

## INTERNSHIP PROGRAMME – ACTIVITY AND OUTREACH LOG

Name of Intern

Name of Supervisor

Dear Intern,

This activity log is where we would like you to record what you do while on your placement. Please complete it on a weekly basis.

It must be sent to **Rahaman Abdul-Salam**, MEL Coordinator, MADE Programme, at [rabdul-salam@ghana-made.org](mailto:rabdul-salam@ghana-made.org) by 12 noon every Monday – for the preceding week.

### How should you fill in the log?

#### 1. Activities

Each day you should select up to 4 activities that you have undertaken while working with your host enterprise. They can be selected from the following list:

A. Delivering safe COVID-19 messages
B. Delivering extension services to smallholder farmers
C. Developing a Social Media Project
D. Engaging with the host company

#### 2. Hours

Please record how many hours you have devoted to each of the activities. Please note that the total does not have to add up to the number of hours you have worked each day. It should represent the “highlights” – and not all working days are going to be filled with memorable activities.

#### 3. Location

Please note the town or village that is closest to where the activity takes place.

#### 4. Smallholder Farmers Reached

We would like to know how many farmers you interact with during these activities. When you are working with representatives of a farming association, please note the name of the association and the number of smallholder farmers that are members.

#### 5. Highlights

Please take some time to record anything interesting, inspiring or unusual, particularly with reference to COVID-19 activities that you undertake.

PLEASE USE the attached tables – one for each week. We have completed week 1, day 1, as an example. Please erase this before completing your own log.

**ACTIVITY LOG – WEEK 1**

**Name of Intern:** \_\_\_\_\_

Day	Activity	Hours	Location	Farmers Met	Name of Association	Highlights
Monday	COVID-19	2	Kwame Danso	10		Explained symptoms to farmers worried about children's health
	Extension	1	Kwame Danso	10		Participated in fertiliser demonstration
	Social media	1	Kwame Danso	10		Took photos showing COVID-19 messaging
	Host company	2	Kwame Danso	0		Received explanation on pricing of inputs
Tuesday						
Wednesday						
Thursday						
Friday						



**ACTIVITY LOG – WEEK 2**

**Name of Intern:** \_\_\_\_\_

Day	Activity	Hours	Location	Farmers Met	Name of Association	Highlights
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

**ACTIVITY LOG – WEEK 3**

**Name of Intern:** \_\_\_\_\_

Day	Activity	Hours	Location	Farmers Met	Name of Association	Highlights
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

**ACTIVITY LOG – WEEK 4**

**Name of Intern:** \_\_\_\_\_

Day	Activity	Hours	Location	Farmers Met	Name of Association	Highlights
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						