

# AUDIT REPORT TEMPLATE

## ASSESSOR GUIDE

Introduction		
<b>Project title</b> [3-5 words]	Healthy Living Community Health Fair	
<b>Audit's purpose</b> [20-30 words]	To evaluate the effectiveness and efficiency of the health fair, assess the achievement of its goals, and identify areas for improvement to enhance future events.	
<b>Methodology</b> [20-40 words]	<p>&lt;&lt;list the type of information that you have used to complete the report&gt;&gt;</p> <p>The audit was conducted through a review of event data, feedback from participants and volunteers, and analysis of promotional activities. The findings are based on information collected from surveys, social media analytics, and newspaper article.</p>	
Event Overview		
<b>Event summary</b> [20-30 words]	The Healthy Living Community Health Fair took place on the first Saturday of July. The event aimed to promote wellness and provide essential health services to the community.	
<b>Key activities and highlights</b> [30-40 words]	<ul style="list-style-type: none"> <li>• Interactive health screenings for blood pressure, cholesterol, and dietary advice</li> <li>• Fitness demonstrations including Zumba and yoga.</li> <li>• Kids' activities with educational games and nutrition workshops.</li> <li>• Health-focused workshops on cooking and stress management.</li> <li>• 'Wellness Walk' with hydration and snack stations.</li> </ul>	
<b>Attendance and participation</b> [10-20 words]	The event saw a strong turnout, with positive feedback on the variety of activities offered.	
<b>Outreach and engagement</b> [15-20 words each]	Social media performance:	Healthy Living's Instagram posts reached over 12,000 people. However, engagement rates were lower than expected, with only about 50% of those reached interacting with the posts.
	Community engagement and feedback:	Participants appreciated the range of services and activities but expressed a desire for more interactive and varied content on social media.

	Analysis of engagement vs. reach:	Despite high reach numbers, engagement fell short, indicating a need for more engaging and interactive social media strategies.
<b>Volunteer Experience</b> [20-50 words]		
<p>85% of volunteers expressed interest in participating in future events.</p> <p>40% of volunteers felt there were insufficient numbers, and 55% reported long waiting times as a concern.</p> <p>Volunteers reported high levels of exhaustion and dissatisfaction with waiting times, highlighting the need for better shift management and rest provisions.</p>		
<b>Findings</b>		
<b>Successes and strengths</b> [10-30 words]	<p>Strong community participation and positive feedback on event activities.</p> <p>High interest from volunteers for future events. [85%, expressed interest in returning for the next event, indicating overall positive sentiment despite the difficulties.]</p>	
<b>Shortfalls/ Areas for improvement</b> [15-30 words]	<p>Low engagement rates on social media despite high reach. [There were about 50% less people who engaged with the post regarding the event, although the posts reached more than 12,000 people.]</p> <p>Volunteer dissatisfaction related to numbers, wait times, and fatigue.</p> <p>Need for more interactive social media content and improved volunteer management.</p>	
<b>Recommendations</b> [20-50 words]		
<ul style="list-style-type: none"> <li>• Diversify social media content with interactive posts and engaging formats to improve engagement.</li> <li>• Recruit more volunteers through various channels and provide scheduled breaks, rest areas with refreshments, and shorter shift durations to improve volunteer management.</li> <li>• Offer amenities like water stations, healthy snacks, and, if possible, access to basic health services like first aid or massage therapy.</li> <li>• Provide aftercare for volunteers, such as thank-you notes, feedback sessions, or small events to show appreciation and help them relax.</li> <li>• Allocate resources more effectively to ensure smooth execution of activities.</li> </ul>		