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| --- | --- |
| ***Activity Name / Title***  |  |
| ***HEAT ID*** *1* |  |
| ***School/College(s) that took part in the Activity*** |  |
| ***Date of Activity*** |  |
| ***Year Group(s)*** |  |
| ***Name of Lead Organiser*** |  |
| ***Location*** *2* | On Campus / Off Campus / Online |
| ***Attendance Register Attached?*** *3* | Yes / No |
| ***Evaluation Documents Attached?*** *4* | Yes / No |
| ***Comments to Support Evaluation*** *4* |  |

**Guidance for using Cover Sheet**

Please fill out the template for each activity undertaken. This form should be attached to any data that you send to the Evaluation Team. All activities require a student register of attendance with first name and last name of students, school name and year group. Any evaluation sheets should also be attached to this sheet with the register.

**1. HEAT ID:** Please add the 6 digit HEAT ID number if known. ISC’s may not know want the HEAT ID is, if so leave this blank.

**2. Location:** Please select the most appropriate location option. If none apply, please leave a description of the location in the comments section.

**3. Attendance register attached:**Use this to confirm it is attached. If not, please state in comments box a reason for this.

**4. Evaluation documents attached:** Use this to confirm if paper evaluation is attached. If online evaluation was conducted selected ‘*No*’ and note this in the comments box.

**4. Comments to support evaluation:** Please provide any detail about the session that may help reporting e.g., evaluation was conducted online, changes to planned delivery, additional supporting evidence from the activity.