

Project Archaeology 2024 Annual Report



**Please email the completed form to Jeanne Moe
on or before Monday, February 24, 2025.**

Questions About This Form?

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Annual Report Introduction

Project Archaeology's (PA) Annual Report form will capture State Program information from 2024. Not all sections will apply to all State Programs. All information in **Section 1** is required. Data fields in **Sections 2-13** are not mandatory, and the need to respond will vary. Although **Section 13** is not required, we encourage State Programs to submit PA-related photographs as part of the annual report package.

PA wants to provide State Programs ample opportunity and sufficient space for feedback and an ability to integrate details that this form may not directly address. Please use the open-ended response blocks for these purposes, as needed.

Counts, Qualifiers, and Definitions: Reporting Accurately

Please review the PA annual reporting definitions and best practices below. The definitions set parameters for consistent reporting standards. The National Program appreciates your diligent contributions to high-quality reporting.

Definitions (in order of appearance)

- **Teacher workshop:** PA professional development opportunity where at least one PA curriculum is modeled for educators
- **Facilitator workshop:** a teacher workshop that also trains participants to become PA workshop instructors
- **Other professional development:** providing PA-based education, training, and/or skill development to educators. For example: mentoring, in-person or virtual webinars, agency training, etc.
- **Classroom instruction:** K-12 and higher education students learning from a teacher in a classroom. Also called: direct instruction or teacher-led instruction.
- **Informal education:** Learning led by educators that occurs outside a classroom (e.g., summer camp, library program, book club, afterschool program, field trip, etc.)
- **Public outreach and education:** Promoting public awareness of and engagement with PA, often by delivering educational resources and resources at events (e.g., County STEM festival, Pacific Islander History Month table, public days, etc.)
- **Conference marketing:** Attending a conference to represent PA at as a vendor/with a booth and/or formally disseminating PA materials at a conference
- **Conference participation:** Presenting PA materials as a paper, poster, workshop, or in another conference format
- **In-kind contributions:** Goods or services donated to PA. Excludes monetary donations.
- **Volunteer hours:** Time accumulated from an individual or group who freely elect to provide their labor to support PA projects and programming

Best Practices

- **Do not duplicate counts.** Include quantifiable data (e.g., events, reach, volunteer hours, funds) in only one report section. Refer to the definitions in this section and/or contact the PA National Program to avoid data duplication.
- **Role, audience, format, topic, and setting can guide data categorization** (e.g., a workshop offered at a conference should be tallied in Section 3, Part 1 – Conference Attendance Overview and should be detailed in Section 3, Part 3 – Conference Participation).
- **Contact [Jeanne Moe](#) and/or [Sarah Bennett](#) to discuss questions.**

Section 1 - State Program Overview

State Program

State Coordinator or Point of Contact (POC)

Email Address

Phone Number

Address

Did you read the **Counts, Qualifiers, and Definitions: Reporting Accurately** section on the previous page? (Reviewing the brief informational list contributes to more consistent reporting standards. We appreciate your commitment to high-quality reporting!) Yes

List the active members of your State Program.

Name	Email Address

Section 2 - Professional Development

This section contains three parts: Part 1 - Teacher Workshops; Part 2 - Facilitator Workshops; and Part 3 - Other Professional Development. Parts contain sub-sections called Areas.

Part 1 - Teacher Workshops

Total number of teacher workshops offered # in-person # virtual

Area 1 – Workshop Curriculum Use: Single Guide (Whole)

Indicate the total number of PA workshops that your State Program offered in 2024. These counts should reflect workshops that delivered a single PA Investigation in its entirety or at least 8 lessons from *Intrigue*.

Investigating Shelter

Investigating Rock Art

Investigating Nutrition

Investigating Food and Land

Investigating a Roman Villa

Intrigue of the Past

Place-based curriculum (e.g., *Investigating Fort Meade*, *Investigating Garnet*)

Special topic curriculum (e.g., *Clovis Child Burial*)

List the name and number of times a curriculum guide was utilized. For example: Painted Bluff (3); Poplar Forest (1).

