

**Communities In Schools of
Florida**

AmeriCorps VISTA

**Time Sheet & Monthly
Progress Report Training**



Sample Monthly Activities

- Jane Doe is a VISTA in Orange County and serves Howard Middle School as a Volunteer Coordinator for the after school All Star Program.
- For the month of August Jane is planning a Parent Retreat at the school. She obtained a list of parent contact information for volunteer purposes.
- Jane needs help, so she has 5 volunteer's contact potential volunteers.
- Jane's volunteers called 200 homes and invited them to the Parent Retreat.
- It took each volunteer 1 hour to perform this task.
- To increase attendance Jane visited 10 homes of people she knew.
- This month she has conducted four meetings with 5 volunteers in attendance for 1 hour to plan the Parent Retreat. ($4 \times 5 = 20$)
- Jane obtained a total of \$300 dollars through Wal-Mart and Publix for the retreat.
- On the day of the event 15 volunteers showed up and served 4 hours each for a total of 60 hours.
- 75 parents showed up to the parent retreat.
- A volunteer mentors 1 child for 5 hours 4 times this month ($5 \times 4 = 20$)
- A parent volunteer brought a bouquet of flowers to our Parent Retreat that her shop donated for the event. (A \$30 value.) (becomes in-kind source)
- Contacted 2 members of Media + 2 Managers (1 from Publix & 1 from Wal-mart). For a total of 4 people Contacted.



Jane Doe's Timesheet

How to fill out a Weekly
Timesheet

Weekly Time Sheet Form

- Assists you with writing your monthly progress report.
- Records your time served as a VISTA.
- Records your weekly activities.
- Captures the results of your activities for future feedback.
- Generates ideas for other VISTA's on projects and enhances future members abilities to succeed.

Weekly Timesheet (Top Half)

Name: Jane Doe			Project: All Star Program			
Timesheet						
Day of week	Date	Time In	Time Out	Time In	Time out	Total daily hours
Monday	10/8/2008	9:00 a.m.	12:00 p.m.	1:00 p.m.	6:00 p.m.	8
Tuesday	10/9/2008	9:00 a.m.	12:00 p.m.	1:00 p.m.	6:00 p.m.	8
Wednesday	10/10/2008	9:00 a.m.	12:00 p.m.	1:00 p.m.	6:00 p.m.	8
Thursday	10/11/2008	9:00 a.m.	12:00 p.m.	1:00 p.m.	6:00 p.m.	8
Friday	10/12/2008	9:00 a.m.	12:00 p.m.	1:00 p.m.	6:00 p.m.	8
Saturday/ Sunday	10/13/2008	9:00 a.m.	12:00 p.m.	1:00 p.m.	6:00 p.m.	8
Total Hours for the week						48

Weekly Timesheet

Day	Activities	Results
Monday	Returned to Wal-Mart and Publix to ask if they were able to make the previously requested donation. Secured a place for event at school.	Wal-Mart donated a \$200 gift card and Publix donated a \$100 gift card Site will be in the school gym.
Tuesday	Wrote a confirmation letter and e-mailed it to the press.	Sent letter to press, edited what Codie prepared for me and sent it back to her with the date needed.
Wednesday	Conducted a meeting with 5 volunteers to prepare for the day of the event. Made sure Media was reminded.	The meeting was informative and everyone is assigned to different duties on the day of the event. The Media plans to cover our event.
Thursday	5 volunteers contacted 200 parents to invite them to the Retreat. E-Mailed reminders to all volunteers	98 parents said they could definitely make it and loved the fact that it was a weekend event
Friday	I made 10 home visits to parents I knew had no phone or e-mail access.	The parents were pleased to see me and will try to make it. I also found out why one of our students had been out of school for a week.
Saturday/ Sunday	Day of Parents Retreat: met with volunteers and made sure that they were able to accomplish their duties.	15 volunteers showed up including the main five . 75 parents came, got involved, and really enjoyed themselves. Media was there! ☺
Other Accomplishments: I was able to help a family by connecting them with the Red Cross and having our "Kids Helping Kids" club start taking up collections of specific items needed since I heard that one of our students had a recent fire in his home.		

