



**AmeriCorps VISTA Project Progress Report**

**Progress Report Period:**

- May 2022-October 2022 (due 11/15/22)
- November 2022 - January 2023 (due 2/15/23)
- February 2023 - April 2023 (due 5/15/23)
- May 2023 - August 2023 (due 8/15/23)

**Member Development Opportunities**

Report the number of hours for the development opportunities that **your** organization offered to the VISTA member to learn and grow. This includes trainings, webinars, etc. This does *not* mean the number of hours your member spent doing or working on these activities (i.e. community outreach).

Category	# of hours
Orientation	
Community outreach	
Community volunteer recruitment	
Effective volunteer management	
Resource mapping	
Development or fundraising	
Grant writing	
Organizational development	
Performance measures	
Tracking systems	
Information technology	

**Demographics**

Report the following totals because of the VISTA project and the VISTA member's efforts.

Category	#
# of community volunteers recruited	
# of community volunteers managed	
# of service hours provided by volunteers recruited	
# of service hours provided by volunteers managed	

\$ value of cash resources leveraged by the VISTA project	
\$ value of in-kind resources leveraged by the VISTA project	

**Narratives**

**Challenges:** Describe the challenges the VISTA project encountered during this reporting period. Include whether challenges have been resolved. If challenges remain unresolved, note your plans to address them. If HHCK can assist in any way, include that information here.

**Member Support (if applicable):** Describe the plan executed that ensured a smooth transition between outgoing and incoming AmeriCorps VISTA members.

**Partnerships:** List the AmeriCorps or non-AmeriCorps programs or organizations with which your AmeriCorps VISTA project is partnering or collaborating that are intended to further the activities and goals of the VISTA project. Describe the nature of the partnership or collaboration and how they relate to the project goals. Include notable activities and results.

**Stories:** Provide stories that communicate to the public the value of AmeriCorps VISTA members to your organization and community. Where possible, incorporate numerical results and sustainable solutions with your narrative.

**Resource Development:** Describe the resources that you recorded on the Demographics question. Describe the strategies to recruit and/or manage community volunteers as well as the nature of their activities. Include the source, how it was obtained (i.e. grant, event) and the use of the cash or non-cash resources generated by the VISTA project. Identify the AmeriCorps VISTA member(s) responsible for developing the resource and be specific in this section.

**Sustainability**

Describe specific strategies that are in place to sustain the results of the VISTA project. Describe your plan and progress toward transitioning your project away from AmeriCorps VISTA resources.

**Other:** Describe in detail any additional project or member accomplishments that are not reported within the performance measures. Include any awards received.

**Project Performance Measures (SAMPLE)**

**Capacity Building**

<b>Performance Measure</b>	<b>Tracking Mechanism</b>	<b>Target #</b>	<b>Actual YTD #</b>
<b>OUTPUT:</b> # of community volunteers recruited or managed			
<b>OUTPUT:</b> \$ value or cash or in-kind resources leveraged			
<b>OUTPUT:</b> # of organizations receiving capacity building services			
<b>OUTCOME (required):</b> # of organizations that increase their efficiency, effectiveness, and/or program reach			

**Anti-Poverty**

<b>Performance Measure #1 (set)</b>	<b>Tracking Mechanism</b>	<b>Target #</b>	<b>Actual YTD #</b>
Number of individuals receiving services (output)			
Number of individuals into safe, healthy, affordable housing (outcome)			
<b>Performance Measure #2 (set)</b>			
Number of housing units developed or repaired (output)			
Number of safe, healthy, affordable housing units made available (outcome)			
<b>Performance Measure #3 (set)</b>			
Number of individuals receiving services (output)			
Number of individuals with improved financial knowledge (outcome)			