REPORT · EVIDENCE · VERIFICATION · RESPONSE · PROJECT · OUTCOME

0→1

PROGRESS INDEX
RUNGS THIS TOOLKIT
HELPS YOU CLIMB

7 REPLICATED
6 SUSTAINED
5 IMPROVED
4 IMPLEMENTED
3 RESPONDED
2 VERIFIED
1 RECOGNIZED
0 UNADDRESSED

FREE FIELD PAD · STAGE 1

Problem Report Field Sheets

Write a community problem down properly the first time, on paper, before anyone types it in.

How to use this: Print the sheets, fill one per problem, keep personal details off the page, then enter each sheet at Report a problem on the website or app. Page 2 explains each step.

© 2026 Renewal Commons. Free to print, copy and share unchanged. Not for resale.

START HERE

How to use these sheets

One sheet holds one problem. The fields match the Report a problem form, so typing a sheet in later takes a few minutes.

1 · Gather

Use the sheets at a community meeting, a market day or a door-to-door walk. Ask one person to hold the pen for each problem so the wording stays clear.

2 · Check before you write

Read page 3 aloud first. Reports that contain phone numbers, names of private people, threats or the movements of security forces are held back for review and may be removed.

3 · Fill one sheet per problem

Choose the type, describe what is wrong in plain words, say where it is, and say how long it has been happening. Facts you saw are worth more than opinions.

4 · Choose how the reporter appears

Anonymous, confidential identity, or community representative. Tick one. A confidential identity is sealed: the public, moderators and institutions never see it.

5 · Enter it

Type each sheet into Report a problem on the website or the app, then write the reference you are given (it starts with the platform's short name and the year, for example NRC-2026-000123 in Nigeria) in the box at the top right of the sheet.

6 · Keep or destroy safely

Once entered, keep the sheet with your group's records, or tear it up if it holds anything sensitive. Never leave filled sheets on a notice board.

What happens next. A report starts at rung 1 of the Progress Index: Recognized. Others who have seen the same problem can confirm it, evidence can be added, and moderators verify it. Institutions can respond on the record, and a verified problem can become a community project with measured results.

This is not an emergency service

If someone is in danger now, call your emergency number:

Emergency number

Problem types on the platform

Infrastructure: Roads · Electricity · Water · Schools · Hospitals · Other
Education: School closure · Teacher shortage · Learning materials · School safety · Other
Health: Clinic access · Disease outbreak · Medicine shortage · Maternal health · Other
Environment: Flooding · Pollution · Erosion · Water contamination · Other
Social & Humanitarian: Hunger · Displacement · Unemployment · Missing person · Other
Agriculture: Farm access · Inputs & markets · Storage · Other
Security: Kidnapping · Armed attack · Violence · Suspicious activity · Road insecurity · Other

These sheets are free to copy for your street, ward, congregation, school or association. The words "Renewal Commons" are not a party, campaign or government body; the platform is nonpartisan.

© 2026 Renewal Commons · Free to print, copy and share unchanged. Not for resale. ·

READ ALOUD BEFORE YOU START

Before you write: the safety check

The platform screens every report automatically before anyone sees it. These are the same rules, so you can follow them on paper.

Keep off the page

- [ ] **Phone numbers, emails and home addresses**, of anyone, including yourself.
- [ ] **Names or descriptions that identify a private person**. Describe the problem, not the neighbour.
- [ ] **Calls for violence or revenge**, even as a joke or a proverb.
- [ ] **Insults against an ethnic, national or religious group.**
- [ ] **Where security forces or armed groups are, or will be**: positions, routes, times, numbers.
- [ ] **Photos of children's faces** or of people who have not agreed.

Do write

- ◯ **What is wrong**, in plain words: "the borehole has given no water since the rainy season".
- ◯ **Where**: the region, the local area and a landmark everyone knows.
- ◯ **Since when**, and whether it is getting worse.
- ◯ **Who is affected**, as numbers or groups: "about 40 households", "pupils of the primary school".
- ◯ **What you have seen yourself**, and what you were told. Mark which is which.
- ◯ **Public offices** may be named: the public role is what matters, not the person.

