



WCS DONATIONS - IN - KIND

Project Follow-up: An Important Final Step

The project isn't over just because the goods have been shipped and received. Beneficiaries should send a summary report about six months after the donation is received. In addition, both beneficiaries and donors should take time to assess the project process. Effective follow-up helps to ensure the success of future donations-in-kind projects and builds a long-term relationship with your project partner. Please forward a copy of all reports to the [WCS coordinator at Rotary International](#).

A useful follow-up report addresses the following points about the project process and the donated items:

PROCESS QUESTIONS

What were some successful aspects of working with your project partner?
Were there any problems with planning or execution? How can these be avoided with future projects?
Has the current project chair documented the donations in-kind process to be used as a reference for future project chairs?
How did your final budget for the project compare with your expected budget?
Do you have ideas for future joint projects with this partner?

DONATION QUESTIONS

Did the donation arrive at the expected time and in good condition?
What provisions were made to accommodate the items? (For example, did the school designate a library space?)
How do the recipients use the goods? (For example, is there a system for lending the donated books?)
Were there any initial difficulties in getting the recipients to use the goods?
How has the item performed? Has it required maintenance or repair? If so, how was this arranged?
Is the item still functioning well? If not, what can the donor do to improve the situation?
How often is the donation used? Are some items used more than others? Which ones?
What are some of the long-term benefits of this donation?