

## RCAA'S VISTA PROGRAM QUARTERLY REPORT

This reporting form template replaces all previous ones.

### Reporting Periods

October 1 – December 31  
January 1 – March 31  
April 1 – June 30  
July 1 – September 30

### Due Dates

January 10  
April 10  
July 10  
October 10

### INSTRUCTIONS

- 1) This Quarterly Report has two sections: the Work Plan and the Narrative Progress Report.
- 2) Work Plan responses are filled in and written by the VISTA, with Site Supervisor review.
- 3) The Narrative Progress Report is written by each VISTA and his/her Site Supervisor.
- 4) Use these **FORMS ONLY!** **Do not** create a new document. **Do not** change any portion of these forms.
- 5) Both sections of these reports must be given to the Site Supervisors in time for review and submission by the due date (above). **Only the Site Supervisor will submit these reports.**
- 6) Please submit your report to Sarah at [slowry@rcaa.org](mailto:slowry@rcaa.org) by the due date stated above.
- 7) Report and attachments are to be sent electronically.
- 8) Please include a header with your project name and reporting period.

**PROGRAM NAME:**

**QUARTERLY PROGRESS REPORT DATE:**

**QUARTERLY PROGRESS REPORTING PERIOD:**

**SECTION I:** The Progress Report Narrative (In all of the following items, please respond briefly. You must respond to numbers 2-6. For numbers 1, 7, 8 and 9 only respond if appropriate).

#### **1. Challenges (to be completed by the Site Supervisor)**

Describe any challenges encountered during this reporting period. Be sure to include whether challenges have been resolved, if they remain unresolved, any plans to address them, or if CNCS assistance is needed.

#### **2. Trainings, orientations, in-service trainings or other technical assistance (to be completed by the VISTA member)**

In this space, please *LIST* with bullets (**topics only**) all trainings, orientations, in-service trainings you have attended or any technical assistance you have received during this reporting period **ONLY, except for those monthly meeting/trainings provided by RCAA VISTA and PSO/IST.**

#### **Example:**

- Humboldt Domestic Violence advocate training

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**3. Partnership/Collaboration Development (to be completed by VISTA member)**

Are other Corporation and non-Corporation programs collaborating with the AmeriCorps\*VISTA project? If so, please **LIST** with bullets the programs, organizations, collaborative or business and **briefly describe** the purpose of the collaborative activities in **one sentence or less**.

**Example:**

- **Domestic Violence Coordinating Council** – met to identify needs of victims/survivors, gaps in services, funding options and to coordinate community events.

**4. Resource Development (to be completed by VISTA member)**

List with bullets each resource generated by the AmeriCorps\*VISTA member for this reporting period. The description should include the source and the way volunteers served, and the use of each cash or non-cash donation. Please do not leave blank space. Put “0” if the member did not generate that resource.

**4a. Number of volunteers recruited and/or providing community or agency service: 10 total**

**Example:**

- 7 after school program volunteers
- 3 Event Planning Committee members

**4b. Hours of service performed by volunteers and what they did: 33 total**

**Example:**

- 3 hours recruited other volunteers
- 5 hours prepared facilities and events
- 25 hours supervised After School Program participants

**4c. Total dollar amount of in-kind or donated goods and services: \$300 total**

(List and describe what was donated, by whom, and how it was used)

**Example:**

- \$225 Presbyterian church hall and kitchen fee, weekly summer cooking program
- \$100 Safe Passage Family Resource Center conference and video room fees, weekly summer after school program
- \$75 Cooking Food Supplies- Que Onda Summer Program Cooking Class

**4d. Total dollar amount of monetary grants, donations and fundraising: \$1355 total**

(List in order of dollar amount, source, usage, and your name)

**Example:**

- \$180 Trinity Lutheran Church Women, summer activities program
- \$125 Presbyterian Church, activities program
- \$50 The Ark Thrift Shop, purchase of children’s books for Storybook Project
- \$1000 Soroptimists International of Ukiah, mentor matches

**5. Sustainability (to be completed by Site Supervisor and VISTA member)**

Describe what specific organizational strategies are in place to sustain the results of this project. What is your plan for transitioning your project away from AmeriCorps\*VISTA resources?

**6. Accomplishments (to be completed by Site Supervisor and VISTA member)**

Describe in detail any project or member accomplishments that are not reported within the work plan, including any awards received.

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**7. Stories (to be completed by Site Supervisor and VISTA member)**

Include stories that would best communicate to the public how AmeriCorps\* VISTA members get things done in your community. Particularly helpful are stories that include numerical results and sustainable solutions.

**8. Final Quarter Summary (to be included by VISTA members for their last reporting quarter)**

For the final VISTA member report for the current program year, please include a summary describing project accomplishments and impacts during the past year that will remain in the community upon completion of the project, and how local residents and project beneficiaries have been involved in the implementation of the project. At that point, include that summary here.

