**CAMPUS COMPACT OF OREGON VISTA: QUARTERLY REPORT TEMPLATE**

AmeriCorps VISTA Members serving with Campus Compact of Oregon are required to submit **four quarterly reports in total** to the Compact throughout their service year. Quarterly reports are vital to the continuation of the Campus Compact VISTA program. The numbers and narratives from these reports are translated directly into *say what it’s translated directly into for CNCS by Carmen.*

**Quarterly reports are only considered complete after they have been submitted to the Compact online (via our Surveymonkey link here).** This template was created to mirror the online survey. As a best practice, VISTAs use this template to review the required components of the quarterly report, and to track their progress and answer the report questions in advance.

Instructions: complete this template as you go along your service. Before submitting your report online, share what you have recorded on this template with your Site Supervisor so they make check for accuracy or help you add information you may have missed. Copy and paste your answers from this word template into the aligning sections of the Surveymonkey template.

Thank you for your service and commitment to your community! If you have any questions about the quarterly report, feel free to contact your VISTA Leader or the VISTA Program Manager.

**Reporting Periods and Due Dates for the 2017-2018 Program Year**

August VISTAs

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| --- | --- | --- |
| **Reporting Period** | **Report Due Date** | |
| Q1: August 28-December 15, 2018 | | Friday, December 28, 2018 |
| Q2: December 16-March 25, 2019 | | Friday, March 22, 2019 |
| Q3: March 16-June1, 2019 | | Friday, June 7, 2019 |
| Q4: June 2-August 30, 2019 | | Monday, Aug 30, 2019 |

**Key Definitions**

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| College Student Volunteers | Students who are recruited, coordinated, or supported by your program. |
| Community Volunteers | Individuals (not including students) who are recruited, coordinated, or supported by your program. Do not include other AmeriCorps members in this count. Can include partners, K-12 students, and other community members. |
| K-12 Volunteers | K-12 students who are recruited, coordinated or supported by your program. |
| Partnership | An agreement between the VISTA and the host site with a community organization, government agency, faith-based institution, etc. that advances the interest of both parties. An agreement can be in the form of a Memorandum of Agreement or Understanding, an agreement to co-manage an event, sharing of resources and / or information, etc. Does not include phone calls, acquaintances, or other informal interactions. |
| Outreach | Efforts by the VISTA member to connect the host sites ideas, practices, and projects to the efforts of other organizations, groups, and other specific audience. |