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| **FAP Outreach Project Site Visit Implementation Checklist** |
| **Date of Observation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Observer Name**: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Installation Name/ID**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Campaign for Observation**:  Domestic Violence Awareness  Child Abuse Prevention \*Please note: This checklist will need to be filled out for each material or event observed. Accessibility and translation for different languages will be an important consideration. | **Service Branch**:  Army  Navy  Air Force  Marine Corps |
| **MATERIALS**  |
| **Item** | **Response** | **Notes**  |
| 1. Did you observe campaign messages or materials (e.g., posters, flyers, announcements via screen/display/verbal advertisement)? | * Yes
* No [If “No”, skip to item 2]
 |  |
| 1. What type of material did you observe?
 | * Poster, flyer, or banner
* Display
* Announcement on a screen or display
* Brochure
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
| 1. How would you describe the display of the material? (Check all that apply)
 | * Readily visible
* Partially visible
* Hidden
* Large and eye-catching
* Small and difficult to see
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
| **Item** | **Response** | **Notes** |
| c. Where did you observe the material? (Check all that apply) | * Installation main gate
* Family Support Centers
* Medical Facilities (Hospital, pharmacy, urgent care)
* Commissary
* Child Development Centers
* Base Exchange
* Childcare Center
* Dental Clinic
* Family Advocacy Program Office
* Gymnasium/Fitness Center
* Library
* Personnel Support Office
* Public restroom
* Welcome/Visitors Center
* Religious facility or place of worship
* Restaurant
* Off-installation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | *Provide more details here about the location of the material (i.e., foyer, hallway, bulletin board, etc.)* |
| d. Approximately how many materials did you observe? | * 1 – 5
* 6 – 10
* 11 – 20
* 21+
 |  |
| e. Take a photo of the campaign material. |  |
| **EVENTS** |
| **Item** | **Response** | **Notes** |
| 1. Were any campaign events happening when you visited the installation?
 | * Yes
* No [If “No”, skip to item 3]
 |  |
| a. Where did the event occur?  | * Family Support Centers
* Medical Treatment Facilities
* Commissary
* Base Exchange
* Family Advocacy Program Office
* Gymnasium/Fitness Center
* Library
* Personnel Support Office
* Welcome/Visitors Center
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
| b. Describe the events. Include a description of activities, perceived level of engagement, and purpose. |  |
| **Item** | **Response** | **Notes** |
| c. Approximately how many people attended the event? | * 1 to 20
* 21-50
* 51 to 100
* 101 to 150
* 151 +
 |  |
| d. Who attended the event? (Select all that apply) | * Service members
* Family members and significant others
* Leadership
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
| e. Take a photo of event activities, signage, or advertising materials. |  |

**OTHER**

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| **Item** | **Response** | **Notes** |
| 1. Did you overhear or have any conversations about the campaigns?
 | * Yes
* No [If “No”, skip to item 4]
 |  |
| a. Describe the content of the conversations.  |  |
| 1. Is there anything else you observed related to the campaigns that may be helpful? If yes, please describe.
 |  |