



## INDIANA PROGRESS REPORT GUIDANCE

### **Remember**

Starting early can be a good thing!  
Confirm accuracy of information provided.  
Review for spelling errors and have someone else review the information.

### **How will OFBCI use the information reported?**

The IN AmeriCorps Progress Report provides information for staff to monitor your progress, and to respond to requests from stakeholders. Some information provided in the Progress Report (particularly “Great Stories” and demographic information) may be used by the Corporation’s Office of Public Affairs and the OFBCI office to promote service. Program staff uses the information you provide to identify trends and issues that may lead to changes in policies and procedures, allocation of training and technical assistance, or opportunities for peer learning.

### **What information is required?**

The IN AmeriCorps Progress Report consists of three sections: Demographic Information; Performance Measures; and Narratives. Please complete the report using the template provided.

### **Section I: Demographic Information**

This section contains a list of demographic indicators of interest to the Corporation, OFBCI, and stakeholders. Please note that you are not required to report on each indicator. However, if your program includes these types of leveraged volunteers or target groups, include an estimate of their totals.

You are required to submit the total number of individuals that applied to be AmeriCorps members and total leveraged volunteers.

To complete this section, enter how many people you have worked with during the reporting period in each category for which you have collected data. If you do not collect data on an indicator, enter a zero (0) in that field.

**Remember** – do not count a volunteer more than once! If you reported a volunteer in a prior report, do not report them again.

### **Section II: Narratives**

#### **1. Member Recruitment and Enrollment**

For each member who exited the program during the quarter without an award or with a partial award, please list the specific reason(s) for the departure. Also include in this section any comments on recruitment and retention challenges and successes.

#### **2. Great Stories: one required per quarter**

Share your great stories. Highlight member activities which are especially reflective of the impact the program has in the community, or which illustrate an innovative or highly successful aspect of program operation. Please include the who, what, when, where, and why of the story.

**3. Successes and Challenges**

Describe any factors you have found to positively or negatively influence program performance. Your discussion may include but is not limited to enrollment, retention, recruitment, training, supervision, program and financial management, systems, data collection, evaluation, host site capacity building, and resource development, including raising match funds.

**4. Noteworthy program changes**

Describe any updates/program changes regarding program management, member management, and programmatic staff.

**5. Attachments**

Programs can provide an update on sustainability efforts.

Also in this section, programs have a chance to attach media coverage materials, pictures, agendas, additional documentation, maybe even a scanned thank-you note from a community member, whatever you wish to share with us!

**4<sup>TH</sup> Quarter SUBMISSION Only**

**6. Partnerships/Collaborations**

Please describe your partnerships/collaborations the AmeriCorps\*State program has with organizations.

**7. Efforts regarding sustainability beyond federal support**

Please describe the program’s efforts this year regarding sustainability of the program.

**8. Activities Related to Corporation Strategic Initiatives**

If your programs or sites have addressed any of the Corporation Strategic Initiatives particularly effectively, describe these activities here. The Corporation’s Strategic Initiatives are:

- **Mobilizing more volunteers**
- **Ensuring a brighter future for all of America’s youth**
- **Engaging students in communities**
- **Harnessing Baby Boomers’ experience**
- **Disaster preparedness and response**

**Section III: Performance Measures**

Please use the EXACT language approved from the performance measure worksheet(s) to input: PM Title, Anticipated Output Result Statement, Anticipated Intermediate Outcome Result Statement, and Anticipated End Outcome Result Statement. In the sample below, the areas highlighted in yellow are what needs to be taken from your PMW.

Complete for each approved PM.

1. *Complete all sections, regardless of the quarter.*
2. *“Results to date” should be a cumulative total. If you have not collected data yet, put the date you expect to have data in the “results to date” column.*

SAMPLE performance measure submission:

