Procedure Description for Support of Kaunas University of Technology Students‘ Organizations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Students‘ Organisation)

**REPORT OF EXECUTED PROJECT**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Name of the Project)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** |  |  | **No. of Agreement** |  |

|  |  |  |
| --- | --- | --- |
| **Location(s) of the Project (address(es))** |  | |
| **Funding Intended for the Project** | **By KTU –** | **By other sources –** |
| **Report Prepared by (Name, Surname, position)** |  | |

1. **Number of services recipients/participant**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Services\***  **Recipients** | **Lectures** | **Consultations** | **Managers‘ Club meeting** | **Temporary Accommodation** | **Other** | **Total** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*Fill in the services, which were provided during the Project, such as meals, temporary accommodation, etc.

**II. Conducted activities\*\***

|  |
| --- |
| A detailed description of the activities carried out:   * If the main goal of the project was reached; * If all main tasks were implemented, detailed description of all tasks; * Where will the results be used (especially in academic performance); * Project publicity measures used during the project. |

**\*\***(The report should include: Project summary, statistics, publicity measures, continuity options and etc.)

**III.** **collaboration**

|  |  |
| --- | --- |
| **Name of the Organisation** | **Collaboration status, the role in the Project** |
| * Sponsors; * FSA, with which you implemented the project; * ..... |  |

**IV. FINDINGS/RESULTS**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | **Problem** | **Measures applied to solve the problem/suggestions for the future** | **Results** |
| **1** | **E.g., Project did not receive expected attention from participants (registration for the Project was going slowly)** | **Measures taken:**   * **More advertisement on Facebook;** * **Guerrilla marketing in Laisvės avenue, Students city** | **Problem was noticed and measures were taken on time. By the help of Guerrilla marketing, we attracted more students‘ attention, 90 people had registered to the lectures (more than expected).** |
| **2** |  |  |  |
| **3** |  |  |  |

**V. EVALUATION OF THE PROJECT**

|  |
| --- |
| What kind of project assessment tools were used during the project?  Who carried out the assessment? |

**VI. DOCUMENTS ATTACHED**

|  |  |
| --- | --- |
| **No.** | **Supplement** |
| **1** | E.x. Photographs, lists of participants and etc. |
| **2** |  |
| **...** |  |

Head of the Project ……….………………. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) (Name, Surname)

Head of Organization ……….………………. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A.V. (Signature) (Name, Surname)