



AmeriCorps*VISTA Progress Report

BACKGROUND

The Corporation for National and Community Service provides the Progress Report form to AmeriCorps*VISTA sponsoring organizations upon project approval. Sponsoring organizations are required to submit a completed report form to the Corporation on a quarterly basis. Corporation personnel will use the reports to track project accomplishments, challenges, resources generated, project sustainability, and support provided to AmeriCorps*VISTA members. Information from the form is used to fulfill requests for substantive project information.

PURPOSE

The purpose of the Project Progress Report (PPR) is to:

- Document progress toward achieving project goals and objectives;
- Provide a self-assessment tool to projects to promote continuous improvement;
- Identify technical assistance needs; and
- Collect information for distribution to the public.

COMPLETION AND SUBMISSION GUIDELINES

- Projects in the first year of sponsorship must complete Progress Reports for all four quarters; after the first year, Progress Reports are required at least twice per year, but may be requested quarterly at the discretion of the Corporation State Office.
- The project supervisor should complete the Progress Report.
- AmeriCorps*VISTA members must be allowed to review and attach comments to the completed Progress Report.
- For all questions, use additional sheets of paper when necessary to answer the questions.

If you have questions regarding the completion of the Progress Report, contact your Program Specialist.

DEFINITIONS

Community Volunteer

A community volunteer is an individual who volunteers as a result of the work of AmeriCorps*VISTA members. Community volunteers provide direct or indirect service to help the project achieve its objectives.

Baby Boomer

A Baby Boomer is a member of the generation born from 1946 through 1964.

REPORTING PERIODS

Project Start Dates:	Due Dates:
October 1 through December 31	January 31
January 1 through March 31	April 30
April 1 through June 30	July 31
July 1 through September 30.	October 31



AmeriCorps*VISTA Progress Report

Legal Applicant: _____
 Address: _____
 City/State/Zip: _____
 Telephone: _____
 Fax: _____

Project Name: _____
 Project Director: _____
 Telephone: _____
 Fax: _____
 Email: _____

Project/Grant Number: _____

Period Covered by this Report:
 From: _____ To: _____

Data Updates

- # of AmeriCorps*VISTA Members on board at end of reporting period _____
- # of AmeriCorps*VISTA Members supported by cost share _____
- # of Community Volunteers† serving _____
- # of Community Volunteers serving who are Baby Boomers† _____
- # of Service Hours performed by Community Volunteers _____
- Dollar value of cash resources developed by AmeriCorps*VISTA Members _____
- Dollar value of non-cash resources developed by AmeriCorps*VISTA Members _____

† See definitions of terms on page 1

Member and Sponsor Development

Please indicate the subject areas addressed in orientations, trainings or other technical assistance provided to AmeriCorps*VISTA members or Sponsors/Supervisors during this reporting period. Indicate the number of Members or Sponsor/Supervisors who were trained in each subject area. In columns 4 & 5, indicate whether the training was funded by the Corporation or by other entities by checking the box.

	AmeriCorps*VISTA Members	Supervisors	CNCS Funded	Funded by Other Source
On-Site Orientation				
Community Outreach				
Community Volunteer Generation/Recruitment				
Effective Volunteer Management				
Resource Mapping				
Resource Development/Fundraising				
Grant Writing				
Organizational Development				
Performance Measures				
Tracking Systems				
Information Technology				
Developing On-Site Orientations & Training Plans				
Other (Please Specify below)				

Performance Measures

Attach a copy of the Project Plan to this Progress Report. In Column C of the Project Plan, provide detailed information about progress toward meeting project goals, objectives and performance measures for this reporting period.

Narratives

Challenges

Describe any challenges encountered during this reporting period. Be sure to include whether challenges have been resolved, or, if they remain unresolved, the plans to address them.

Recruitment

Please describe efforts being made toward recruitment of AmeriCorps*VISTA members. Include any best practices developed, or specific challenges faced. Please describe steps you are taking to ensure a smooth transition between outgoing and incoming AmeriCorps*VISTA members.

Training/Technical Assistance Needs

What type of assistance can the Corporation provide to you and your organization at this time? If there is a need to make revisions to the current Project Plan, please contact your Program Specialist.

Partnership/Collaboration Development

Are other Corporation and non-Corporation programs collaborating with the AmeriCorps*VISTA project? If so, please list the programs or organizations and briefly describe the collaborative activities.

Resource Development

Describe the resources recorded in the Demographics section for this reporting period. The description should include the source and the use of each cash or non-cash donation. In addition, the description should include the activities of community volunteers and the strategies used to leverage community volunteers. In addition, please identify the AmeriCorps*VISTA member(s) responsible for obtaining the resource. For the definition of community volunteer, please see **Definitions**.

Sustainability

Describe specific organizational strategies that are in place to sustain the results of the project. What is your plan for transitioning your project away from AmeriCorps*VISTA resources?

For the final report of the current program year, please include a summary describing project accomplishments and impacts during the past year that will remain in the community upon completion of the project, and how local residents and project beneficiaries have been involved in the implementation of the project.

Multi-Site Performance

If you have AmeriCorps*VISTA members placed at multiple sites, please describe how you oversee project performance at these sites.

Other Accomplishments

Describe in detail any additional project or member accomplishments that are not reported within the work plan. Include any awards received.

Stories

Include stories that would best communicate to the public how AmeriCorps*VISTA members get things done in your community. Particularly helpful are stories that include numerical results and sustainable solutions.

Attachments and Links

List the attachments, or links to documents, that will be submitted as part of the Progress Report. Examples of attachments include copies of press clippings, flyers, letters or other documents that relate to the members' activities and accomplishments.

Signature of Certifying Official: _____ Date: _____

Signature of Project Supervisor: _____ Date: _____