

Minnesota Alliance With Youth

Sample Progress Report Feedback

Promise Fellow: _____ **Site:** _____

Supervisor: _____ **Date:** _____

General Overview*	Comments
Overall completeness	Good
Overall quality	Good
Overall quality of activities report	Good

Task	Completed	Comments
Submitted	X	
Cover page chart	X	On the next report, please remember to separate out the number of new and ongoing students/volunteers.
Leadership team described	X	Fair—the leadership team should include members from outside the school such as business/community leaders, other service providers, parents, young people; please consider how you might incorporate folks from outside the school to the group
Job description	X	
Answered questions effectively	X	Good—could include more details when describing activities
Included volunteer logs?	X	
Personal Growth Plan	X	Good—lots of details and variety of activities
Youth Civic Engagement Plan completed	X	Fair—the Plan needs more details about what the service projects will entail as well as plans for Summer of Service/NYSD.
Youth Civic Engagement Survey completed	NA	Will need to complete by Aug. 1st
School Records Plan	X	
School Records Report	NA	
Organizational Capacity Report <i>(if applicable)</i>	NA	
Other comments		

***The scale used to describe the report's overall quality:**

- EXCELLENT** – Consistently exceeds expectations
- VERY GOOD** – Usually exceeds expectations
- GOOD** – Consistently meets expectations
- FAIR** – Occasionally fails to meet expectations
- POOR** – Consistently fails to meet expectations