

## Final Report Instructions (Updated\*)



### Student Leaders

Your report should be submitted to your college contact for review by the date determined by your school. Follow the guidelines outlined below for formatting your report and submitting photos.

### Campus Contacts: Report Submissions

Final report must be submitted electronically (via [dropbox.com](https://www.dropbox.com)) to the Davis UWC Scholars Program office no later than September 15, 2017. After you have reviewed and approved the final report, please email [info@davisuwcscholars.org](mailto:info@davisuwcscholars.org) to request a link to a Dropbox folder where you can upload the report document and any additional photographs. Include the subject line "Projects for Peace Final Report" when making your request.

### Submissions to include (details below)

- A. Two-page written report
- B. One page of 2 to 3 photographs focusing on the interaction between you and the project's beneficiaries
- C. One-page final budget: use the spreadsheet posted online according to accompanying instructions
- D. Up to 25 additional photos

### A. Written report (Two pages)

#### Section I

- a. Header (see formatting guidelines)
- b. A two-sentence summary of the project goals
- c. Did other fund-raising efforts contribute to your project? What were they?
- d. Provide details about how your project actually worked. Were there unanticipated difficulties? Budget constraints? Language or cultural barriers? What worked well? What didn't work well? How many people benefitted or will benefit from your project? Who are these people? What is the long-term impact and sustainability of this project? Is there a future for your project?

#### Section II

- a. In one or two paragraphs, address each of the following questions:
  - How do you define peace?
  - How does or will your project contribute to peace? Short-term? Long-term?
  - Has your project changed the way you think about the world? How has it changed you?
- b. Complete this section with a one to two sentence personal statement, suitable for use as a quotation, addressing how and why this project was valuable and what was the most important thing you learned as a result. Indicate student's name for quote attribution.

### FORMATTING GUIDELINES

#### Page Margins

Top: 1"                      Right: 1"  
Bottom: 1"                  Left: 1"

#### Font

Book Antiqua 10 pt.

#### Report Header Format

Title of Project  
Country where the project took place  
Sponsoring College  
Student(s), Student's Home Country, Student's College, UWC attended (if applicable)  
Project blog or website address, if applicable

### B. Photography (One page)

Include one page of 2-3 photos attached to your report.

### C. Final Expenditures Budget Spreadsheet

Use the online form and include in your Dropbox folder.

### D. Photography Submissions for use in the Projects for Peace Report

- Submit original jpeg files of the photos included in the Photography page noted above.
- Submit up to 25 additional photographs with your final report. These should further illustrate your project and may be used in the 2017 published report. Photos must follow the specifications outlined below or they may not comply with the resolution needed for offset printing and would not be used in the publication.

### PHOTOGRAPHY SPECIFICATIONS

- Projects highlighted in the report must provide images that comply with these specifications, or they will not be considered for this part of the publication.
- Provide original photos in jpeg format. **DO NOT** compress or change resolution of images before submission
- Your camera should be 6 megapixels or greater (do not use a cellphone to capture images)
- Set the capture size to the largest available on your camera. If possible, set resolution to fine. Shoot many photos in order to provide greater choice and quality.
- As a point of reference, a jpeg image file should be **no smaller than 1 megabyte**, and preferably larger to meet print resolution quality.