

<<Program name/program year>>

## VISTA Biweekly Report

Please submit as an M.S. Word attachment via e-mail to VISTA Leader by the due date.

<b>Name:</b>	<b>School/Site:</b>
<b>Dates included in report:</b>	<b>to</b>
<b>Number of personal days taken:</b>	<b>Number of sick days taken:</b>

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

**Training and Meeting Attendance** (*Please note when each event occurred, by whom it was presented, and a brief synopsis of the purpose.*)

**Action Teams for Partnerships** (*Please briefly discuss your major activities this period as related to your Action Team and Plan.*)

### Volunteer Management

Number of *new* volunteers you recruited in the past two weeks

Number of these volunteers that are baby boomers

Total amount of hours given by *all* volunteers in the past two weeks


**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 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: