

NOAA Planet Stewards Education Project Progress/Final Report Template



This report is meant to provide NOAA Planet Stewards with a review of the cumulative activities and outcomes you have achieved in your project to date. It also provides you the opportunity to submit additional information about successes, difficulties, alterations to your plan, and lessons learned during implementation of the project. Follow the directions as indicated. If you have any questions or concerns, contact bruce.moravchik@noaa.gov

1. Complete the document in the format below. **Include details.** Add anecdotes, stories, and other information that will help explain your project's progress (successes, difficulties, alterations, etc.) to date. Educators submitting detailed well-written reports may have an opportunity to be published in the nationally distributed peer reviewed education journal [The Earth Scientist](#). Your completed document should be six pages maximum excluding images and image captions.
2. Separately submit **at least** 6-12 high resolution photos of your project with detailed descriptive captions. Captions must include the names of all individuals appearing in the image. Images with captions are in addition to the six page document limit. We are especially interested in **pictures of participants in action – particularly front facing views.** **EVERYONE** appearing in a photo **MUST** complete a NOAA Image Release Form for Photos & Videos.
3. When completed, place a copy of all documents and high resolution images with detailed captions into the Google Folder assigned to you. If you do not remember or have the link, send an email to bruce.moravchik@noaa.gov and he will provide it to you
4. NOAA Talent/Photo Release/Permission Forms may be submitted as .JPG or .PDF files.

Your Name and Primary Email Contact:

Your School Name and Location (city and state):

Project Title:

Part I - Project Narrative

Environmental Challenge:

In **brief** narrative form of one or two paragraphs, summarize:

- The environmental issue(s) your project is addressing and its relationship to your local community.
- Your strategy/the activities you are implementing to address the issue, and who has been involved in the process.
- The specific desired outcome(s) from your project proposal.

Three Things:

In a **brief bulleted format of one to two sentences**, note **three** specific outcomes **you are most proud of** as a result of this project to date. **Supplement “bulleted” statements with specific details**, e.g., number of students or student person hours engaged in this project; number of external partners and their total in-kind contribution(s) made - monetarily or in-person hours; specific outcomes to date e.g. the amount of marine debris collected (lbs); the amount of carbon sequestered (lbs), number of acres of habitat restored or conserved, number or amount (lbs) of non-native trees/foliage removed, number or amount (lbs) of native trees/foliage planted, etc.

Stewardship Activities:

- List a timeline of your project’s activities to date.
- Explain how your process progressed, noting project successes and difficulties faced.
- Include how the project evolved noting unintended events and how you dealt with them.
- List “lessons learned” during the project so far. Note any changes you would make or recommend to improve the process or activities undertaken.

Part II: Program Data

Data Collection:

1. List **specific quantitative information/data** you have collected to date. The data should measure progress toward your project’s outcome(s) you noted in your proposal and the environmental narrative section above.
2. Present the data in the table format below. Add additional lines to the table **and more explanation in narrative form nas needed**, under the table.
3. For projects spanning more than one academic year: Separate and report information/data collected for each year and clearly label i.e. 2021-2022, 2022-2023.

Type of Data	Data Collection Method	Amount

Additional notes:

Project Participants:

List the total number of people involved with your project to date (including yourself!) - be as complete as possible in your reporting. Add additional rows as needed. In the Preparation column, list the hours spent preparing materials, teaching subject matter, attending planning meetings, etc. In the Stewardship column, list the number of hours spent implementing the action project (planting, collecting recyclables, marine debris, etc.) Use space below the table to explain your data as needed.

In this section you must report “person hours.” For example, if 200 students were involved in your project and they each spent 4 hours in preparation, and 20 hours involved in direct stewardship activities, you would report preparation hours as 800 and stewardship/project involvement hours as 4,000.

For projects spanning more than one academic year: Separate and report data on project participants collected for each year and clearly label i.e. 2021-2022, 2022-2023.

Participant	Number involved	Preparation (in hours)	Stewardship or project involvement (in hours)	Other (specify)
K-12 Students				
Post-secondary students				
K-12 Educators				
Post-secondary educators				
Other adults (list affiliation)				
Partners (list affiliation)				

Additional notes:

NOAA Diversity, Equity, and Inclusion Initiative

In addition to collecting data on project participants overall, NOAA Planet Stewards collects data on the number of underrepresented audiences (educators, students, project volunteers, etc.) participating in our programs. This is being done as part of a NOAA-wide effort to improve our efforts to reach out and engage individuals in these communities with our programming and resources. The following is the definition of underrepresented audiences provided by the NOAA Office of Education:

***Underrepresented audiences:** Populations in STEM who are categorized in the following racial or ethnic minority groups (Blacks or African Americans; Hispanics or Latinos; American Indians or Alaska Natives, and Native Pacific Islanders) based on their representation in STEM education or employment being smaller than their representation in the U.S. population.*

List (to the best of your ability and including yourself) the total number of people involved with your project who meet the definition of being a part of an underrepresented community. As noted above, for projects spanning more than one academic year: Separate and report data on project participants collected for each year and clearly label i.e. 2021-2022, 2022-2023.

Participant	Number involved	Preparation (in hours)	Stewardship or project involvement (in hours)	Other (specify)
K-12 Students				
Post-secondary students				
K-12 Educators				
Post-secondary educators				
Other adults (list affiliation)				
Partners (list affiliation)				

NOAA and Other Key Environmental Resources used:

Complete the table below for all the resources you used to date.

Resource	URL (if applicable)	Used how?

STEM Careers:

Complete the table below for all STEM career-related speakers or material you have used to date. Below the table, explain how project participants responded to the resources.

Resource	Source or Affiliation	Used how?

Communication:

Type of Communication	Audience	Content

Budget:

List your total budget and then highlight the items purchased to date and the costs. Use the space below the table to explain any changes to the original budget submitted in your project proposal.

Item	Number	Total Cost