Please describe workshop credits (e.g., continuing education, cost, source) offered.

Area 2 – Workshop Curriculum Use: Single Guide (Partial)

Provide the number of PA workshops that used part of a single curriculum guide.

Investigating Shelter

Investigating Rock Art

Investigating Nutrition

Investigating Food and Land

Investigating a Roman Villa

Intrigue of the Past

Place-based curriculum (e.g., *Investigating Fort Meade*, *Investigating Garnet*)

Special topic curriculum (e.g., *Clovis Child Burial*)

Area 3 – Workshop Curriculum Use: Multiple Guides

Count workshops that utilized multiple PA curriculum guides, whether in parts or in whole.

Indicate the number of workshops that:

Utilized sections of multiple guides

Utilized complete use of multiple guides

Utilized a complete guide and one section of another guide

Utilized a complete guide and multiple sections of other guides

List the name and number of times a curriculum guide was utilized. For example: Painted Bluff (3); Poplar Forest (1).

Total number of PA workshops that utilized PA materials with teaching resources from other agencies, organizations, or programs (combined workshop materials)

Describe the purpose of the workshop. Indicate the PA curriculum guide(s) and other educational curricula and/or resources were used.

Area 4 – Workshop Participants

This section considers workshop participants occupations.

Total Number of Workshop Participants

If known, provide the number of workshop attendees by profession:

K-12 Teachers	College/University Professors	Archaeologists
Museum Educators	Informal Educators	Other

If known/applicable, list the subject(s) and grade level(s) that workshop participants teach.

Part 2 - Facilitator Workshops

National Staff, Master Teachers, and trained Facilitators offer facilitator workshops to train teachers, archaeologists, and other educators to become PA workshop instructors.

Facilitator workshops offered # in-person # virtual

Area 1 - Facilitator Workshop Overview

Provide the total number of:

Curriculum guides taught in whole

Curriculum guides taught in part

Number of Facilitators trained in 2024

Number of new Facilitators in your State Program in 2024

Number of active Facilitators in your State Program in 2024

List the name and number of times a curriculum guide was utilized. For example: Painted Bluff (3); Poplar Forest (1).

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Area 2 - Facilitator Workshop Participants

Total Number of Workshop Participants

If known, provide the number of workshop attendees by profession:

K-12 Teachers College/University Professors Archaeologists

Museum Educators Informal Educators Other

If known/applicable, list the subject(s) and/or grade level(s) that facilitator workshop participants teach.

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Please describe workshop credits (e.g., continuing education, cost, source) offered.

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Part 3 - Other Professional Development

This section includes other professional development opportunities (e.g., trainings, meetings, mentoring) not reported in the two previous categories. For example, a workshop that utilizes materials, lessons, and/or products from PA as well as curricula from other organizations or programs should be documented here. Conference workshops should not be included in this section. Those counts will be provided in Section 3.

Number of Other Professional Development Opportunities Offered

Total Number of Other Professional Development Participants

If known, provide the number of workshop attendees by profession:

K-12 Teachers

College/University Professors

Archaeologists

Museum Educators

Informal Educators

Other

List other professional development opportunities provided by your State Program.

If known/applicable, list the subject(s) and/or grade level(s) that the other professional development opportunity participants teach.

Other Professional Developments Comments

Section 3 - Conference Marketing and Participation

This section considers all conferences (e.g., archaeology, education, museum, heritage, etc.) at which PA was represented as a vendor and/or presenter.

Part 1 – Conference Attendance Overview

Total number of conferences attended

Number of conferences attended for marketing

Number of conferences attended for participation (e.g., paper, poster, workshop)

Number of conferences attended for marketing and participation

List the name and type (e.g., education, archaeology, heritage, etc.) of conferences attended. Note sponsorships, participation type, marketing efforts, etc.

