

# Contributing to the Quarterly Report

How to do it and what it is intended to be

The VISTA project is funded by the Corporation for National and Community Service (CNCS), which has a national office in D.C. and a Wisconsin state office in Milwaukee. The Quarterly Report shows them how successful and effective our project is through your efforts as VISTA members. This document explains how to correctly submit information for the Quarterly Report. Please read it carefully and refer to it when writing your own reports.

## Important Dos and Don'ts

### *Do*

- Write clearly and concisely.
- Write using complete sentences and words (explain any abbreviations).
- Include only the important details.
- Remember that "VISTA" is always written in all capital letters (i.e. not "Vista").
- Refer to your completed bi-monthly reports to help remind you of what you've done.
- Be proud of the accomplishments you include and the progress you've made.

### *Don't*

- Include vague statements.
- Include extraneous details.
- Include religious or political activities (these shouldn't be done on VISTA time anyway [see VISTA Handbook for details]).

## **Part I - Data Collection**

In this section, you will be reporting on the various data types and collection methods utilized throughout the quarter. If you have surveys or other tools used to collect the data, submit them along with the results.

## **Part II - Training and Meeting Attendance**

In this section, you can list other activities you participate in that are not related directly to your Action Team for Partnerships meetings and activities. For example, if you attended PTO/PTA meetings or volunteered at an after school program that you did not organize, you may report that here. You should also list all trainings you have provided or attended and explain each briefly. Don't forget to report any DPI and/or CNCS trainings in this section!

## **Part III - Action Team for Partnerships**

Here, you will be reporting on the progress your action team(s) or other similar team(s) have made throughout the quarter. Start by listing members and positions of each, and attach meeting minutes and agendas, noting when each took place. If your team has an Action Plan or other similar plan, please attach the plan as well, also noting progress that has been made to accomplish each goal on the plan.

The following descriptions help the VISTA Leader, Program Director, and CNCS to understand your responsibilities as a VISTA at your particular site by explaining the role you took this quarter with an Action Team or other similar team. You should list the projects in which you participated or helped coordinate as they relate to your work plan and your team's plan. Explain how they furthered the partnership building process and/or accomplished to goals on your plan. Describe the role others took in this process as well. Describe any actions taken to lend to the sustainability of your partnership teams beyond your term as a

VISTA. Also, describe any successes you've had in developing partnerships at your site! Remember you are not limited to just these topics - please include any other relevant information!

This section should be the bulk of your report, so try to be as specific as possible. Be sure to mention if projects are new or are from the previous quarter(s). Write in *complete sentences* and use correct grammar. These reports will go to the state office, and they should be uniform in appearance and professional in content. If you have questions, please contact the VISTA Leader before the due date.

#### **Part IV - Volunteer Management**

CNCS uses the numbers you report in this section for national statistics. In this section, simply give numerical responses; if you wish to elaborate on the type(s) of service performed, you may do so in Part III (Project Descriptions).

CNCS defines a *community volunteer* as "an individual recruited and/or coordinated by an AmeriCorps\*VISTA member. Community volunteers provide direct or indirect service to help the project achieve its objectives." This definition also includes parents and other adults who participate with their children in a Family Math or other Learning type night. When adding up the total number of active community volunteers, be sure to count each person only once (even if that person volunteered for several projects). Keep track of how many hours the volunteers work and, at the end of the quarter, add up all the hours for total volunteer hours.

#### **Part V - Resource Development**

This part of the report is for the expansion of information on grants, donations, fundraising activities, and business/community partnerships. When reporting totals, please use numbers only (since you will explain later in the section). Here, you will describe how and from where you obtained the money, and how you plan to use it. You will also detail your role in acquiring the money/donation and its (monetary) value – include only amounts that you played an important role in attaining. You may not always have information to report in this section, which is fine; do not make up answers. Remember to follow the format in this section, as well.

In-kind goods and services are items and/or services provided specifically for a project you have planned (e.g. a grocery store donates juice for an after school program, or a volunteer loans equipment and expertise for a community fitness trail). You are expected to report the total amount of money you procured through fundraisers, grants, and/or donations – be sure to include an estimate for in-kind materials and services!

#### **Part VI - Technical Assistance and Resource Sharing**

This section is not necessarily sent to CNCS, but it is *not* optional, either. The information you provide here will help the VISTA Leader assist you with questions, concerns, or problems you may have. This is the section where you should discuss shortcomings and plans for improvement. Also in this section, you should provide any resources and best practices that could benefit other VISTAs

#### **Part VII - Attachments**

For the content of this section, you will send any appropriate attachments (via e-mail or regular mail) to the VISTA Leader(s). CNCS appreciates receiving news clippings, flyers, etc. that show how our VISTA members are being recognized, or detail their specific accomplishments. You may send school newsletters, articles from your local paper, pictures you have taken, or anything else you decide is relevant.