**(Annex. A)**

**The Bharat Scouts and Guides, National Headquarters**

**Monthly Reporting Format for AI Teacher Hippo Tool Implementation**

**for the District/Local Coordinators:**(Reports to be submitted by the 5th of every month to NHQ)

1. **General Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| State: |  | District: |  |
| Reporting Date From: |  | To: |  |
| Coordinator Name: |  | | |
| WhatsApp No. |  | Email ID: |  |

1. **Summary of Activities Conducted**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the School / Unit | Date of Activity | Number of Children Involved | Number of Adults Involved (Teachers, Parents, Unit Leaders etc.) | Description of Activity (e.g., tool demonstration, video show) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Promotion and Publicity Efforts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Media Type** | **Platform/Channel** | **Details of Coverage/Posts (e.g., links, articles, hashtags)** | **Date** |
| **Social media** |  |  |  |
| **Newspapers** |  |  |  |
| **TV/Radio** |  |  |  |
| **Others** |  |  |  |

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**District/Local Coordinator**  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:**

* Ensure all activities are documented with supporting photos, videos, or other evidence.
* Attach relevant media coverage or links.
* The report must be submitted to NHQ through [AIHIPPOBSG@GMAIL.COM](mailto:AIHIPPOBSG@GMAIL.COM) by the **5th of every month** with a copy to your state/state coordinator.