Conference Name	Type	Notes

Part 2 – Conference Marketing

PA Booth/Vendor

Total Booth/Vendor Engagement

PA materials distribution*

Total Materials Reach

*(Independent of booth/vendor table, e.g., general information table, marketing materials included in a packet or bag)

Conference Sponsor

Sponsorship Level (Amount)

Part 3 – Conference Participation

Total Number of Presentations

Total Number of Session Attendees

Identify the number of:

Paper Presentations

Paper Presentation Attendees

Poster Presentations

Poster Presentation Attendees

Conference Workshops

Conference Workshop Attendees

Other Conference Presentation Formats

Other Format Attendees

Other Conference Marketing and Participation Comments

[Empty box for comments]

Section 4 - Classroom Instruction

Identify the number of students who received direct (teacher-led) classroom instruction in:

Total number of K-12 students

Total number of college students

If known, indicate the number of students reached within each group below.

Pre-K

K-5th

6th-8th

9th-12th

College/University

Other

List the curriculum guides used for direct classroom instruction. If possible, note the subject(s) and grade level(s) (e.g., *Investigating a Roman Villa*, Civics and World History, 6th).

Describe the setting(s) in which (e.g., public, private, charter, Montessori, homeschool, college) direct classroom instruction occurred.

Other Classroom Instruction Comments

Section 5 - Informal Education

Total number of informal education offerings

If known, indicate the number of students reached within each group below.

Pre-K K-5th 6th-8th 9th-12th College/University

Other

Describe the informal education offerings, including information such as setting, target audience, duration, etc. (as applicable).

Other Informal Education Comments

Section 6 - Public Outreach and Education

Total number of events attended

People reached

Describe the event type, intended audience, and the PA curriculum guides, products, or materials featured.

Other Public Outreach and Education Comments

Section 7 – Volunteer Impact

The total number of volunteers

Total hours contributed

If known, describe volunteer demographics (e.g., age/grade, profession, location, etc.) and/or other relevant information (e.g., annual activity for a college group of 8-10 people).

List or describe the tasks and activities that volunteers undertook.

List local, state, regional, national, and/or international education, archaeology education, or heritage, boards, committees, or panels that your State Program members serve on.

Other Volunteer Comments

Section 8 - Contributions

List all 2024 contribution sources (federal, state, local, or other), names, and amounts. Note whether the funds are earmarked for specific deliverables or purposes. When possible, please detail in-kind contributions (e.g., type of service, number of hours, monetary equivalent, etc.).

Source	Name	Amount	Notes

Other Contributions Comments

Section 9 – Grants

List the name, amount, and intended purpose of grant *applications* submitted in 2024.

Name	Amount	Purpose

For grants *awarded* during 2024, list the name, amount, and intended purpose.

Name	Amount	Purpose

For **ongoing** grant work, please list the name, amount, project purpose, and current status.

Name	Amount	Purpose

Other Grant Comments

Section 10 – Partnerships

List new and existing PA partnerships in 2024 (e.g., descendants, tribes, organizations, institutions, school districts, agencies, businesses, etc.).

Existing Partnerships	New Partnerships

Other Partnerships Comments

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Section 11 - Marketing

Please provide a URL to your State Program website and/or social media, if applicable.

Do you maintain an email contact list of individuals interested in your State Program?

Yes

No

You can [register your workshop with the National Program](#)! Registration enables the National Program to design a workshop poster for you. Favorite the link to easily access this resource. Will you use it?

Yes

No

Other Marketing Comments

Section 12 - Toward the Next Year

How would you like to grow the State Program in the next year?

How can the National Program support, guide, and facilitate your efforts?

Section 13 – Publications and Photographs

Total number of publications featuring PA

List and, if applicable, link to publications or other references that discuss the Project Archaeology National Program and/or your State Program.

Please provide images that illustrate State Program activities and achievements in 2024. List the image number and a brief description of the photograph in the box below. Attach the .jpgs and signed photo release forms for people pictured to the Annual Report email that you send to Jeanne Moe.