**RE-MIX (REsident Organized MIX)**

**Guidelines and format for your activity report**

There is no set format for the written reports. You can make a report in a PowerPoint, video, etc. but please include each of the points listed below. You can also use this format for your report.

Also, you can add any additional details that will assist in ascertaining a better understanding of the content and results of the project.

* Describe in specific and detailed. There is no character limit. Informal reports will not be accepted.
* Include photographs of the event in the body of the summary or put all photographs into a Word document and send as an attachment.
* Only after all of the core members of the project have a review meeting to discuss each members' opinions of the project may this "Activity report" be written.
* Before the "Activity Report" can be submitted, the content needs to be confirmed by each core member.

**【Activity Overview】**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Event | (Japanese) | | |
| (English) | | |
| Type of Event |  | Applicable Wellness |  |
| Success rating of the “Purpose of the event”: Self-evaluation (Maximum points: 10)　with its reason |  | | |
| Success rating of “the goals, objectives” : Self-evaluation (Maximum points: 10)　with its reason |  | | |
| Describe the outcomes (Impact on AP House and/or residents) |  | | |
| List at least 3 things that you learned though the implementation of the event | 1.  2.  3. | | |
| Circle any “Competency” that you consider grew though the implementation of the event. Also describe the reason. | Self-discipline　・　Initiative　・　Civic sense　・　Normative sense  Wellness ・ Communication　・　Empathy　・　Cooperation | | |
|  | | |

**【Event Overview】**

|  |  |
| --- | --- |
| Implementation Summary |  |
| Management Summary (include safety and other measures) |  |
| Summary of expenditures and funding |  |