**9. Attachments and Links (to be completed by VISTA member)**

LIST the attachments, or links to documents, that will be submitted electronically as part of the Progress Report. Examples of attachments: include copies of press clippings, flyers, articles, manuals, and awards that relate to the members' activities and accomplishments.

**SECTION II: The Work Plan (Note: this is a new work plan reporting form and is to be used only when reporting quarterly to RCAA's VISTA Program. You will continue to use the site-specific workplan for site visits and VISTA member and site supervisor meetings.**

- 1) Please respond to yellow highlighted areas **ONLY!**
- 2) Only respond to actions taken in meeting the particular objective you are speaking and writing to. **Do not** write about what you did in the previous quarter or plan to do in the future (including the first few days of the new quarter).

<b>WORK PLAN: MENTORING CHILDREN OF PRISONERS</b>
<b>1. Performance Measure (Click box if tasks were performed during this reporting period) <input type="checkbox"/></b>
<b>Results: VISTA member gained knowledge and long-term vision of program.</b>
<b>Describe your progress made during this reporting period:</b>
VISTA member gained knowledge and long-term vision of program through individual meetings with staff and intakes with partner programs. VISTA member read and reviewed policies and procedures and past program materials including newsletters, presentations, activity information, marketing material, online resources, and literature about mentoring.
<b>2. Performance Measure (Click box if tasks were performed during this reporting period) <input type="checkbox"/></b>
<b>Results: Oral presentation to be used for recruiting mentors and/or mentees</b>
<b>Describe your progress made during this reporting period:</b>
VISTA member created oral presentation to be used throughout the year as a tool for recruiting mentors and/or mentees.
<b>3. Performance Measure (Click box if tasks were performed during this reporting period) <input type="checkbox"/></b>
<b>Results: Strategic plan for recruiting program participants will be developed and outreach plans implemented.</b>
<b>Describe your progress made during this reporting period:</b>
VISTA member developed recruitment plans, (YES/NO) _____.
Mentor or mentee recruitment literature was created and distributed to local businesses,

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colleges, churches, service clubs and/or others, (YES/NO)\_\_\_\_\_.

VISTA member:

Tabled #\_\_\_\_\_ community events,

Coordinated #\_\_\_\_\_ general community presentations, and/or

Provided #\_\_\_\_\_ media presentations.

Media presentations were provided via (Example: psa, newspaper article, radio announcement, television commercial, website, etc.):\_\_\_\_\_.

Describe any additional strategies used to recruit program participants:\_\_\_\_\_.

**4. Performance Measure (Click box if tasks were performed during this reporting period)**

Results: Increased number of community members interested in volunteering to be mentors to participating program youth.

Describe your progress made during this reporting period:

VISTA member interviewed, screened, oriented and/or referred #\_\_\_\_\_ potential mentors to program staff to be matched with mentees.

VISTA member interviewed, screened, oriented and/or referred #\_\_\_\_\_ potential mentees to program staff to be matched with mentors.

**5. Performance Measure (Click box if tasks were performed during this reporting period)**

Results: Comprehensive mentor and/or mentee orientations and/or trainings will be developed, scheduled, promoted and facilitated.

Describe your progress made during this reporting period

Describe how VISTA member developed orientations and/or trainings:\_\_\_\_\_

VISTA member scheduled and promoted #\_\_\_\_\_ mentor orientations and/or trainings.

VISTA member scheduled and promoted #\_\_\_\_\_ mentee orientations and/or trainings.

VISTA member facilitated #\_\_\_\_\_ mentor orientations and/or trainings.

VISTA member facilitated #\_\_\_\_\_ mentee orientations and/or trainings.

**6. Performance Measure (Click box if tasks were performed during this reporting period)**

Results: VISTA member will coordinate match activities based on mentor- mentee match preferences.

Describe your progress made during this reporting period:

(YES/NO)\_\_\_\_\_ VISTA member reviewed past match activities.

(YES/NO)\_\_\_\_\_ VISTA member surveyed mentor- mentee matches for preferred match activities.

**7. Performance Measure (Click box if tasks were performed during this reporting period)**

Results: Increased number of coordinated activities for mentor- mentee matches.

Describe your progress made during this reporting period:

VISTA member scheduled and coordinated #\_\_\_\_\_ match activities for #\_\_\_\_\_ mentor-mentee matches. Types of activities coordinated include:\_\_\_\_\_.

**8. Performance Measure (Click box if tasks were performed during this reporting period)**

Results: Increased funding and resources to support project.

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**Describe your progress made during this reporting period:**

**VISTA member secured # \_\_\_\_\_ grants from state, federal or foundation sources and secured \$ \_\_\_\_\_ in monetary donations.**

6/25/08 LAK