Jane Doe's MPR

How To Fill Out a Monthly Progress Report

Monthly Progress Report (MPR)

- Allows VISTA Leader, Site Supervisors, and others to obtain important information about your projects.
- Enables project leaders to track information and create data for interested parties.
- Allows VISTA's to show who, what, where, when and how they are serving at individual sites.

AmeriCorps*VISTA Monthly Progress Report (Due the 5th workday of every month)

Name: Jane Doe

Month: August / 4th/ Year: 2008

Location of Project Site: All Star Afterschool Program

Please check the box(es) that apply to your service:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Serving at schools(s) | <input type="checkbox"/> Serving summer camps | <input type="checkbox"/> Serving at homeless shelter |
| <input type="checkbox"/> Serving a non-profit organization | <input type="checkbox"/> Serving faith-based community | <input type="checkbox"/> Organizing fund raising event(s) |
| <input checked="" type="checkbox"/> Serving at-risk youth | <input type="checkbox"/> Writing grant(s) for Organizations | <input checked="" type="checkbox"/> Organizing special events |



Questions 1-3

<p>1. Number of volunteers/mentors contacted:</p> <p><i>Recall that Jane and other volunteers contacted potential volunteers to get help with the Parent Retreat .</i></p>	229
<p>2. Number of active volunteer / mentor hours:</p> <p><i>Recall that Jane used 5 volunteers for 1 hour each to phone parents ($5 \times 1 = 5$). Then 15 volunteers showed up to help with the Parent retreat for 4 hours each ($15 \times 4 = 60$). Jane conducted 4 meetings at different times with 5 volunteers. ($5 \times 4 = 20$)</i></p> <p><i>Mentoring ($5 \times 4 = 20$)</i></p>	105
<p>3. Number of recruited volunteers/ mentors:</p> <p><i>Recall that 5 volunteers showed up to make phone calls and that 15 volunteers showed up on the day of the Parent Retreat. The total number of recruited volunteers/mentors is 20 (Mentor is <u>not</u> newly required)</i></p>	20

Questions 4-7

4. Number of home visits conducted: <i>Recall that Jane visited 10 homes of people she personally knew making that a total of 10 homes visited.</i>	10
5. Number of parents contacted this month for Parent Expos, PTO, parent/teacher conferences, or special activities/events: <i>Recall that Jane used some volunteers to help her contact 200 parents making the total number of parents contacted $200 + 10$</i>	210
6. Number of parents that attended activities/events you helped to organize: <i>Recall that out of all the parents contacted 75 attended, making the total number of parents in attendance 75.</i>	75
7. Number of students/families that you assisted with finding resources (supplies, clothing, food, contact information, etc.): <i>Recall that one of the homes that Jane visited had a family in need due to a fire. With Jane's assistance the family was able to get different resources making the total number of students/families Jane assisted $1 \text{ parent} + 3 \text{ students} = 4$</i>	4

Questions 8-10

<p>8. Total dollar amount of in-kind services that you helped secure: (Ex: 1hr volunteered = \$19.51 x number of active volunteer/mentor hours recorded above in question #2.)</p> <p>(Please obtain documentation from the person(s) providing the service)</p> <p><i>Recall from Jane's answer to question number 2. Her total number of active volunteer/mentor hours was 105. Jane will multiply this number by the given rate of 19.51 to get a total amount of in-kind services. She will also add the bouquet of flowers. A (\$ 30.00 Value)</i></p> <p><i>(19.51 x 105 = \$ 2,048.55) + the \$ 30.00 flowers = \$2,078.55</i></p>	<p>\$2,078.55</p>
<p>9. Total dollar amount collected for service related projects:</p> <p>(Please provide documentation of dollars collected and spent)</p> <p><i>Recall Jane received a total of \$300.00 donated from Wal-Mart and Publix. Amount collected for service related projects \$300.00.</i></p>	<p>\$300.00</p>
<p>10. Number of businesses or organizations you have formed partnerships with to help provide services and/or resources to your service project: <i>As you will see, Jane formed a partnership with Publix where she received a total of \$200 making the total number of business or organizations partnerships 1</i></p>	<p>1</p>

