Your feedback on this report will be used in evaluating Two Wheel View trips. The report will also provide recommendations for the continued development of TWV trips and the trip leader roles.

The report should be should be completed and returned to Madeleine Hardy, Program Director ([m.hardy@twowheelview.org](mailto:m.hardy@twowheelview.org)) within 1 month of completing your TWV trip. Each trip is responsible for submitting 1 report. It is recommended that it is co-written by all trip leaders.

One copy of the trip budget must be submitted per leader report. Copies or originals of all receipts are requested with the budget. If no receipt is produced, please note that in the expense sheet with a clear description of the expense. Please note any outstanding expenses these will be reimbursed following the program.

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| TWV Trip name | | Dates of the trip (start – end)  Click here to enter text. |
| Name of Trip Leader(s) & chaperons (if applicable)  Click here to enter text. | | Date of report  Click here to enter text. |
| A completed trip expense form with attached receipts is attached to this report with any trip expenses incurred by the trip leaders. | | |
| ☐ Attached are a copy of outstanding personal expenses & receipts  Click here to enter text. | ☐ Attached is a completed trip expense form  Click here to enter text. | |

TWV Leadership Team Reflection

***All trip leaders should fill out and submit this page individually****. Below you will be asked to comment on the TWV Trip Leaders Team: trip leaders and chaperons. Information provided in this report is confidential within TWV and will contribute to the future development of TWV trips. TWV values your honesty as we look to continuously improvement our programs. This section helps us understand how your leadership team worked together, the dynamic and will contribute to our understanding of them as leaders in future TWV roles.*

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| If there was more than one Trip Leader on your project please provide the name of the Trip Leader.  Click here to enter text.  Please describe your co-leaders role in the program. Consider their involvement with pre-trip workshops, coordinating logistics and development or facilitation of activities. Did they contribute in positive and meaningful ways to the success of the trip? Are there any areas of development for them? Please explain how.  Click here to enter text.  Could you comment on the ratio of leaders to youth for this trip. Would you recommend this trip having more/less trip leader(s)/chaperons, why or why not?  Click here to enter text. |

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| If your project had a chaperon please provide the name of the chaperon.  Click here to enter text.  Please describe the chaperon’s role in the program. Consider the chaperon’s involvement with pretrip workshops, coordinating logistics and development or facilitation of activities. Did they contribute in positive and meaningful ways to the success of the trip? Please explain how.  Click here to enter text.  Please comment on your working relationship with the chaperon. Was there anything that could done to improve the working relationship between Trip Leader and Chaperon?  Click here to enter text.  Would you recommend this person as a Chaperon or Trip Leader for future TWV trips?  ☐ Yes for Chaperon ☐ Yes for Trip Leader ☐ No for Chaperon ☐ No for Trip Leader ☐ Unsure  If yes, please explain why you believe the Chaperon would contribute positively to future projects, or why you would recommend them for other roles. If no, please provide details as to why you would not recommend the chaperon for future roles or why you might be unsure/hesitant.  Click here to enter text. |

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| Please reflect on your relationship with the TWV.  Was communication with the TWV easy and effective? Did you get feedback when you needed it? What could be done to improve communication between TWV and Trip Leaders?  Click here to enter text.  Please comment on support you received from TWV. Do you feel you had adequate training and support from TWV? Were the resources provided to you useful (please highlight which were the most beneficial)? What could be done to better support Trip Leaders in the future?  Click here to enter text. |

Project Logistics

*This section helps us develop and make necessary changes to itineraries and reduces stress for future leaders.*

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| Please comment on your accommodations and food throughout the TWV Trip. Include the name of your accommodation, a brief description and provide feedback as to whether you would recommend this location again in the future.  Comment on the quality of food. Please also include if food was provided and if not, where food was purchased and the level of difficulty in purchasing the food.  Click here to enter text. |

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| Please comment on your project transportation (flights, rental vehicles, public transit etc) indicating if you would make any changes to transportation for future projects.    Click here to enter text.  If air transportation was required, please indicate if you had any difficulties at the airport, if all students arrived on time, if you had difficulty with delays, connecting flights, lost baggage etc. If rental vehicles were involved, please indicate if you had any difficulty picking up the vehicle, operating the vehicle etc. If public transportation was involved, please indicate if you had any difficulties navigating the system, if it was reliable, safe etc.  Click here to enter text. |

Service-Learning / Volunteering

*This section helps us develop and make necessary changes volunteering aspects of our trips.*

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| Please comment on your volunteer placement(s) and partner organization(s). Include information such as: what types of projects did you work on? Did students find the work meaningful? Were you able to facilitate discussion between the work they were doing and the pre-service workshops/readings? Was the partner organization ready for you? Were the staff supportive? Were they open to discussion with students? Would you recommend the same or similar placements again in the future?  Click here to enter text. |
| Please comment on the overall connection between program goals, and the TWV trip. Were youth able to make the connections? What types of activities did you facilitate to help youth make the connection between their volunteer experience, the program goals and the journey?  Click here to enter text. |

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| If applicable: Please comment on the pre-trip meetings in terms of effectiveness for team building, setting expectations preparing students for the experience and helping students learn & reflect.  Click here to enter text. |

Overall Experience

*This section helps us understand, overall what items we should keep and what items may need to be re-assessed.*

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| Please highlight what worked well in this TWV trip.  Click here to enter text.  Please highlight areas for improvement in this TWV trip.  Click here to enter text. |

Your Experience

*This section helps us (and you) reflect on and understand what are the benefits of being a trip leader and if there are areas where we can improve the experience of being a trip leader.*

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| Please describe your overall experience as a Trip Leader. Was your involvement in the program personally meaningful? Do you feel the work involved in the Trip Leader role was worthwhile?  Click here to enter text.  Would you be interested in being a Trip Leader for another TWV Trip in the future?  ☐ Yes ☐ No ☐ Unsure  If yes, what project themes, locations or partner organizations would you be interested in working with?  If no, please explain why you would not be interested in participating in another TWV Trip.  Click here to enter text. |
| Do you have additional comments?  Click here to enter text. |

*Thank you for taking the time to complete this project report. Your contributions are vital to the continued success of TWV Trips.*