

## Learn and Serve America – Progress Report Instructions

For each Progress Report, you need only report on activities planned and/or implemented during the reporting period indicated. It is not necessary to repeat information shared in previous reports, except where changes or updates are appropriate. *Progress Reports are due 7/31/09.*

### A. Demographics

Nothing is required on this tab. Please disregard.

### B. Performance Measures

For each performance measure, please complete the narrative **“Progress this reporting period”** field.

Then provide the **“Actual # or % to date”** for each performance measure target. (Because the targets for performance measures are 3-year cumulative targets, this is the only field in this report that will reflect the entire grant period to date.)

### C. Narratives

#### 1. Monitoring Activities

Describe monitoring activities carried out during this reporting period.

#### 2. Challenges

Describe the primary challenges faced by your organization and your subgrantees (if applicable) during this reporting period. Please note how you are working to address those challenges or if you are requesting assistance from your program officer.

Also include any changes in the scope and/or staffing of your program.

#### 3. Training/Technical Assistance (T/TA)

Describe T/TA activities you conducted during this reporting period and include the results of those activities in terms of attendance or distribution and learning outcomes.

#### 4. Partnership/Collaboration Development

Describe the progress made in your partnerships with other CNCS programs, K-12 and higher education groups, non-profit organizations, and others. Summarize the type and quality of subgrantee collaboration with partners at the local level.

#### 5. Sustainability

Describe efforts to ensure the sustainability and institutionalization of your local programs and your assessment of how successful those efforts have been.

#### 6. Evaluation Activities

Describe program evaluations you are conducting or have completed for your program. You may also highlight promising evaluation efforts being undertaken by your subgrantees to demonstrate the impacts of service-learning activities on the participants and/or the community.

#### 7. Project Stories/Successes

Describe significant events or projects that demonstrate the accomplishments of your program at the implementation level. Include electronic links to any press your program has received.

#### 8. Other

Please share progress in advancing the CNCS Strategic Initiatives if not noted above. Include information related to MLK, Jr. Day plans and activities as appropriate. Please note if you will implement summer activities related to this grant.