Question 11-13

<p>11. Number of meetings you attended to plan, develop, or organize a service related project: (This is a project that the AmeriCorps*VISTA member(s) has planned and organized)</p> <p><i>Recall that Jane planned and attended four meetings throughout the month to plan the Parent Retreat making the total number of meetings she attended 4</i></p>	4
<p>12. Number of special events that you organized or assisted in the planning of:</p> <p><i>Recall that the only event Jane organized that month was the Parent Retreat making the total number of special events she organized or assisted with 1</i></p>	1
<p>13. Total hours you served as a VISTA member this month: (If less then 160 hours please explain)</p> <p><i>Recall that Jane served 170 hours this month making the total number of hours served as a VISTA equal to 170</i></p>	170

Please complete the following questions as part of your monthly report

1. Please list the businesses or organizations that you have collaborated with this month. *Remember to include a detailed description of the type of activities you collaborated on:*

Sample Response:

I had the pleasure of being able to collaborate with both Wal-Mart and Publix for our first annual Parent Retreat. Wal-Mart donated a \$100 gift card to help with the purchase of supplies and materials and anything else we may need. Publix also donated a \$200 gift card for the purchase of food. They definitely enjoyed being able to help and are looking forward to any future projects we may have.

A volunteer donated flowers from her business.

Publix became a school partner, Wal-Mart will help us when they can, especially when we give them such advanced notice. (4 weeks)

MPR Page 2

2. Please give a brief summary of the types of activities you plan on being involved with over the next few weeks. *Remember to consult with your AmeriCorps*VISTA work plan for guidance on the types of service activities you should be engaged in.*

Sample Response:

Due to the success of the Parent Retreat and the high interest among parents, they decided to get involved and create a Parents Circle. I will be organizing monthly meetings to get parents involved in different areas of the school where they will serve as volunteers and representatives. The circle will also serve to help increase our local community involvement. In addition, I will be contacting parents to enhance our number of mentors

MPR Page 2

3. Please provide a brief summary of the special events that you organized, assisted, or conducted this month. *Please include the approximate number of participants, the location of the event, and describe the purpose of your event:*

Sample Response

I planned and executed a “Parent Retreat”. The purpose of the event was to get parents to come out and be informed of the plans for the upcoming school year as well as to meet our faculty and Staff and ask any questions they may have. The event was held in the Howard Middle School Gymnasium. The event consisted of games, music, food, and a presentation from the Vice Principal, Principal and the Dean . There was also a period where parents could ask questions to a panel of teachers regarding how “ we as volunteers” could help them have a successful year?. A total number of 75 parents showed up. All faculty and administrators were present. The event was a total success and created much excitement amongst school faculty, and parents!

MPR Page 2

4. Please list all trainings that you have attended this month:

Sample Response:

I attended a grant writing workshop on 8/15/2008, as well as a Red Cross First Aid Certification class on 8/22/2008. Became CPR certified on 8/22/08.

MPR Page 2

5. Please list any other information you would like to report. Stories that are submitted may be included in the CISFL VISTA Spotlight newsletter. *Please attach any newspaper clipping or pictures you would like to share.*

Sample Response:

This month some of the students and parents have decided to start a clothing drive for those families in the neighborhood who were affected by the recent floods. This came as a result of the Parent Retreat when some of the parents began to discuss how all of their belongings had been destroyed in the recent hurricane. The Parent Circle will be heading this initiative.

**** Their Idea *** 😊*

MPR Page 2 (Signatures)

Jane Doe

8/04/2009

Signature of AmeriCorps* VISTA (Electronic Signatures are accepted)

Date

Sara Logan

8/04/2009

Signature of Executive Director or Site Supervisor

Date

Tips On Effective Reporting

Monthly Progress Report

- Always be sure to fill out **all** parts of the MPR even if your answer is 0
- Only use whole numbers when doing your report.
- Read every question carefully and thoroughly when doing your report
- If you do an event with another VISTA make sure to split your numbers in half
- Make sure both you and your supervisor sign the MPR

Weekly Timesheet

- Always be sure to fill out all parts
- Be specific with duties and results; input qualitative and quantities results
- Make sure both you and your supervisor sign the timesheet
- Avoid doing direct service such as filing, making copies, or anything not related to your VAD.

Questions, Comments, and Concerns

Please Contact **Debbie Salem** **COMMUNITIES IN SCHOOLS**
AMERICORPS*VISTA LEADER salemd@cisfl.org

