## ORCC VISTA Report Format

This is an example of the template that should be completed and reviewed with a site supervisor before the final report is submitted online. Please be sure to save your completed report template so that you and your site will have documentation of your accomplishments. Once you submit your online report and the report has been reviewed by ORCC, a report summary will be emailed to you and your site supervisor.

**Reports should be submitted to ORCC no later than 5:00 pm on the due date.**

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| **VISTA Name:** |
| **Host Site:** |

**Which report is this? Please check the box for the appropriate reporting period**:

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| **Reporting Period:** | **Reports Due:** |
| August 28 – November 30 | December 8 |
| December 1 – March 30 | April 8 |
| April 1 – June 30 | July 8 |
| July 1 – August 27 | August 22 |

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| **KEY DEFINITIONS:**   * **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. |

**Please read the instructions and complete all sections.**

1. Volunteers & Beneficiaries

Report on the total number of service participants and cumulative hours of service, only reflecting what has been completed during this reporting period. If a program is on-going, or the completion of a project happens directly following the reporting period, you should record all numbers that reflect what has happened up until the reporting period cut-off. Record the remainder of the project hours in the next progress report. Please reflect the demographics of participants as accurately as possible.

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| Volunteers  Recruited | Total # of volunteers  (in each category) that engaged in service programs that you recruited and supported this period (includes any ongoing community service projects, Community Service Federal Work Study, and one-day service projects) | | Total # of service hours performed  by volunteers (in each category) that you recruited in all campus-wide, co-curricular service programming this period (includes any ongoing community service projects, Community Service Federal Work Study, and one-day service projects) | |
| College Students  (recruited) |  |  | |
| Community Members (recruited) |  |  | |
| K-12 Youth |  |  | |
| COMBINED TOTALS: |  | |  | |

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| **SHORT ANSWER** | |
| Number of economically disadvantaged K-12 students and youth who were served by your program. |  |
| Number of K-12 students who COMPLETED a program supported by a VISTA member (you must be tracking when the student started and finished the program). |  |
| Number of individuals who were mentored through your program. |  |
| Number of service projects / civic engagement events that you planned or supported during this reporting period: |  |
| **NARRATIVE** | |
| List these service projects and events with dates: | |
| Describe the community impact of one of the above projects (*i.e. what, so what, now what?*): | |

2. Fundraising & Development

Many ORCC VISTA members engage in fundraising and development work to support poverty-related community efforts. These resources include, but are not limited to, monetary funds (grants, monetary donations, and fundraising income) and in-kind donations (food, tools for your project, t-shirts, etc.).

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| **SHORT ANSWER** |
| Dollar value of cash resources grants, donations, and fundraising that you generated during this reporting period: |
| List the dollar value of in-kind (non-monetary) donations that you generated during this reporting period: |
| **NARRATIVE** |
| Describe why each of the above resources was generated, where it came from (name or organization and contact/website), and how it was or will be used: |
| Describe why each of the above resources was generated, where it came from (name or organization and contact/website), and how it was or will be used: |

3. Partnership Development

NOTE: Be sure to complete/update your [Community Partner Spreadsheet](https://docs.google.com/spreadsheet/ccc?key=0Aj2IuAC5dTNTdG01UWlhYUUxUEg1dWFNRDE2VWY3LVE&usp=sharing) in addition to the online reporting form for each report period.

The table below and the Community Partner Spreadsheet are used to catalogue the partnerships that you develop and support over the service year. The information shared in this table will be used by ORCC to conduct a survey of community partners during the spring of this service year. The Community Partner Spreadsheet should include contact information the partners counted in the table. Please record a community partner organization or individual only once in the Community Partner Spreadsheet.

**New Organizations:** Reflects the outreach performed to organizations that are not current program partners.

**Existing Partners:** Reflects program-related communication and collaborations with an established program partner.

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| Partnerships | **Total # of community organizations**  *that you performed outreach to this period* | Total # of community organizations  that you developed partnerships with this period | |
| New Organizations |  |  |
| Existing Partners |  |  |
| COMBINED TOTALS: |  |  | |

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| **NARRATIVE** |
| In what ways have you developed and strengthened partnerships (with community organizations OR higher education institutions) that address poverty during this reporting period? |
| Describe the community impact of one community partner relationship created or supported this period: |

**Community Partner Submission:** Lists the name and contact information for all individuals and organizations with whom you collaborated and supported during the reporting period. Please record a community partner organization or individual only once in the report.

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| **Community Organization Name** |  |
| **Staff Contact Name** |  |
| **Staff Contact Email** |  |
| **Mission/Focus of Organization** |  |
| **Neighborhood or Community Served** |  |

4. Capacity Building

This sections focuses on the work you’ve accomplished at your service site with respect to building capacity. VISTAs are responsible for developing resources for their host sites and ensuring that the work they’ve accomplished is transferred to existing staff and volunteers.

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| **SHORT ANSWER** |
| Total number of staff and volunteers trained as a result of capacity-building services: |
| Number of resources and tools that you developed during this reporting period (i.e. handbooks, tracking tools, promotional flyers, etc.). |
| **NARRATIVE** |
| Please list new resources developed during this quarter (handbooks, tracking tools, promotional flyers, etc.). Please include why these resources were created and how it will be used. |

5. TRAINING & TECHNICAL ASSISTANCE

Respond to each prompt in this section.

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| **SHORT ANSWER** |
| Number of hours spent on each of the member development categories during the quarter (On-site orientation, community outreach, volunteer recruitment, volunteer management, resource mapping, resource development/fundraising, grant writing, organizational development, performance measures, tracking systems, information technology, develop orientation and training plans, other) |
| Please list and describe each training you attended including who led/sponsored them and how it will be useful to you this year. |
| Please also describe any training or technical assistance needs that you still have. |

6. NARRATIVES

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| **Challenges**  Describe any challenges encountered during this reporting period. Be sure to include whether these challenges have been resolved, or, if they remain unresolved, the plans to address them. |
| **Great Stories**  Please share one story that best communicates to the public how you get things done at your site and/or in your community. Particularly helpful are stories that include numerical results, measurable impact, and sustainable solutions. |
| **Other Accomplishments**  Describe in detail any additional projects or accomplishments related to building the capacity of your site to meet the needs of low-income populations. |

**REPORT SUBMISSION CHECKLIST**

* **Verify Information with your Supervisor**: Once you have completed the report template, please share the information with your supervisor before submitting your progress report online.
* **Submit Online**: Use the template to complete the online report through Google forms (link provided by VISTA Leader)
* **Volunteer Tracking Sheet:** You should be updating this information as the year continues. CNCS will request all volunteer information reported on by VISTAs from ORCC. It is very important to track this information.
* **Email Attachments**: Please email the VISTA Leader any attachments you would like to include with your report (press clippings, flyers, handbooks, reflection guides, research, letters, etc.) ORCC is a clearinghouse for service-learning information and it is important for us to collect all the resources developed by our VISTAs. The tools and resources you develop this year will help future VISTAs build strong poverty alleviation programs on campuses and in the community!