<b>PM Title:</b>	Clay County Tutoring Program (reading)
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<b>Actual Service Activity:</b> Twenty members tutored over 60 students, ages 6-12, in reading, after school from 3:00 to 5:00 p.m., Mondays and Wednesdays, during the school year. Tutoring occurred in small groups (2-5) and one-on-one. Reading teachers at the two elementary schools referred students to the tutoring sessions. Tutoring took place at Clay Elementary after school in three empty classrooms, where children were grouped by grade level. Members were supervised and assisted by two community volunteer teachers.		
<b>Output</b>		
<b>Anticipated Output Result:</b> Members will tutor elementary school students throughout the school year.		
	<b>Anticipated Target</b>	<b>Results to date (cumulative)</b>
<b>Number</b>	60	55
<b>Indicator</b>	# of students tutored for at least 30 hours	
<b>What instrument did you use?</b> Tutoring Log records children’s names, grade levels, days and hours of attendance, tutor’s name, and referring teacher’s name.	<b>When were data collected?</b> Tutoring Log completed daily, turned in once a month.	
<b>Who administered the instrument?</b> Supervising teacher and member	<b>How many instruments were completed?</b> 10	
<b>Intermediate Outcome</b>		
<b>Anticipated Intermediate Outcome Result:</b> Students will increase positive reading behaviors.		
	<b>Anticipated Target</b>	<b>Results to date (cumulative)</b>
<b>Change (Number)</b>	30	20
<b>Change (Percent %)</b>	50 %	40%
<b>Indicator</b>	Percent of tutored students who increase positive reading behaviors (e.g. increase the time spent practicing reading, participate in reading games and exercises, stay on task during silent reading times, finish books they have chosen to read, choose books that are at their reading level or above, etc.)	
<b>What instrument did you use?</b> Reading Behavior Checklist	<b>When were data collected?</b> April (6 months after service begins)	
<b>Who administered the instrument?</b> Completed by members for each student, signed by supervising teacher.	<b>How many instruments were completed?</b> 50	
<b>End Outcome</b>		
<b>Anticipated End Outcome Result:</b> Students who participated in reading tutoring will increase reading ability.		
	<b>Anticipated Target</b>	<b>Results to date (cumulative)</b>
<b>Change (Number)</b>	45	40
<b>Change (Percent %)</b>	75%	73%
<b>Indicator</b>	Percent of the students who received at least 30 hours of reading tutoring will score at least 25% higher on the standardized reading post test.	

<b>What instrument did you use?</b> Pre-post standardized reading test (STAR)	<b>When were data collected?</b> Test completed in the first and last month of the school year.
<b>Who administered the instrument?</b> School District	<b>How many instruments were completed?</b> All students in the school district are tested, we were able to get scores for our 55 students.

### TIPS TO WRITING A GREAT PROGRESS REPORT

#### **Have Good Performance Measurements!**

It is much easier to report the impacts of your program if you have taken the time to develop measurable and impact-oriented objectives. Good performance measures will capture both the *service* impacts and the *learning* impacts of your program and are the key to writing meaningful reports.

#### **Collect Meaningful Data!**

Likewise, the OFBCI does not expect any grantee to waste time and energy collecting, analyzing, or reporting on data that is not meaningful to them. In designing your performance measures, make sure that you will be collecting data that you can *use*, and not just data that will help you write a report. You will be much more likely to stay on top of your data analysis if it is data that you want to collect.

#### **Tell a Story!**

Act as if your progress report is going to be quoted in a *New York Times* article about service learning. Provide the reader with visual images of service projects, success stories about recipients of service involved, and quotes from community members. At the same time, don't assume the reader will be completely familiar with your project -- include the "who, what, when, where, and why." Be sure to save Great Stories continuously so you can easily generate them once a progress report is due. Programs are required to provide at least one Great Story per report but we know there are more because Indiana AmeriCorps programs are awesome!

#### **Be Honest About Your Challenges!**

More so than any other federal funding agency, the Corporation for National and Community Service encourages and appreciates a candid assessment of the challenges faced in implementing national service projects. Likewise, the OFBCI will use your challenges to develop training and technical assistance initiatives to help you.

#### **Don't Leave Any Questions Blank!**

Sometimes your progress report is the only exposure funders will have to your program. Readers tend to equate blanks with a lack of interest or commitment on the part of the program. There is a good and descriptive answer to every question.

#### **Give Feedback to Stakeholders!**

You may spend a lot of time and energy writing a good report -- don't just file it away. Use your report and data snapshots to give feedback to key stakeholders in your program. These may include members, project sponsors, site supervisors, teachers, etc. Provide data snapshot information in your newsletters, on your website, in press releases, informational brochures, and finally, packets to potential funders!