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| **Activity name** | Description: Target audience: Number of sessions per week:   |
| **Need for the activity** | [ ]  Migration Data   | [ ]  Community survey / interest  | [ ]  Support school outcomes  | [ ]  Partnership opportunity  | [ ]  Funding / grant  |
| **How will you promote the activity?** | [ ]  School newsletter / social media  | [ ]  Community hubs’ social media   | [ ]  Flyers and community newsletter  | [ ]  Local council and partner organisations  | [ ]  Other (please state) |
| **Team members** | [ ]  External partner / facilitator  | [ ]  Volunteer  | [ ]  Bilingual worker  | [ ]  School staff  | [ ]  Hub leader  |
| **Partner organisations** |  |
| **Outcomes and objectives** | [ ]  1. Child  [ ]  1.1 [ ]  1.2 [ ]  1.3   | [ ]  2. Family [ ]  2.1 [ ]  2.2 [ ]  2.3 [ ]  2.4 [ ]  2.5   | [ ]  3. School [ ]  3.1 [ ]  3.2 [ ]  3.3   | [ ]  4. Community [ ]  4.1 [ ]  4.2 [ ]  4.3  | CHA Portal: this activity falls under the program category [ ]  English classes and conversation programs[ ]  Other   |
| **Resources required** | [ ]  Hub / school space  | [ ]  Equipment – list items   | [ ]  Technology – list items  | [ ]  Funding / grant  | [ ]  Other - list  |
| **When will this program run?** | [ ]  Term 1  | [ ]  Term 2  | [ ]  Term 3  | [ ]  Term 4  | [ ]  All year   |
| **Preferred day / time of program:****Alternative day / time of program:** |
| **How will you intend to run this program during COVID restrictions?** | [ ]  Onsite only  | [ ]  Offsite - List the alternative venue | [ ]  Virtual - List the platform  | [ ]  Printed resources  | Other   |
| **In what way are you measuring the impact of the program?** | Attendance data -  [ ]  Remained stable [ ]  Grown overtime [ ]  Declined   | Feedback from participants –  [ ]  Case studies [ ]  Surveys  | Feedback from –  [ ]  Service providers [ ]  School staff [ ]  Other participants  | Observation –  [ ]  By hub leader [ ]  Program facilitator [ ]  Parents / participants  | Referrals – Participants are:  [ ]  Connecting with local services [ ]  Inviting others to attend  |
| **Any comments or considerations when planning, implementing, and evaluating this program?** |   |