

DROP-IN SESSION LOG SHEET



Summary

The *Drop-In Session Log Sheet* is a structured debriefing tool for program staff and/or volunteers to record attendance and key events during a drop-in program session. If used on a regular basis, the tool could enable staff and/or volunteers to monitor change within a group of participants and to highlight specific areas requiring action. The tool is particularly suited to drop-in programs where members of the participant group and staff/volunteers present may change frequently.



Keywords

Observation tool
Cross sectional data (snapshot)
Longitudinal data (trend analysis)
Quantitative data (frequency data)
Monitoring
Communication



Staff/Volunteer Use



Program Evaluation + Participant Evaluation



Resources

Paper-based
All staff/volunteers involved in session
No training/support or external resources needed
No costs associated



Group Activity



Time

Set up: N/A
Implementation and analysis: 15-30 min per session



Frequency of use

At the end of every session



How to Use This Tool

The *Drop-In Session Log Sheet* includes the following areas:

Session details	Date, session e.g. day of week, name of session, location of session, staff and volunteers present
New Visitors	Details of new visitors: name, gender, age, employment status, ethnicity, accommodation status, referral source, comments on interaction
Repeat Visitors	Details of repeat visitors: name, age, gender
Evaluation	<p>The major components of the <i>Evaluation framework for peer-based youth programs</i> are monitored:</p> <ul style="list-style-type: none"> • Environment • Program factors • Peer group factors • Short term impacts • Impacts on others • Longer term outcomes <p>Positive or negative examples of behaviour are recorded for each component. Please refer to the <i>Evaluation framework for peer-based youth programs</i> for detailed descriptions of each component.</p>
Reflection	What went well in the session, what would you do differently

The *Drop-In Session Log Sheet* is completed by one or more staff and/or volunteers. The tool is used to conduct a structured debrief of the program session for all staff and/or volunteers who participated. Program staffing teams can use the tool to record the details of a session more completely i.e. not just looking at program effects but also looking at the way in which the program was implemented. By focusing on the same aspects of each session in a systematic way, trends over time can be identified.



Suggested Uses

The *Drop-In Session Log Sheet* is designed to be completed by the program facilitator in conjunction with any other staff members or volunteers who attended a drop-in session.

The tool may be used to give a sense of the types of changes occurring in the whole group and to collect evidence of intended program effects, what went well in the session and why, and what could have been done better. The tool may also be used to record unintended or unexpected effects and any resulting actions associated with these.

The tool is also useful as a record of events when there are staff absences or changes. It also helps to facilitate a smooth transition when there are staffing changes and new volunteers.



Complementary Tools

The *Drop-In Session Log Sheet* provides data from the perspective of the program staff and/or volunteers. It is based on the observations made by staff and/or volunteers of program participants.

To validate the results obtained with the *Drop-In Session Log Sheet* further, consider implementing one or more of the following tools periodically in order to collect data from participants directly:

- *Group Discussion Guide*
- *Safe Space Monitoring Tool*
- *Participant Feedback Questionnaire*
- *Short Term Impacts Tool*
- *Long Term Outcomes Tool*



Implementation Tips

- Ideally, the *Drop-In Session Log Sheet* should be completed at the end of each program session to provide a basis for a structured debrief with staff/volunteers when the experience of the session is still 'fresh'.
- Users should refer to the *Evaluation framework for peer-based youth programs* for detailed descriptions and examples of the evaluation components
- Behaviours may not always be observed for all evaluation components at every drop-in session. For example, in some sessions there may be no opportunities for certain behaviours to be observed or the observer may not have been present when certain behaviours were displayed.
- The *Drop-In Session Log Sheet* may be modified to include only those components that are most relevant for a particular program and/or to record other details considered important. When making modifications to the tool, it is recommended that program staffing teams reflect on **both** program effects **and** quality of program implementation.



Links

[Evaluation framework for peer-based youth programs](#)

[Group Discussion Guide](#)

[Safe Space Monitoring Tool](#)

[Camp Evaluation Questionnaire](#)

[Short Term Impacts Tool](#)

[Long Term Outcomes Tool](#)



MY-PEER USER GUIDE

toolkit ^[1.0]



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DATE: SESSION: STAFF: VOLUNTEERS:

NEW VISITORS

FIRST NAME	LAST NAME	GENDER	AGE	Employed /Student /full /part	ETHNICITY	ACCOMMODATION : perm/ homeless/ transient	REFERRAL FROM:	COMMENTS ON INTERACTION / PARTICIPATION

REPEAT VISITORS

	NAME	AGE	GENDER		NAME	AGE	GENDER		NAME	AGE	GENDER
1				11				21			
2				12				22			
3				13				23			
4				14				24			
5				15				25			
6				16				26			
7				17				27			
8				18				28			
9				19				29			
10				20				30			

EVALUATION

List any positive or negative **examples** in each of the 5 evaluation areas (see *Evaluation Framework for Peer-Based Youth Programs* for detailed component descriptions)

1. ENVIRONMENT

Component	Example
<i>e.g. Safe space</i>	<i>Young people are comfortable confiding personal information</i>

2. PROGRAM FACTORS

Component	Example
<i>e.g. Strengths-Based</i>	<i>Staff focus on young people's strengths rather than problems</i>

3. PEER GROUP FACTORS

Component	Example
<i>e.g. Group cohesion</i>	<i>New members are welcomed to the group</i>

4. SHORT TERM IMPACTS

Component	Example
<i>e.g. Increased confidence</i>	<i>Group members seem more willing to try new activities outside their comfort zone</i>

5. IMPACTS ON OTHERS

Component	Example
<i>e.g. Leadership within program</i>	<i>Young people express interest in becoming a volunteer for program</i>

6. LONGER TERM OUTCOMES

Component	Example
<i>e.g. Community engagement</i>	<i>Young people talk about community projects and events that they are participating in</i>

REFLECTION

What went well in the session?

Would you have done anything differently?
