

Reporting Review

<<Enter date here>>



[Agenda]

- Objective
- Project Goal and Activities
- Why Do I Have to Do This?
- Bi-Monthly Report Review and Sample
- Quarterly Report Review and Sample
- Due Dates
- Questions/Comments

[Objective]

- Understand the connections between:
 - Your VAD
 - Your project
 - The reporting system
 - VISTA's antipoverty mission

[Project Goal]

<<Restate project goal(s) from the VISTA Project Plan. For example:>>

Goal:

Contribute to closing the achievement gap by establishing solid partnership practices in low-income schools or other institutions serving low-income students.

[Project Activities]

<<Restate your project/member activities that support the goal(s) on the previous slide, from VISTA Project Plan or VAD(s). For example:>>

- **Activity 1:** Lay the groundwork for partnerships
- **Activity 2:** With principal/supervisor, facilitate Action Team process, using Family-School-Community Partnership model and existing support network
- **Activity 3:** Seek sustainability, funding for new and current programs

Why Do I Have to Do This?

<<Restate your program/organization goals here, emphasizing the VISTA anti-poverty focus. Use a project photo, if available. For example:>>

Tracking our work helps us build stronger family partnerships that:

- Especially benefit children from disadvantaged families
- Help schools increase performance of all students
- Provide support enabling ALL families to be involved
- Increase teacher morale



[Bi-Monthly Report Review]

What to do:

- Record personal/sick days for the period
- Provide summaries (as concise as possible)
- Spell out acronyms
- Include attachments!
 - Meetings agendas, news articles, pictures, surveys, etc.
- E-mail success stories to
<<supervisor/VISTA leader name/email address>>



Bi-Monthly Example Page 1

- **Data Collection/Research**

(Briefly discuss the types of research and/or data collection methods you have conducted this two-week period.)

- **Tasks in support of your VAD**

(Please briefly discuss the tasks you completed towards accomplishing the goals and activities in your VAD)

- **Training and Meeting Attendance**

(Please note when each event occurred and by whom it was presented. Please also briefly summarize its purpose and/or content.)



Bi-Monthly Example Page 2

- **Resource Development**

(Please describe each donation, fundraiser or grant and include your best estimate of its dollar value.)

- **Technical Assistance and Resource Sharing**

Successes (specific accomplishments):

(Please be sure to include any “stories” that can be used to illustrate the success of the project.)

Barriers/Problems Encountered:

(Please discuss any challenges you have faced this period, and steps you and others are taking to resolve them.)

I would like assistance with:



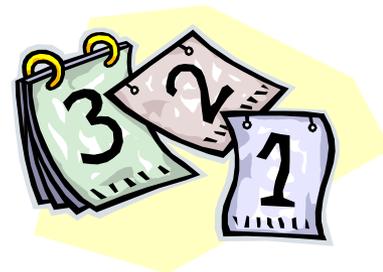
[Quarterly Report Review]

What to do:

- Pay attention to format
- Note overlapping volunteer hours/resources
- Use numbers, for example:

Number of volunteers recruited for project:	3
Number of students impacted by the project:	36
Number of parents impacted:	20
Number of community members impacted:	5

- Include attachments



Quarterly Sample Page 1

I. Data Collection/Research

<<Sample items>>

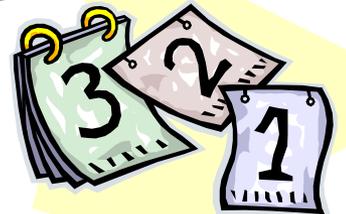
- What types of research have you conducted this quarter?
(Please submit all data collection methods and results, for example resource/asset mapping.)
- For what purpose was this data obtained, and how will it be utilized?

II. Tasks in Support of Your VAD

(Please briefly discuss the tasks you completed towards accomplishing the goals and activities in your VAD)

III. Training and Meeting Attendance

(Please note when each event occurred and by whom it was presented. Please also briefly summarize its purpose and/or content.)



Quarterly Sample Page 2

IV. Resource Development

<<Sample items>>

- Please report the TOTAL dollar amount of in-kind donated goods and services:
- Please report the TOTAL dollar amount of monetary grants, donations, and fundraising:
- Itemized list of resources:

(Only list amounts you have already received, and account for all money/in-kind donations received below. Please address ALL points for each resource.)

- Name of grant/donor/fundraising activity/partnership
- What was your role in acquiring this resource?
- What is the monetary value of the resource you received?
(Please calculate the value of in-kind goods and services.)
- What did you do to maintain the relationship?
(Reciprocity/thank you, etc.)
- When did you receive this resource, and for how long will it be available?



Quarterly Sample Page 3

V. Technical Assistance and Resource Sharing

- Share at least one resource or best practice that could be helpful to other VISTAs.
- Share at least one success story or reflection on progress this quarter.
- Are there any trainings or other resources that you feel would benefit you in your service?
- Please address any challenges or barriers you have faced during this quarter and how we can assist.

VI. Attachments

(Please list all attachments, and note whether attachments are sent via email, fax, or mail.)



[Due Dates]

<<Give your due dates and reporting contact here.
For example:>>

- Bi-Monthly

- Dec. 15th
- Jan. 12th

- Quarterly

- Jan. 15th (noon)

- Send to: <<Give the name and email of the supervisor/ VISTA Leader to whom members send the reports.>>



Questions/Comments

- Does this report system fit your needs?
 - If not, how can it be modified to do so?
- Other questions?
- For questions or assistance with reporting, contact: <<insert name(s) and contact info>>

