

Instructions – Challenge Reports

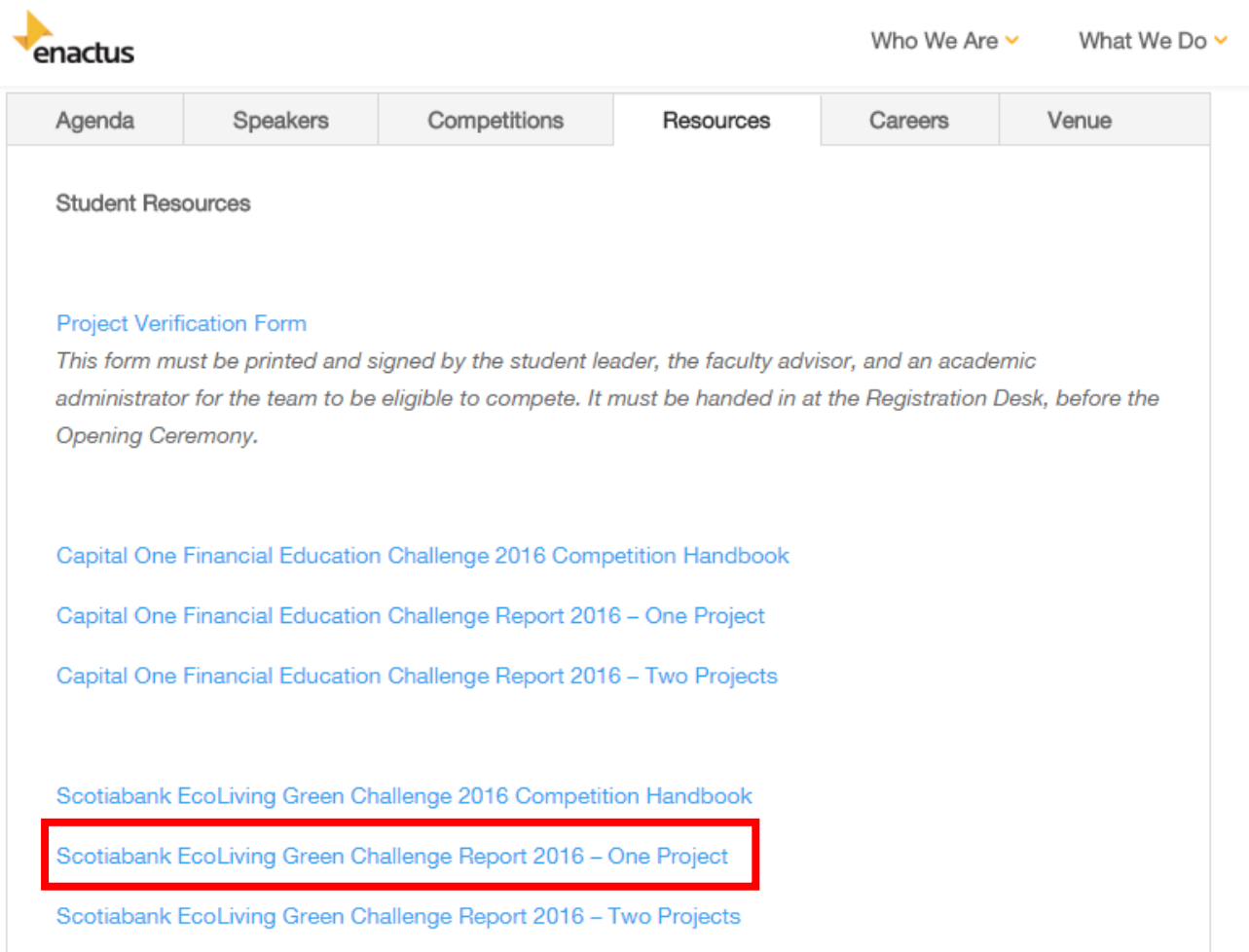
This page has been created to teach you how to use the standardized templates you are henceforth required to use when creating your Challenge Reports (previously called Annual Reports) for the Enactus Canada Regional Expositions. These Challenge Reports are the handouts you will pass out to judges prior to beginning your presentation, in each challenge. It is your team's responsibility to print out these reports and distribute them to judges during the 3 minute set-up period. Your Program Manager will let you know how many copies you need to print approximately one week prior to the competition, based on the number of judges in each league.

