Tips for Completing Your Quarterly Reports

Purpose of Quarterly Progress Reports
- Collect information about member progress and activities in a report for CNCS.
- Track and document progress toward program and host site goals and objectives.
- Provide an opportunity for site supervisors to assess the member's progress in completing the VAD work plan.
- Collect stories and data to share with the public, legislators, and funders to promote the good works of ORCC AmeriCorps members.
- Provide an opportunity for the member to track, evaluate, and reflect on their service and impact in their community.
- Progress reports should be completed as a joint effort between the member and Supervisor. Both should take an active role in collecting information and completing the reports.

Quarterly Reports	Timeframe	Due Date
1	August 28 – November 30	December 8, 2015
2	December 1 – March 30	April 8, 2016
3	April 1 – June 30	July 8, 2016
4	July 1 – August 27	August 22, 2016

Reports are due to ORCC no later than 5:00 pm on the due date for each reporting period.

Tips for Completing Reports
- Progress Reports should include only activities and progress made during the reporting period. Reports are not cumulative.
- Reports should reflect only the efforts of the AmeriCorps member, not the efforts of the entire department or institution (exceptions include projects that the AmeriCorps member directly supported).
- Only include information about what the AmeriCorps member has done, not what they will do. Only report on activities completed or in progress during the reporting period.
- Use full names when referring to people, departments or groups on campus, or community organizations. Do not use acronyms, abbreviations, or local jargon.
- The final report that is turned into CNCS will reflect the efforts of the whole program. Performance measures will be submitted based on the work of individual AmeriCorps members. Please report accurate numbers and information; this is in no way a competition.
- Don't worry if some questions need to be left blank or recorded as 0 because the member is not currently focusing on those activities (i.e.

asset mapping, curricular service-learning, etc.). Each site has a different focus and set of objectives.
- The better your site is at tracking numbers and activities on an ongoing basis, the easier the report will be to complete. Communicate about the best way for your site to regularly track this data throughout each reporting period and implement these tracking methods to make sure your information is accurate and up-to-date.
- If you have any questions or need assistance, contact the ORCC AmeriCorps VISTA Leader or Program Supervisor.

ORCC VISTA Program Performance Measures
The performance measures are the primary goals for our program, although we still need to report on other information. The data collection methods are REQUIRED. VISTAs must provide evidence that the activity took place. The goals listed below are MINIMUMS.

Expand/strengthen partnerships/networks: Developing community partnerships to increase educational access
- **G3-3.3:** Number of organizations implementing effective volunteer management practices
   - o **Data Collection:** Pre/post assessment tool (ORCC will send to site supervisor)
   - o **Goal:** 1 organization per VISTA

Volunteer recruitment and management system: Create sustainable volunteer systems to increase educational access and success.
- **G3-3.1:** Number of community volunteers recruited by organizations or participants
   - o **Data Collection:** Volunteer Tracking Sheet (VISTA must track information)
   - o **Goal:** 15 Community Volunteers per VISTA

Definitions of Reporting Terms
A volunteer is an individual who volunteers as a result of the work of the AmeriCorps member. Volunteers may provide direct or indirect service through curricular or co-curricular service learning.

- 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.

Partnership: An agreement between the AmeriCorps member 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 AmeriCorps member to connect the host sites ideas, practices, and projects to the efforts of other organizations, groups, and other specific audiences.

Non-Cash or In-Kind Resources: Non-cash donations. May include the donation of food or personal items, t-shirts, a presenter who waived a speaker fee, the free use of a facility space etc.

Monetary Grants, Donations, and Fundraising: Donations of actual money. May include a monetary donation from a business or community organization, money raised through a fundraising event, cash brought into the campus or a community organization etc.

Anti-Poverty Guidelines for ORCC Program
As an AmeriCorps VISTA member, it is your responsibility to work with your supervisor to ensure that you're meeting the needs of those who are most economically disadvantaged; this should include the volunteers, college students, and K-12 students you're serving. The project was created to alleviate poverty and your work should be reflecting that.

Guidelines for Telling Great Stories
While the data collected in the progress reports is important, it is important to also tell the story behind the numbers. In each report, the AmeriCorps member has the opportunity to reflect on and share an experience that was important to them during the reporting period. These stories also educate, inspire, and motivate people around service.

A great story requires reflection. Here are some questions for the AmeriCorps member to consider as s/he begins to write a great story:
- What stands out as a defining moment in your service?
- What happened that wouldn't have happened without you?
- What change occurred as the result of your efforts?
- Did you make a difference for an individual student or community member? Tell that person's story.
- What are you most proud of?
- What will you remember about your service years from now?
- How do you know you are making a difference?

What makes a story great?

- It opens with a "hook"

- The audience identifies with the story
- It has a clear point
- It is about people, not organizations
- A few good stats are included
- It appeals to emotions
- It has good quotes or testimonials