Security reports are always treated as sensitive

Reports about kidnapping, armed attacks, violence, suspicious activity or road insecurity are hidden until verified and given a summary written by a moderator. Even then only the region and a wide area are shown. Write what happened and roughly where, never tactical details.

Choose how the reporter appears

Anonymous
No account is linked to this report. You cannot track it later.

Confidential identity
Linked to an account but sealed. Never shown to the public, moderators or institutions.

Community representative
Reported on behalf of a community. The name may be visible to moderators.

When in doubt, leave it out. A report without a detail can be completed later. A detail that endangers someone cannot be taken back.

© 2026 Renewal Commons · Free to print, copy and share unchanged. Not for resale. ·

Problem report

One problem per sheet. Enter it on the website or app, then write the reference in the box.

Reference once entered

TYPE OF PROBLEM

☐ Infrastructure ☐ Education ☐ Health ☐ Environment ☐ Social & Humanitarian ☐ Agriculture ☐ Security

CATEGORY e.g. Water, Clinic access, Flooding

DATE WRITTEN

SHORT TITLE what is wrong, where: "Borehole at the primary school not working"

WHAT IS WRONG plain words · what you saw yourself · what you were told

SINCE WHEN

WHO IS AFFECTED numbers or groups, no names

REGION state, region or province

LOCAL AREA LGA, district or municipality

LANDMARK EVERYONE KNOWS not a private home

EVIDENCE THAT EXISTS

☐ Photo ☐ Document ☐ Written testimony ☐ Link / media report ☐ Dataset ☐ None yet

REPORTER APPEARS AS

☐ Anonymous ☐ Confidential identity ☐ Community representative

SAFETY CHECK DONE (PAGE 3)

☐ No phone numbers or addresses ☐ No private person identified ☐ No threats or insults ☐ No security positions

PROGRESS INDEX

7 REPLICATED
6 SUSTAINED
5 IMPROVED
4 IMPLEMENTED
3 RESPONDED
2 VERIFIED
1 RECOGNIZED
0 UNADDRESSED

© 2026 Renewal Commons · Free to print, copy and share unchanged. Not for resale. ·

Problem report

One problem per sheet. Enter it on the website or app, then write the reference in the box.

Reference once entered

TYPE OF PROBLEM

☐ Infrastructure ☐ Education ☐ Health ☐ Environment ☐ Social & Humanitarian ☐ Agriculture ☐ Security

CATEGORY e.g. Water, Clinic access, Flooding

DATE WRITTEN

SHORT TITLE what is wrong, where: "Borehole at the primary school not working"

WHAT IS WRONG plain words · what you saw yourself · what you were told

SINCE WHEN

WHO IS AFFECTED numbers or groups, no names

REGION state, region or province

LOCAL AREA LGA, district or municipality

LANDMARK EVERYONE KNOWS not a private home

EVIDENCE THAT EXISTS

☐ Photo ☐ Document ☐ Written testimony ☐ Link / media report ☐ Dataset ☐ None yet

REPORTER APPEARS AS

☐ Anonymous ☐ Confidential identity ☐ Community representative

SAFETY CHECK DONE (PAGE 3)

☐ No phone numbers or addresses ☐ No private person identified ☐ No threats or insults ☐ No security positions

© 2026 Renewal Commons · Free to print, copy and share unchanged. Not for resale. ·

Problem report

One problem per sheet. Enter it on the website or app, then write the reference in the box.

Reference once entered

TYPE OF PROBLEM

☐ Infrastructure ☐ Education ☐ Health ☐ Environment ☐ Social & Humanitarian ☐ Agriculture ☐ Security

CATEGORY e.g. Water, Clinic access, Flooding

DATE WRITTEN

SHORT TITLE what is wrong, where: "Borehole at the primary school not working"

WHAT IS WRONG plain words · what you saw yourself · what you were told

SINCE WHEN

WHO IS AFFECTED numbers or groups, no names

REGION state, region or province

LOCAL AREA LGA, district or municipality

LANDMARK EVERYONE KNOWS not a private home

EVIDENCE THAT EXISTS

☐ Photo ☐ Document ☐ Written testimony ☐ Link / media report ☐ Dataset ☐ None yet

