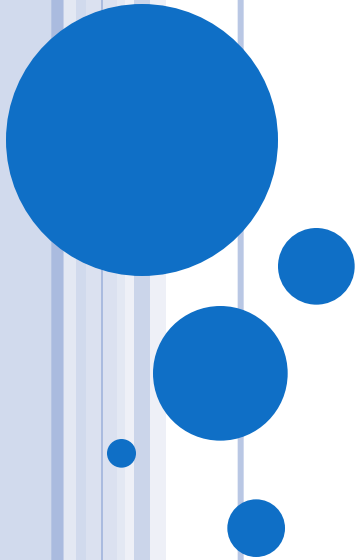




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MONTHLY REPORTS



OTHER IMPORTANT REMINDERS

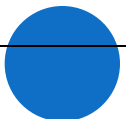
- MDCCC AmeriCorps VISTA
- 3rd Person
- Whole Numbers, Full Sentences
- Include value of volunteer hours in your non-cash resources
- Photos attached separately, caption in Word
- Label document at SiteName-Month-14-15
- Email separately, subject title: Site Month 14-15 Monthly Report
- Who, What, When, Where, Why, How Much?



DATA UPDATES

Community Members	Recurring	New	Monthly Total	YTD	Description of Data
# Community Members SERVING	#	#	#	#	Type response here in blue.
# Community Members SERVED	#	#	#	#	Type response here in blue.

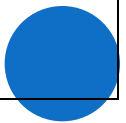
Resources Leveraged	Data	Description of Data
# of Service Hours Performed by Community Members	#	Type response here in blue.
Dollar value of cash resources developed by VISTA Member	\$	Type response here in blue.
Dollar value of non-cash resources developed by VISTA member	\$	Type response here in blue.



MONTHLY REPORT - SEPTEMBER

Community Members	Recurring	New	Monthly Total	YTD	Description of Data
# Community Members SERVING	0	5	5	5	Type response here in blue.
# Community Members SERVED	0	10	10	10	Type response here in blue.

Resources Leveraged	Data	Description of Data
# of Service Hours Performed by Community Members	40	5 volunteers served 2 hours each for 4 weeks at the Youth Center.
Dollar value of cash resources developed by VISTA Member	\$100	The MDCCC AmeriCorps VISTA received the “Empowering Youth through Art” grant in the amount of \$100 from the Department of Education.
Dollar value of non-cash resources developed by VISTA member	\$885.60	5 volunteers served 2 hours each for 4 weeks at the Youth Center for a total of 40 hours. Their time is valued at \$22.14 an hour for a total value of \$885.60.



MONTHLY REPORT - OCTOBER

Community Members	Recurring	New	Monthly Total	YTD	Description of Data
# Community Members SERVING	5	2	2	7	Type response here in blue.
# Community Members SERVED	10	3	3	13	Type response here in blue.

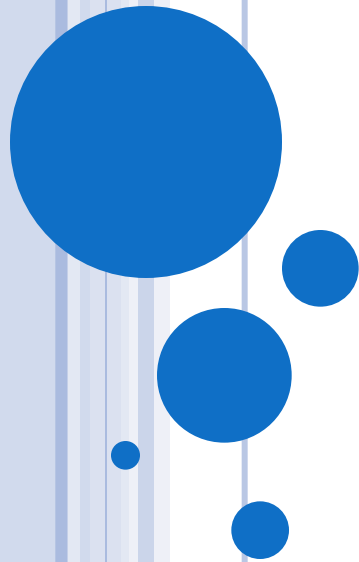
Resources Leveraged	Data	Description of Data
# of Service Hours Performed by Community Members	56	7 volunteers served 2 hours each for 4 weeks at the Youth Center.
Dollar value of cash resources developed by VISTA Member	\$0	The MDCCC AmeriCorps VISTA is currently applying for donations for school supplies to benefit the Kickoff for Kids on October 1, 2014.
Dollar value of non-cash resources developed by VISTA member	\$1239.84	7 volunteers served 2 hours each for 4 weeks at the Youth Center for a total of 56 hours. Their time is valued at \$22.14 an hour for a total value of \$885.60.



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QUARTERLY REPORTS



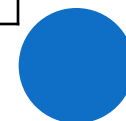
GOALS OF QUARTERLY REPORTS

- Tell the story
- Broadcast the work that's being accomplished
- Examine what's working, what needs improvement, and how to move forward



DATA UPDATES

# of VISTA Members on board at end of reporting period:	1
# of VISTA Members supported by cost share:	0
# of Community Volunteers serving:	
# of Community Volunteers serving who are Baby Boomers:	
# of Service Hours performed by Community Volunteers:	
Dollar value of cash resources developed by MDCCC-VISTA member:	
Dollar value of non-cash resources developed by MDCCC-VISTA member:	



TRAININGS, ORIENTATIONS, ETC.

