

ANNUAL REPORT & STANDARDIZED IMPACT PAGE

Every competing team must produce an annual report summarizing its projects, highlighting the impact over the required impact period. This document, mandatory to be shared with judges, should detail project descriptions, target beneficiaries, and actual impacts achieved.

Your report may consist of up to **four single-sided A4 or 8.5" X 11" pages**, or you can opt for double-sided printing, with a maximum of two sheets used.

Stick within these guidelines without reducing the paper size or employing QR codes to bypass the page limit. Covers count towards your page count, and avoid using external folders or covers. Leftover reports will be recycled.

Tips for an effective Annual Report

1. Focus exclusively on the past year, emphasizing actual impacts, not future projections.
2. Clearly articulate the tangible impact achieved within this timeframe – see on the right.
3. Utilize this report to complement your presentation, offering judges a concise, impactful overview of your team's impact and work.
4. Ensure the report is directly aligned with the Enactus Project Criterion, reinforcing the project's alignment with our goals.

Standardized Impact Page in Annual Reports (attached below):

To enhance transparency and consistency, each team's Annual Report **must include the standardized page displaying impact and financial results** based on Enactus Canada's official definitions (see definitions section). This ensures all teams present their outcomes in a clear, comparable format.

- Teams may report their impact per project or provide total impact across all projects within the official impact reporting cycle.

The standardized impact table ensures a clear, measurable way to evaluate project success and promotes fair, consistent impact assessment at the Enactus Canada Regional Expositions, the Enactus Canada National Exposition, and the Enactus World Cup. Find the exact details below. **The standardized page is one of the 4 pages of your annual report.**

Enactus Standardized Impact Reporting Page

(One Page of Annual Report)

To support consistency across teams and improve clarity for judges, all Enactus teams are now required to dedicate one page of their four-page Annual Report to standardized impact reporting. This page provides a concise, structured overview of all project impacts (including those not presented) using common definitions and categories.

This document includes two parts:

1. **Section 1 & 2** - The information that is required to be included on the last page of your Team Annual Report
2. **Reminders & Explanations** - Reminder of definitions and metrics to use in your Team Annual Report

Section 1: Summary Table (Per Project & Total)

Teams should fill out the table below for each project, including "Other Projects" not presented during competition but conducted during the impact period.

You have creative allowance to change the colour, font, and/or shape of the table.

Please find an example annual report with the standardized impact page here: **TO ADD**.

The official **reporting period** for teams participating in 2026 competitions are as follows:

- Enactus Canada Regional Expositions: February 23, 2025 – February 22, 2026
- Enactus Canada National Exposition: April 13, 2025 – April 12, 2026
- Enactus World Cup: TBA

The table currently contains example numbers.

Project Name	Direct Impact	Indirect Impact	Reach	Income/ Revenue Generated	Profit / Surplus Generated	Planet Impact	Projections (next 12 months)
Project A	e.g., 120 ppl	480 ppl	2000	\$9,000	\$2,500	3 tons waste diverted	Expand to 3 new schools
Project B	e.g., 45 ppl	180 ppl	800	\$1,200	\$400	200 kg plastic upcycled	Increase reach by 30%
Other Projects	e.g., 300 ppl	1,000 ppl	4,000	\$10,000	\$3,000	5 tons CO2 saved	Maintain impact

Section 2: Evidence & Methodology (max 3 bullet points total per project) Each team must briefly explain how impact was measured and what evidence supports it:

- What tools or methods were used? (e.g., surveys, sales receipts, partner verification)
- What time period or sample was considered?
- What assumptions or estimations were involved, if any?

Example: Youth Employment Readiness Workshops

Project Goal: Improve employability for local youth through skill-building sessions.

- What tools or methods were used? (e.g., surveys, sales receipts, partner verification)
 - Attendance records and post-workshop surveys measured self-reported confidence and job readiness from 80 participants.
- What time period or sample was considered?
 - 1-month follow-up via email/text to track job interviews or employment outcomes; 35 responses received.
- What assumptions or estimations were involved, if any?
 - Assumed a 10% attrition rate in follow-up responses to estimate broader impact.

THE ABOVE 2 SECTIONS ARE REQUIRED TO BE INCLUDED ON THE LAST PAGE OF YOUR TEAM ANNUAL REPORT.

Reminders and Explanations:

Definitions Reference (for Team Use) All teams must use the definitions explained here: <https://enactus.ca/wp-content/uploads/2025/09/Enactus-Impact-Reporting-Evaluation-Guide-2025-2026.pdf>. Do not change or reinterpret the terms. You do not need to add them to the standardized page.

Notes Planet Impact For projects with an environmental component, teams must report measurable planet impact using these standard metrics where relevant:

Environmental Metric	Metric Unit(s) to use in report
Waste minimized	kg or tons of waste diverted
Materials upcycled	kg or tons of material reused
Water saved	Liters or cubic meters
Carbon emissions reduced	CO ₂ -equivalent tons
Energy saved	kWh or equivalent
Biodiversity improvements	# of species supported or square meters/acres of habitat restored

Important: This reporting page helps judges assess alignment with the Enactus Criterion. It does not limit what projects can be included but ensures standardized measurement and fairness in evaluation.