

**Final Report Guideline**  
**Submission Instructions****Student Leaders**

Your final report must be submitted via email to Khind Starfish Foundation ([teckken.koh@khind.com](mailto:teckken.koh@khind.com)) no later than **7<sup>th</sup> December**. Follow the guidelines outlined below for formatting your report and submitting photos. Please email to us both **Words** and **PDF** format. Final Reports not in compliance with our guidelines may be returned for re-formatting.

**Submissions to include** (details below)

- A.** Two-page written report. Font Theme and Size: **Arial 10pt.**
- B.** 10 high resolution photographs and videos focusing on the interaction between you and the project's beneficiaries.
- C.** One-page final actual expenditure account.
- D.** Additional photos

**A. Written Report** (Two pages)**Section I**

- a.** Format Instruction: Header
  - I.** Title of Project
  - II.** Name of University
  - III.** Designated Project Leader name
  - IV.** Associated project blog or website, if applicable
- b.** A two-sentence summary of the project goals.
- c.** Did other fund-raising efforts contribute to your projects? What were they?
- d.** Provide details about how your project actually worked.
  - I.** Were there unanticipated difficulties? Budget constraints?
  - II.** Language or cultural barriers?
  - III.** What worked well? What didn't work well?
  - IV.** How many people benefited or will benefit from your project? Who are these people?
  - V.** What is the long-term impact and sustainability of this project? Is there a future for your project?

**Section II**

- a.** In several paragraphs, address each of the following questions:
  - How does or will your project contribute to happiness? Short-term? Long-term?
  - Has your project changed the way you think about the world? How has it changed you?
- b.** Complete this section with a one to two sentence personal statement, suitable for use as a quotation, addressing how and why this project was valuable and what was the most important thing you learned as a result. (Indicate student's name for quote attribution.)

**Section III**

As part of the final report, please click on the link below and complete our research survey that will help in assessing our program: [Google Form Link](#).

**B. Photograph**

- a.** Include 10 high resolution photos with your report to be posted on the website. A photo with jpeg image file should be no smaller than 1 megabyte.

- I.** Your camera should be 6 megapixels or greater (do not use a cellphone to capture images)
- II.** Shoot many photos in order to provide greater choice and quality.

- b.** Included 1-3 minutes video of the project implemented with your report to be posted on the website. The video can show case the before and after project being implemented, which can include the interview with beneficiaries of the project or students participated in the projects on how they have benefited from the projects.

**C. Final Expenditures Account Spread sheet**

Refer to the budget template to complete your final account accordingly.

**D. Additional Photographs**

Submit additional original jpeg files of the photos through google drive to teckken.koh@khind.com. You may submit up to 25 additional photographs.