REPORTER APPEARS AS

☐ Anonymous ☐ Confidential identity ☐ Community representative

SAFETY CHECK DONE (PAGE 3)

☐ No phone numbers or addresses ☐ No private person identified ☐ No threats or insults ☐ No security positions

PROGRESS INDEX

7 REPLICATED
6 SUSTAINED
5 IMPROVED
4 IMPLEMENTED
3 RESPONDED
2 VERIFIED
1 RECOGNIZED
0 UNADDRESSED

© 2026 Renewal Commons · Free to print, copy and share unchanged. Not for resale. ·

Problem report

One problem per sheet. Enter it on the website or app, then write the reference in the box.

Reference once entered

TYPE OF PROBLEM

☐ Infrastructure ☐ Education ☐ Health ☐ Environment ☐ Social & Humanitarian ☐ Agriculture ☐ Security

CATEGORY e.g. Water, Clinic access, Flooding

DATE WRITTEN

SHORT TITLE what is wrong, where: "Borehole at the primary school not working"

WHAT IS WRONG plain words · what you saw yourself · what you were told

SINCE WHEN

WHO IS AFFECTED numbers or groups, no names

REGION state, region or province

LOCAL AREA LGA, district or municipality

LANDMARK EVERYONE KNOWS not a private home

EVIDENCE THAT EXISTS

☐ Photo ☐ Document ☐ Written testimony ☐ Link / media report ☐ Dataset ☐ None yet

REPORTER APPEARS AS

☐ Anonymous ☐ Confidential identity ☐ Community representative

SAFETY CHECK DONE (PAGE 3)

☐ No phone numbers or addresses ☐ No private person identified ☐ No threats or insults ☐ No security positions

PROGRESS INDEX

7 REPLICATED
6 SUSTAINED
5 IMPROVED
4 IMPLEMENTED
3 RESPONDED
2 VERIFIED
1 RECOGNIZED
0 UNADDRESSED

© 2026 Renewal Commons · Free to print, copy and share unchanged. Not for resale. ·

STAGE 1 OF 6 · REPORT · ATTACH TO A SHEET

Evidence note

List what supports the report and where the original is kept. Upload files privately on the website: evidence files are shown only to moderators, the assigned institution and the reporter.

Problem reference

#	KIND	WHAT IT SHOWS	DATE MADE	ORIGINAL KEPT BY / WHERE
1				
2				
3				
4				
5				
6				
7				
8				
9				

PEOPLE WHO CAN CONFIRM THE PROBLEM INDEPENDENTLY how many, not names

ANYTHING THAT COULD PUT SOMEONE AT RISK IF PUBLISHED

© 2026 Renewal Commons · Free to print, copy and share unchanged. Not for resale. ·

WALL CHART · PIN IT UP

The Problem Progress Index

Every problem on the platform climbs these eight rungs. The index is not a verdict on anyone: it records how far the problem has moved from being reported to being fixed for good.

PROGRESS INDEX

7 REPLICATED
6 SUSTAINED
5 IMPROVED
4 IMPLEMENTED
3 RESPONDED
2 VERIFIED
1 RECOGNIZED
0 UNADDRESSED

7 — Replicated
The approach has been reused for the same problem somewhere else.

6 — Sustained
The improvement has lasted through later checks.

5 — Improved
Measurement shows conditions are better than the baseline.

4 — Implemented
Work to fix the problem has been carried out.

3 — Responded
The responsible institution has answered on the record.

2 — Verified
Evidence has been checked through a defined verification process.

1 — Recognized
The problem is on record and someone has acknowledged it.

0 — Unaddressed
No one has recorded the problem yet, or no one has looked at it.

Your sheets start the climb. A written report moves a problem from 0 · Unaddressed to 1 · Recognized. The other toolkits in the Renewal Commons store cover the next rungs: evidence, verification walks, institution responses and community projects.

© 2026 Renewal Commons · Free to print, copy and share unchanged. Not for resale. ·