

Sample Instruments

MEMBER COLLEGE COURSE COMPLETION

Economic Opportunity Focus Area: AmeriCorps Members

Output: Number of unduplicated AmeriCorps members who have their high school diploma or equivalent but have not completed a college degree prior to their term of service (O14).

Sample Instruments

Note: The Corporation is exploring the capability of *My AmeriCorps* to handle the collection of exit and follow-up data for those national performance measures pertinent to AmeriCorps members. However, at this time, each program will need to collect and report its own data.

Member Eligibility Questions

On the following pages, you will find specific questions which allow you to ascertain the educational status of members, as required of this performance measure. No doubt, your program has intake and exit instruments and possibly a follow-up or Alumni instrument (surveys, interviews). Follow-up or Alumni instruments are routinely administered by programs and in addition to assessing skills, satisfaction with assignment, and civic engagement in the community, they inquire about career or educational activities and aspirations of the members. Consider adding those questions to your current instrument.

Summary Log: Member College Course Prior to Service

This summary log can be used to document members who fit the eligibility criteria, complete their service and earn an Education Award. You are encouraged to develop an Excel spreadsheet with this information and use the spreadsheet to document unduplicated members.

Member Eligibility Questions

Instructions

What is the purpose?	To determine how many members fit the eligibility requirement for this performance measure (have a GED or high school diploma but no college diploma at the start of service).
Who should complete this instrument?	AmeriCorps members should be responsible for reporting educational eligibility.
When should we complete this instrument?	At the start of the service year.
What should we do to prepare?	Review and modify your current intake, exit and follow-up instruments used to track members in order to ensure that you can collect and report the data according to the performance measure specifications. Consider adding or adapting the educational status questions to your existing instruments, as needed.
What should we do afterwards?	Keep all completed instruments together in a safe place; these are your data . You will enter the data into a log (Excel spreadsheet, database) to determine if you met your output target.
Can I use an alternative instrument?	<p>Programs may be able to access educational background information from <i>My AmeriCorps</i> or directly gather it from members and enter it into an existing database or Excel spreadsheet. It is likely that your AmeriCorps program has an existing database or Excel spreadsheet to track members from the beginning of service. The questions on the following page can be added to your program instruments (electronic or paper).</p> <p>Whether your instrument is in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to document the output.</p>

Member Eligibility Questions

Pre-service: Intake or start of service questions to be completed before or at the time AmeriCorps members begin service. Add these questions to your existing intake instrument or form to determine which members can be counted in this performance measure.

1. Have you obtained your GED/diploma?

Yes [Continue to next question]

No [STOP]

Not sure. Explain. _____ [Continue to next question]

[If a member answers “not sure”, follow up to determine the eligibility (need a “yes” to be able to count the member for this output) and the education plan.]

2. Have you completed a college degree?

Yes

No

Not sure. Explain. _____

[If a member answers “not sure”, follow up to determine the eligibility (need a “no” to be able to count the member for this output) and the education plan.]

Summary Log: Member College Course Prior to Service

Instructions

What is the purpose?	To track and determine how many members that fit the criteria (obtained GED or high school diploma, but no college degree) completed AmeriCorps service, earned an Education Award, or left due to compelling circumstances.
Who should complete this instrument?	A designated person (e.g. the program staff member) should be responsible for entering eligibility criteria and completion of service information.
When should we complete this instrument?	At the start of the service year (eligibility requirement), and at the end of the service year (completion of service).
What should we do to prepare?	Enter the names of the enrolled members. Collect and record information from other tracking systems (intake, <i>My AmeriCorps</i> , member database) to determine eligibility and completion of service.
What should we do afterwards?	Keep all the logs together in a safe place; these are your data. You will aggregate the data later to determine if you met your output target.
Can I use an alternative instrument?	Different forms can be developed or revised in order to collect and document unduplicated members who meet the eligibility requirements (GED/high school diploma but no college degree) and complete their term of service or leave due to compelling circumstances. You may want to develop an electronic member log (e.g., Excel spreadsheet). Whether your instrument is in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to document the output.

Summary Log: Member College Course Prior to Service

Program Name: _____

Person completing this Log: _____ Program Year: _____

Instructions:

1. At the beginning of the program year: Enter the members' names in the first columns. Document those members who met output eligibility (Columns 1 and 2) and place a "1" in the Column A.
2. At the end of the program year: Of those who met the criteria (A), document those who can be counted in the output (Column 3 or 4 and 5) and place a "1" in the Column B.

Member		Beginning of service (Eligibility)			End of service (Output)			
Member Name		Column 1: Had a GED or diploma prior to service. yes=1	Column 2: No college degree prior to service. yes=1	Column A: Met criteria in columns 1 and 2. yes=1	Column 3: Left for a compelling reason. yes=1	Column 4: Completed term. yes=1	Column 5: Earned Ed. Award. yes=1	Column B: Met output in column 3 or in columns 4 and 5. yes=1
Last	First							
<i>Example: Lore</i>	<i>Eve</i>	1	1	1		1	1	1
1.								
2.								
3.								
4.								
5.								
6.	<i>Add rows</i>							

Notes

- (1) and (2) Both must be present to meet output criteria.
 (3) or (4) and (5) Count members that left service due to compelling circumstance OR members that completed their term of service and earned an Education Award.

Output Total: Number of eligible members (A) that completed term of service and earned Education Award or left due to compelling circumstances (B): _____