Type of Training/Orientation	MDCCC-VISTA	Supervisor
On-site Trainings or Orientation		
Community Outreach		
Community Volunteer Generation/Recruitment		
Effective Volunteer Management		
Resource Mapping		
Resource Development/Fundraising		
Grant Writing		



PERFORMANCE MEASURES

Strategic Goal: Capacity Building & Leverage		
Objective: Number of community volunteers recruited and/or managed by CNCS-supported organizations or National Service Participants.		
Performance Measure (Output): Number of community volunteers recruited by organizations or participants.		
Target: 100		Unit of Measure: Community Volunteers
Quarterly Performance (Recurring): #	Quarterly Performance (New): #	Year to Date Performance #
Measured By: Attendance sheet		
Described Instrument: Attendance sheet will be signed by all volunteers and collected by MDCCC AmeriCorps VISTA.		
Narrative (Progress this reporting period): Please type response here in blue.		



PERFORMANCE MEASURES – QUARTER 1

Strategic Goal: Capacity Building & Leverage		
Objective: Number of community volunteers recruited and/or managed by CNCS-supported organizations or National Service Participants.		
Performance Measure (Output): Number of community volunteers recruited by organizations or participants.		
Target: 100		Unit of Measure: Community Volunteers
Quarterly Performance (Recurring): 0	Quarterly Performance (New): 25	Year to Date Performance 25
Measured By: Attendance sheet		
Described Instrument: Attendance sheet will be signed by all volunteers and collected by MDCCC AmeriCorps VISTA.		
Narrative (Progress this reporting period): Please type response here in blue.		



PERFORMANCE MEASURES – QUARTER 2

Strategic Goal: Capacity Building & Leverage		
Objective: Number of community volunteers recruited and/or managed by CNCS-supported organizations or National Service Participants.		
Performance Measure (Output): Number of community volunteers recruited by organizations or participants.		
Target: 100		Unit of Measure: Community Volunteers
Quarterly Performance (Recurring): 25	Quarterly Performance (New): 6	Year to Date Performance 31
Measured By: Attendance sheet		
Described Instrument: Attendance sheet will be signed by all volunteers and collected by MDCCC AmeriCorps VISTA.		
Narrative (Progress this reporting period): Please type response here in blue.		



PERFORMANCE MEASURES – QUARTER 3

Strategic Goal: Capacity Building & Leverage		
Objective: Number of community volunteers recruited and/or managed by CNCS-supported organizations or National Service Participants.		
Performance Measure (Output): Number of community volunteers recruited by organizations or participants.		
Target: 100		Unit of Measure: Community Volunteers
Quarterly Performance (Recurring): 31	Quarterly Performance (New): 4	Year to Date Performance: 35
Measured By: Attendance sheet		
Described Instrument: Attendance sheet will be signed by all volunteers and collected by MDCCC AmeriCorps VISTA.		
Narrative (Progress this reporting period): Please type response here in blue.		



OUTPUT VS. OUTCOME

- **Output:** A type of measure that tabulates, calculates, or records the actual products or services delivered by a program, such as students receiving tutoring or houses built.
- **Outcome:** A type of measure that indicates progress toward achieving the intended result of a program, which usually represents a change in the situation of beneficiaries of service, such as educational achievement or housing.



OUTPUT OUTCOMES

Number of students who completed K-12 education programs.

Number of students in mentoring/tutoring program with improved academic engagement.

Number of individuals receiving food, nutrition, and healthy living education.

Number of individuals reporting increased food, nutrition, and healthy living understanding.

Number of economically disadvantaged individuals receiving financial literacy services.

Individuals with improved financial knowledge.



SERVICE ACTIVITY

Service Activity	Narrative
Community assessment	Please type response here in blue.
Community awareness and engagement	Please type response here in blue.
Program Development and Delivery	Please type response here in blue.
Outreach	Please type response here in blue.
Material Development	Please type response here in blue.
Performance measurement	Please type response here in blue.
Expand/strengthen partnerships.networks	Please type response here in blue.



PROGRAM/STRATEGY INTERVENTION

Program/Strategy Intervention	Narrative
Service-Learning	Please type response here in blue.
Out-of-School Time	Please type response here in blue.
Family Involvement	Please type response here in blue.
Community School Partnerships	Please type response here in blue.
Mentoring	Please type response here in blue.



NARRATIVES

- Challenges
- Recruitment
- Training/Technical Assistance Needs
- Partnership/Collaboration Development
- Resource Development




NARRATIVES CONTINUED

- Sustainability
- Multi-Site Performance
- Other Accomplishments
- Stories
- Attachments and Links



OTHER IMPORTANT REMINDERS

- Supervisor submits to Lindsey, CC Katlin
 - MDCCC AmeriCorps VISTA
 - 3rd Person
 - Whole Numbers
 - Project not Position
 - Show your work
 - Who, What, When, Where, Why, How Much?
- 

REPORTING PROCESS

- Complete, submit to MDCCC
- MDCCC reviews, gives feedback
- Update report and resubmit to MDCCC

