

Member's Monthly Reflection

Monthly Reflections provide an opportunity to:

- Assess your VISTA Site Project
 - What you planned to do
 - What you actually did
 - Who you have affected, including yourself
 - How the community (service area) and participants have been affected
 - Appropriate next steps
 - Challenges
- Develop professionally
- Build capacity for AmeriCorps*VISTA: information provided in the reports is used to obtain more funding from Congress and to tell the world how VISTAs are making a difference.
- Sustain your VISTA Site Project: develop a reporting system based off the Monthly Reflection that others can use after you

Your Monthly Reflection for the previous month should be submitted to your VISTA Team Leader by the end of the first week in the month.

VISTA:

Service Site Project:

Reflections for Month of:

Answer the following questions related to your VISTA service:

1. Summarize what you did this reporting period to get things done in your community.
2. What were the highlights of your month? Describe something particularly successful related to your VISTA service.
3. Describe challenges you faced and how you addressed them. What would you have done differently?
4. What training did you conduct?
5. What training did you receive?
6. What are your short term goals for your project?
7. What are your long term goals for your project?
8. What are your next steps?
9. Any other thoughts?

Volunteer, Fund Raising and Presentation/Training Monthly Summary*

Volunteers *				
Project Name	Total Volunteers	Volunteer Hours Worked	Approx. # of Baby Boomers	Social Issue Addressed

Fund Raising **					
Project Name	Name of Grant/Donation Sought	Total Funds Requested	Value of In-Kind	Received	Pending

Presentations/Training Sessions	
Type of Presentation Held	# of Attendees

* Insert additional rows in table as needed. Please list volunteer hours, these hours are being considered as an in-kind donation and is necessary for our grant reporting.

** Please list grant applications as they are submitted and then again once an award notification is received. Don't forget to count the value of your in-kind contributions for projects.

***Please list the type of training/presentation held and # of attendees.