization) represented by the participants who attended this activity. List each participant organization only once, along with participant organization type\*, and report the number of participants from each. Count each participant only once.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Participant Organization** (e.g., Rosa Parks HS) | **Participant Organization Type\*** | **K–12 Teachers** | **Higher Education Teachers** | **Administrators** | **Other Educators** | **Preservice** | **Non-educators** |
| 10. |  |  |  |  |  |  |  |
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| 44. |  |  |  |  |  |  |  |
| 45. |  |  |  |  |  |  |  |

\* Participant Organization Type (Online: You will select one) = School, District/LEA, College/University, Other Agency/Institution, or Unknown