

## Final Report Guidelines

Your team's final project must include:

1. A five to seven-minute video or PowerPoint
  - a. Describing the campaign.
  - b. Show each activity, including what was done, when, how, and the results.
  - c. Show how Ford Driving Skills for Life was used.
  - d. Show the community outreach and media involvement.
  - e. Include the evaluation of the campaign goal(s).
2. The completed [Final Report Summary](#)
3. The completed [Expense Tracking Form](#) with copies of receipts and invoices
4. Be submitted by **May 5, 2021** to:

Transportation Improvement Association  
100 E. Big Beaver Rd., Suite 910 Troy,  
Michigan 48083  
[Strive4ASaferDrive@gmail.com](mailto:Strive4ASaferDrive@gmail.com)

Failure to follow these guidelines will result in disqualification from the judging process. Disqualified schools will be ineligible to attend the hands-on driving event. Questions should be directed to [Strive4aSaferDrive@gmail.com](mailto:Strive4aSaferDrive@gmail.com) or 248-334-4971 EX 4.