



Project Progress Report

(Due to the State Department of Education within 10 days of the end of the reporting period. Reporting periods defined below.)

Purpose

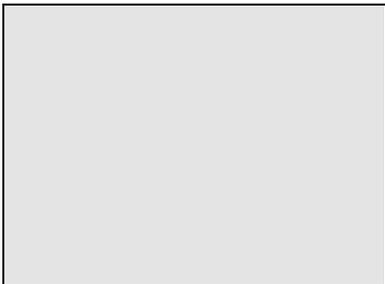
The objectives of the Project Progress Report (PPR) are threefold:

- *Idaho Reads!* VISTA program monitoring
- Information collection for distribution to the public
- Project self-assessment and continuous improvement



Completion and Submission Guidelines

- Projects must complete PPRs for all four quarters
- The PPR will be completed by the *Idaho Reads!* VISTA member.
- Supervisor should review and attach comments to the completed PPR.
- Both Supervisor and *Idaho Reads!* VISTA member must sign the PPR
- Questions regarding the completion of the PPR should be referred to the Project Director,
- Tina Naillon, at Idaho's State Department of Education.



Definitions

Reporting Periods

		<i>Due Dates</i>
1. First Quarter	July 1 – September 30	October 10
2. Second Quarter	October 1 – December 31	January 10
3. Third Quarter	January 1 – March 31	April 10
4. Fourth Quarter	April 1 – June 30	July 10

Each quarterly report must specifically address progress on the following:

- Recruitment, Assist with training, and coordination of literacy volunteers;
- Impacts including measurable changes in the community, school, or with students that occur as a result of a service activity. (Impacts are measures of effectiveness, including measures of cost effectiveness. Plans for sustainability should be included with this element.)
- Family Literacy Events
- Participation in the National Days of Service as outlined by the AmeriCorps guidelines



Idaho Reads! Project Progress Report
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Partnership Agency/School District			
Project address:			
Project Supervisor Signature ↑		VISTA Member Signature ↑	
Telephone:		Telephone:	
Fax:		Fax:	
E-mail:		E-mail:	
Reporting Period:	From	to	Quarter: 3 rd Quarter

SECTION 1. PERFORMANCE AND RESULTS

1	Number of regularly active community volunteers (<i>e.g. daily, weekly, etc. – get this number from your daily sign in sheets</i>)	
2	Youth - 17	
3	18-30	
4	31-42	
5	43-64	
6	65- Older	
7	Total number of regular volunteer hours this quarter (<i>Add together the total for each week</i>)	
8	Total of additional volunteer hours this quarter (<i>special events, planning, preparation, etc.</i>)	
9	Total of all volunteer hours this quarter (<i>regular [line 7] + additional [line 8]</i>)	
10	Number of Family Literacy Events held during this quarter	
11	Number of adults participating	
12	Number of children participating	
13	Number of books collected this quarter	
14	Number of books collected year to date	
15	Total dollar amount of in-kind donated goods and services this quarter	\$
1	Total dollar amount of in-kind donated goods and services year to date	\$

6		
1 7	Total dollar amount of monetary grants, donations, and fund raising <i>this quarter</i>	\$
1 8	Total dollar amount of monetary grants, donations, and fund raising <i>year to date</i>	\$

SECTION 2. PROJECT UPDATE

Attach a copy of:

- The volunteer literacy training plan with dates and sign-in sheet of attendees if held this quarter.
- Sign-in sheet and minutes from advisory board meeting if held this quarter.
- Copies of members monthly calendars with supervisor initials

Create a detailed narrative summary about project accomplishments for this reporting period.

Narrative should include current details of each of the following:

1. Recruitment, assist with training, and coordination of literacy volunteers;
2. Publicity and/or stories that communicate to the public how the Idaho Reads! VISTA project is impacting the community (attach copies of press clippings, flyers, letters, or other documentation which relates to the member’s activities and achievements);
3. Community events that support the project;
4. Resources within the school or site in support of the project or activities (include collaboration etc.);
5. Development of partnerships with local public and private sector organizations/businesses;
6. Donations and other in-kind support for the project;
7. Efforts regarding the writing of any grant applications for funding and other resource.

SECTION 3. PROFESSIONAL DEVELOPMENT

List orientations/ in-service/ professional development/ trainings/ or other technical assistance provided to the *Idaho Reads!* VISTA member by the sponsoring organization or other entities in the community during the reporting period.

Date	Who	Where	What	Objective

SECTION 4. CHALLENGES

- Describe any difficulties encountered.
- Include any issues that might require the attention of or could be assisted by the SDE Program Coordinator.
- Identify needs for technical assistance.

- If there is a need to make revisions to the current work plan or the member assignment description, please describe.

SECTION 5. NATIONAL DAYS OF SERVICE

Provide a brief explanation of your activity from the recent National Day of Service (Civil Rights Day, January) and your plans *for the upcoming* National Youth Service Days, and National Volunteer Week, April. Plus any additional service activities your project has performed.

SECTION 6. LEGACY

Describe progress on your legacy project to date.

SECTION 7. QUARTER SPECIFIC

Please provide in narrative form specific feedback on Family Literacy Events held during the reporting period.

- Successes
- Challenges
- Ideas from which others might benefit knowing

Describe your plans for participation in a local summer reading program.

- Describe your meeting with your local librarian to begin the advanced planning process of coordinating your combined efforts and developing a plan of action?
- Will you be supplementing an existing program or developing and implementing your own and how?
 - Volunteer placement and recruitment?
 - Publicity?

Remember: Every Idaho Reads! VISTA will supplement an existing summer reading program (preferably through a public library) or implement their own program. It is important to track your data carefully because on your Fourth Quarter Report, you will be asked:

- To describe your summer reading program.
- Who you partnered with for the summer reading program (school library, public library)?
- What other organizations (school, PTO, local businesses) provided help?
- How many children the summer reading program you participated in served?
- How volunteers were recruited for your summer reading program, and how many you had?
- What were the strengths of your partnership/program?
- What were the weaknesses of your partnership/program?

Be certain to complete the Family Literacy Event Summary on the following page.

FAMILY LITERACY EVENT SUMMARY

Note: This information is compiled, shared with our partners statewide, and may be published in the future. Please endeavor to answer as thoroughly as possible.

Idaho Reads! VISTA Member:

Idaho Reads! VISTA Project Site:

Please thoroughly answer each question below

- 1. Event Title or Theme:**
- 2. Event description:**
- 3. Was the event specific to the *Idaho Reads! VISTA* project or held in conjunction with another school or program event?
*If so, with whom or what?***
- 4. *Materials needed:***
Please list all of the materials used to coordinate the event.
- 5. *Identify the specific steps in coordinating the event.***
- 6. Steps to Sustainability:**
Please identify any partnerships, fund raising, and/or other measures that will ensure the event's sustainability.
- 7. Numbers of:**
Volunteers:
School or Program Faculty:
Children Participants:
Adult Participants:
- 8. Approximate cost of the event:**
By whom or how were the event expenses paid?
- 9. Reflection:**
What, if anything, would you do differently in the future?