



# Reporting Review

<<Enter date here>>





# [ Agenda ]

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- Objective
- Project Goal and Activities
- Why Do I Have to Do This?
- Bi-Monthly Report Review and Sample
- Quarterly Report Review and Sample
- Due Dates
- Questions/Comments



# [ Objective ]

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- Understand the connections between:
  - Your VAD
  - Your project
  - The reporting system
  - VISTA's antipoverty mission



# [ Project Goal ]

**<<Restate project goal(s) from the VISTA Project Plan. For example:>>**

## **Goal:**

Contribute to closing the achievement gap by establishing solid partnership practices in low-income schools or other institutions serving low-income students.



# [ Project Activities ]

<<Restate your project/member activities that support the goal(s) on the previous slide, from VISTA Project Plan or VAD(s). For example:>>

- **Activity 1:** Lay the groundwork for partnerships
- **Activity 2:** With principal/supervisor, facilitate Action Team process, using Family-School-Community Partnership model and existing support network
- **Activity 3:** Seek sustainability, funding for new and current programs

# Why Do I Have to Do This?

<<Restate your program/organization goals here, emphasizing the VISTA anti-poverty focus. Use a project photo, if available. For example:>>

Tracking our work helps us build stronger family partnerships that:

- Especially benefit children from disadvantaged families
- Help schools increase performance of all students
- Provide support enabling ALL families to be involved
- Increase teacher morale





# [ Bi-Monthly Report Review ]

What to do:

- Record personal/sick days for the period
- Provide summaries (as concise as possible)
- Spell out acronyms
- Include attachments!
  - Meetings agendas, news articles, pictures, surveys, etc.
- E-mail success stories to <<supervisor/VISTA leader name/email address>>





# [ Bi-Monthly Example Page 1 ]

- **Data Collection/Research**

*(Briefly discuss the types of research and/or data collection methods you have conducted this two-week period.)*

- **Tasks in support of your VAD**

*(Please briefly discuss the tasks you completed towards accomplishing the goals and activities in your VAD)*

- **Training and Meeting Attendance**

*(Please note when each event occurred and by whom it was presented. Please also briefly summarize its purpose and/or content.)*





# [ Bi-Monthly Example Page 2 ]

- **Resource Development**

*(Please describe each donation, fundraiser or grant and include your best estimate of its dollar value.)*

- **Technical Assistance and Resource Sharing**

Successes (specific accomplishments):

*(Please be sure to include any “stories” that can be used to illustrate the success of the project.)*

Barriers/Problems Encountered:

*(Please discuss any challenges you have faced this period, and steps you and others are taking to resolve them.)*

I would like assistance with:





# [ Quarterly Report Review ]

What to do:

- Pay attention to format
- Note overlapping volunteer hours/resources
- Use numbers, for example:

Number of volunteers recruited for project:	3
Number of students impacted by the project:	36
Number of parents impacted:	20
Number of community members impacted:	5

- Include attachments



# Quarterly Sample Page 1

## I. Data Collection/Research

<<Sample items>>

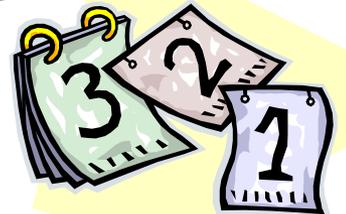
- What types of research have you conducted this quarter?  
*(Please submit all data collection methods and results, for example resource/asset mapping.)*
- For what purpose was this data obtained, and how will it be utilized?

## II. Tasks in Support of Your VAD

*(Please briefly discuss the tasks you completed towards accomplishing the goals and activities in your VAD)*

## III. Training and Meeting Attendance

*(Please note when each event occurred and by whom it was presented. Please also briefly summarize its purpose and/or content.)*



# Quarterly Sample Page 2

## IV. Resource Development

<<Sample items>>

- Please report the TOTAL dollar amount of in-kind donated goods and services:
- Please report the TOTAL dollar amount of monetary grants, donations, and fundraising:
- Itemized list of resources:

*(Only list amounts you have already received, and account for all money/in-kind donations received below. Please address ALL points for each resource.)*

- Name of grant/donor/fundraising activity/partnership
- What was your role in acquiring this resource?
- What is the monetary value of the resource you received?  
*(Please calculate the value of in-kind goods and services.)*
- What did you do to maintain the relationship?  
*(Reciprocity/thank you, etc.)*
- When did you receive this resource, and for how long will it be available?



# Quarterly Sample Page 3

## V. Technical Assistance and Resource Sharing

- Share at least one resource or best practice that could be helpful to other VISTAs.
- Share at least one success story or reflection on progress this quarter.
- Are there any trainings or other resources that you feel would benefit you in your service?
- Please address any challenges or barriers you have faced during this quarter and how we can assist.

## VI. Attachments

*(Please list all attachments, and note whether attachments are sent via email, fax, or mail.)*



# Due Dates

<<Give your due dates and reporting contact here.  
For example:>>

- Bi-Monthly

- Dec. 15<sup>th</sup>
- Jan. 12<sup>th</sup>

- Quarterly

- Jan. 15<sup>th</sup> (noon)

- Send to: <<Give the name and email of the supervisor/ VISTA Leader to whom members send the reports.>>





# [ Questions/Comments ]

- Does this report system fit your needs?
  - If not, how can it be modified to do so?
- Other questions?
- For questions or assistance with reporting, contact: <<insert name(s) and contact info>>

