

**FROM: Asia Society Chinese Language Initiatives**

**TO: Hanban – Asia Society Confucius Classrooms Network Grantee**

**SUBJECT: 2010-2011 Year End Report**

As outlined in the Agreement between Asia Society and your Confucius Classroom, Grant Year 2010-2011 will end August 31, 2011. Accordingly, we are asking you to complete this year-end report of activities by August 1, 2011. Please note that no additional grant funds will be released to your school or district until all sections of the report have been completed and returned to us.

The report consists of three sections:

- 1) Online Chinese Language Program Survey
- 2) Program Report (Please send as a WORD document. Include your school name and “Program Report 2010-2011” in the document name)
- 3) Budget Report (Please send as an EXCEL document. Include your school name and “Budget Report 2010-2011” in the document name)

**All documents are due on August 1, 2011, to Ms. Yi Zheng at [yzheng@asiasociety.org](mailto:yzheng@asiasociety.org).**

### **REPORT GUIDELINES**

We are asking you to report on your activities and expenditures for the 2010-2011 school year. If you have grant activities and/or expenditures that will occur between August 1 and August 31, 2011, you must provide a description of these and an update on progress/estimates of related expenses. Actual activities and expenses between the time you received your funding and August 1 should be included in this Report.

Please provide brief but specific responses to each of the items below, and attach any relevant documentation, photos, highlights, etc.

#### **1. Online Chinese Language Program Survey:**

The survey can be found on the CC web portal by visiting the link:  
<http://sites.asiasociety.org/confuciusclassroom/?p=4201>

## 2. Program Report

### a) Program Development

Please provide details of the Chinese language program size. Include growth projections for the upcoming semester. Please provide a brief explanation and any relevant context as to why the program size grew or declined.

### b) Professional Development

Please provide details on professional development provided to your teachers and staff (e.g. attendance at the National Chinese Language Conference or other workshops and seminars). Please provide any relevant feedback regarding these PD opportunities, in order to help us in our planning for future opportunities.

### c) Partnership Activities

Please provide details on partnership activities between your school and the school in China. Please include not only descriptions of in-person and virtual exchanges, but also reflections, photos, videos, itinerary highlights, blog posts and other anecdotes you would like to share. Position your activities against the “Partnership Development Matrix” and suggest improvements to the PDM itself. You can find a copy of the [Matrix](#) on the CC web portal.

### d) Outreach Activities

Please provide details on outreach activities through which you shared resources with others in the community, region or more broadly. This may include community or parent engagement, presentations at conference or other professional meetings, etc..

***Please include any additional supporting documentation including pictures and videos captured.***

### **3. Budget Report**

We ask that you use the budget proposal submitted and approved as a part of the grant application as your basis for reporting on your 2010-2011 expenditure. Please follow carefully the guidelines/instructions below:

- a) In the original budget Excel spreadsheet, add a column and label it “2010 -2011 Actual/Latest Estimates,” and input the latest numbers accordingly;
- b) You must keep all financial records, including receipts, subcontracts and invoices during the full duration of your membership in the Network. Though it is not necessary to submit this documentation with your annual report, we reserve the right to contact you in the event that we need additional documentation.
- c) You must provide an explanation for reallocation of funds if the reallocated amount exceeds 10% of the proposed budget.

If there are unspent funds from 2010-2011, you must indicate how you propose to use them during the 2011-2012 academic year. You may postpone proposed activities or reallocate the funds for new activities, but must provide an explanation and justification for your plan.

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