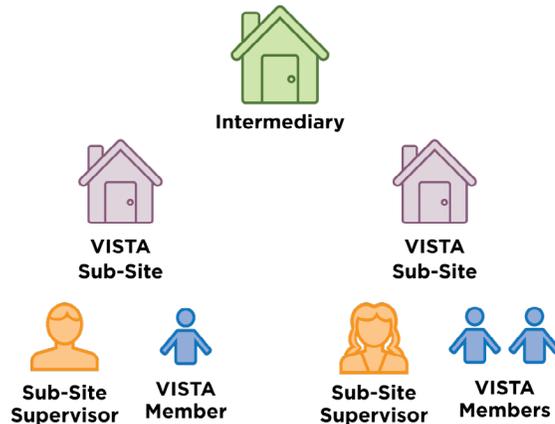


Reporting Roles & Resources

Sponsoring Organization



Roles

Sponsoring Organization (Intermediaries & Single Sites)

- Manages data collection and reporting for all sites
- Cleans and compiles data from all sites
- Submits Sponsor verification form & financials
- Submits project reports quarterly and semi annually via eGrants

VISTA Sub-sites

- Tracks and collects data using data collection tools provided by project
- Submits data for bi-weekly Sponsor Verification
- Cleans data before sending
- Sends data/reports to Sponsor as indicated by partnership agreement (MOU)

Members

- Assists with collecting data using data collection tools provided by project

Guidance & Tools

VISTA Campus eGrants

www.vistacampus.gov/supervisors/egrants

- Job aids:
 - Creating a New User Account in eGrants
 - Creating a Service Opportunity Listing in eGrants
 - Searching for Applicants in MyAmeriCorps

AmeriCorps VISTA Performance Measures

www.nationalservice.gov/resources/performance-measurement/vista

Reporting Task List

www.vistacampus.gov/resources/reporting-task-list

On Demand Webinars

VISTA Campus Connect & Learn

www.vistacampus.gov/supervisor-webinars

- eGrants Demystified: The Insider's Guide
- Reporting Roles and Responsibilities for AmeriCorps VISTA Projects