Complete the final report narrative questions below. After completing your narrative questions, save this document on your computer, and then submit the document via your Chesapeake Bay Trust Online account. You can access your account using this link https://www.GrantRequest.com/SID_1520.

1. Corps Member Information
   Name: [Name]
   Host Site: [Host Site]
   Mentor Name: [Mentor Name]

2. Summary of Activities
   Please provide the following information when summarizing your accomplishments:
   a. Provide a brief overview of your accomplishments over the course of the year, including information about your specific project(s), and project outcomes. Use your work plan as a guide.
   b. Were the tasks accomplished included in your work plan? Was there any work plan tasks accomplished that was not in your work plan? If so, what where they? Was there any work plan tasks not tackled? If so, why?
   c. Describe your capstone project. What were the objectives? What did you learn? What did you accomplish? Would you consider it a success?
   d. List and describe any outreach, educational, or press activities (e.g. training, brochures, press releases, or public events) related to the project(s) in your work plan that have occurred. Please submit digital images, newsletter articles, or press clippings to supplement your written description.

   Do not forget to post on the Corps social media sites regularly and/or provide information and photos on your work and site visits to the Trust (tdrennan@cbtrust.org) for publication. Thank you!

3. Tracking Progress
   In addition to the narrative description in #2 above, the Trust would like to have a snapshot of what your Corps Member accomplished this year such that we can present a comprehensive picture of your their success in the program. Copy and paste the projects and tasks from your Work Plan in Column 1, 2, and 3. Demonstrate what was completed over the year of your major projects and tasks.

<table>
<thead>
<tr>
<th>Major Projects &amp; Tasks</th>
<th>Priority Level</th>
<th>On Schedule</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. [MAJOR PROJECT NAME]</td>
<td>High-Low</td>
<td>Complete d (date of completion) or No</td>
<td></td>
</tr>
<tr>
<td>a. [Description of 1st Major Task/Step]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. [Description of 2nd Major</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
4. Peer-to-Peer Site Visits
Please list the Name and Organization of any Corps Members you visited during your year of service:

<table>
<thead>
<tr>
<th>Name</th>
<th>Host Organization</th>
<th>Date</th>
<th>Activities conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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</tbody>
</table>

Please list the Name and Organization of any Corps Members who visited you during your year of service:

<table>
<thead>
<tr>
<th>Name</th>
<th>Host Organization</th>
<th>Date</th>
<th>Activities conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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</tr>
</tbody>
</table>
5. Program Evaluation
   a. Describe your greatest success and the biggest challenge during the course of the year. How did you address the challenge?
   
   b. What additional training topics would you have liked to see? What were your favorite training experiences, and what was your least favorite?
   
   c. Were peer-to-peer visits useful? Did you meet staff and mentors at other host organizations?
   
   d. What was your favorite and least favorite element of the program?
   
   e. What was the element of the program that needs the most improvement or should be removed? What advice would you provide the Trust to improve the program?
   
   f. What advice would you provide future Corps Members?
   
   g. What advice would you provide future Host Organizations?
   
   h. Was the Program what you expected? What skills have you gained or enhanced over this past year that you take into your next job?
   
   i. Would you recommend the Corps experience to others?
   
   j. What are your plans after the Corps term ends?

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DISCLAIMER: By submitting photos and videos in your final report, you are acknowledging ownership and copyright of the photos and videos submitted. The copyright will remain with the photographer; however, the Trust reserves the right to publish all items in publications, websites, advertising and promotional materials. You also confirm that you have written consent from all subjects in the photos/video submitted including if any subjects are minors under the age of eighteen.

You are required to submit this report online. Directions for submitting online:
1. Sign into your account using this link [https://www.GrantRequest.com/SID_1520](https://www.GrantRequest.com/SID_1520) and the same username and password as when you applied.
2. Once signed in click on the Requirements tab.
3. If you do not see your requirement, use the dropdown on the right and in the middle of the page to shift between “Show: New” and “Show: In Progress”.
4. You should see below the yellow bar your Final Report link.
5. Click on the Final Report link and follow the instructions.
6. Once complete, click Submit & Review and make sure you have uploaded and entered all of the necessary information.
7. If so, click Submit.

To confirm your requirement was successfully submitted use the dropdown to shift between “Show: In Progress” and “Show: Submitted Requirements”.