

VISTA Quarterly Report Template

Please submit as a Word attachment via e-mail to VISTA Leaders by the due date.

Quarter 1: Oct. 1–Dec. 31 Quarter 2: Jan. 1–Mar. 31 Quarter 3: Apr. 1–Jun. 30 Quarter 4: Jul. 1–Sept. 30

VISTA Member: _____

Site Name: _____

Quarter: (1, 2, 3, or 4)

I. Data Collection/Research

What types of research have you conducted this quarter? (Please submit all data collection methods and results, for example parent, staff, or student surveys; school climate assessments; WINSS data; and resource/asset mapping.)

For what purpose was this data obtained, and how will it be used?

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

III. Action Teams for Partnerships

When was your ATP formed? *(Please list each team member, with a brief listing of involvement with the team and other contributions over the past quarter.)*

| Name of member | Position |
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When has your ATP met this quarter? *(Please attach meeting minutes and agendas for each meeting.)*

Please submit current One Year Action Plan, including any updates and/or progress.

Please describe *your* role this last quarter with the Action Team for Partnership. In doing this, please consider *but do not limit* yourself to the following areas:

- Projects/activities/tasks involved in to further ATP formation/progress
- What role did others take in the ATP process?
- Describe actions taken to lend to the sustainability of the ATP beyond your term as a VISTA.
- Successes

IV. Volunteer Management

Please report the TOTAL number of active community volunteers (*see guide for definition*):

Number of these volunteers who are baby boomers (*born between the years of 1946 and 1964*):

Please report the TOTAL number of service hours performed by community volunteers:

V. Resource Development

Please report the TOTAL dollar amount of in-kind donated goods and services:

Please report the TOTAL dollar amount of monetary grants, donations, and fundraising:

(Only list amounts you have already received, and account for all money/in-kind donations received below. Please address ALL points for each resource.)

Name of grant/donor/fundraising activity/partnership

- In what way did developing this resource assist you toward your ATP goals? For which goal/activity specifically did this resource go?
- What was your role in acquiring this resource?
- What is the monetary value of the resource you received?
- *(Please calculate the value of in-kind goods and services donated.)*
- What did you do to maintain the relationship? Reciprocity/thank you, etc.?
- When did you receive this resource, and for how long will it be available?

VI. Technical Assistance and Resource Sharing

Share at least one resource or best practice that could be helpful to other VISTAs:

Share at least one success story or reflection on progress this quarter:

Are there any trainings or other resources that you feel would benefit you in your service?

Please address any challenges or barriers you have faced during this quarter and how we can assist:

VII. Attachments *(Please list all attachments, and note whether attachments are sent via email, fax, or mail.)*