All Challenge Report templates can be found and downloaded on the Enactus Canada website, at the following address, in the **Resources** tab: <http://www.enactus.ca/events/regional-expositions/central-canada/>

STEP 1: Select the appropriate template

The templates are customized to the specific challenge you are competing in, with the appropriate donor logos in the corner and tailored metrics. We created two distinct templates for each challenge, one that accommodates ONE project, and one that accommodates TWO projects. *Note: We do not recommend presenting any more than two projects, due to the limited time frame of presentations.*

For example, if you are presenting one project in the Scotiabank EcoLiving Green Challenge, you would download the following template report:



The screenshot shows the Enactus website navigation menu with 'Resources' selected. Under the 'Resources' tab, there is a section for 'Student Resources' containing several links. The link 'Scotiabank EcoLiving Green Challenge Report 2016 – One Project' is highlighted with a red rectangular box.

Agenda	Speakers	Competitions	Resources	Careers	Venue
Student Resources					
Project Verification Form <i>This form must be printed and signed by the student leader, the faculty advisor, and an academic administrator for the team to be eligible to compete. It must be handed in at the Registration Desk, before the Opening Ceremony.</i>					
Capital One Financial Education Challenge 2016 Competition Handbook					
Capital One Financial Education Challenge Report 2016 – One Project					
Capital One Financial Education Challenge Report 2016 – Two Projects					
Scotiabank EcoLiving Green Challenge 2016 Competition Handbook					
Scotiabank EcoLiving Green Challenge Report 2016 – One Project					
Scotiabank EcoLiving Green Challenge Report 2016 – Two Projects					

STEP 2: Fill out the report

This part is pretty straight forward. Write the name of your school in the specified box, as well as the name of the project(s) that you are presenting in this specific challenge.

A few things to note:

- **The Seeing Opportunity, Taking Action and Enabling Progress boxes expand as you type into them.** Feel free to strategically utilize the allocated space, based on the level of development of each of your projects. For instance, if your project is fairly new and you've completed a lot of research, but your results have yet to occur, you will likely want to add more substance in the "Seeing Opportunity" box, and have a shorter "Enabling Progress" blurb.
- **The metrics table (at the bottom) is modifiable.** We pre-populated the table with a couple of key metrics that you should be able to report on for each challenge. These metrics are aligned with the Enactus Canada final reporting metrics, and you should thus already be tracking all of these. That being said, we are cognisant that some metrics will not apply to every single project. If this is the case, you can leave that metric blank, or remove it altogether. You can also add in your own metrics, should there be something that you absolutely want to highlight to the judges. However, you MUST explain what that metric means, either in your presentation or directly on your report, for it to be admissible.

STEP 3: Print out all your Challenge Reports and get them approved

In order to be admissible to use during your presentation, your challenge reports must be approved by your Faculty Advisor and by one other Administrator at your school. To confirm that they have reviewed and approved your reports, these individuals must sign the Project Verification Form. The purpose of this form is to ensure that what your team is presenting is true and accurate.

Submission of this form is mandatory to compete.

You can find the PVF in the Resources tab on the website, or it can be downloaded directly [here](#).

STEP 4: Submit all required documents to your Program Manager, prior to the Opening Ceremony

Once the form is signed, you can scan it and email it to your Program Manager, or you can bring it physically with you at the Regional Exposition and hand it in in person at the registration desk, or during the Student Leader and Faculty Advisor Meeting (taking place at 2:00PM).

You are also required to submit hard copies of each one of your Challenge Reports at that time.

If you have any questions about the Challenge Reports, do not hesitate to reach out to your Program Manager:

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