

# SITE REPORT QUESTIONNAIRE 2016-2017

**(To be filled out by members with the assistance and approval of their supervisors.)**

AmeriCorps Member Name and Date Questionnaire Completed: \_\_\_\_\_

Site Name: \_\_\_\_\_

Site Supervisor Name and Date Questionnaire Verified and Approved: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Period Covered:** (Please check the box next to the period you are reporting for.)

- ☐ Data for the months of Sept-Oct-Nov-Dec (Due January 12, 2016)
- ☐ Data for the months of Jan-Feb-March (Due April 6, 2016)
- ☐ Data for the months of April-May-June (Due July 6, 2016)
- ☐ Data for the months of July-Aug (Due at the end of your service term, if term ends here.)

**Purpose:** This form is designed to accurately collect project information and accomplishments for Individual Placements. We use this information to compile records for the Corporation for National and Community Service (CNCS.)

**Directions:** Since we will compile the data from each of your reports into one progress report at the end of the year, in addition to quarterly, **we ask that you report ONLY on new information and numbers related to *this* reporting period.** Please attach any additional information or reports you collect, and have your site supervisor sign and date the report before you return it to PCEI AmeriCorps staff.

**Ensure that you are not double counting.**

- If you teach a group of individuals and those individuals come back 3 times in a row, you can only include them once. (This means only once for your entire term, not just in that reporting period.)
- If you work with 3 communities in one reporting period, please indicate (write down) if these are new and different communities or the same you worked with in the last reporting period.
- If you have another AmeriCorps member at your service site, please make sure that you coordinate with him/her so that you are not both putting down the same people served. If you both worked with the same group, either split them up into each report, or just have one of you report that number.

It is likely you will not have any information to enter in certain categories. That is to be expected. Some of the questions are geared towards particular sites, and not others. In that regard, please add any other information/numbers that you have in relationship to your service that is not necessarily specified, if applicable. Also note that some of the questions may seem repetitive. We are trying to cover our bases by asking questions in various ways in order to get as much information as possible. We will continue to update the form as necessary.

Please be sure to answer EVERY question, or write NA, or 0, and follow directions. Thank you!

## NUMBERS AND DEMOGRAPHICS

(Please ensure that you are not double counting, i.e., counting numbers from last reporting period, counting numbers that your AC colleague is also counting, counting returning clients in one reporting period, AND that you are submitting data **ONLY** for this reporting period.)

Fill in any of the following numbers that you have. Don't worry if you don't have some of the information listed. Either put NA or 0. But please answer EVERY question with some kind of answer!

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1. # of volunteers recruited, coordinated, or supported **by you** during your service activities \_\_\_\_\_

2. # of *episodic* volunteers generated by AmeriCorps Members \_\_\_\_\_

3. # of *regular*, ongoing volunteers generated by AmeriCorps Members \_\_\_\_\_

4. # of disadvantaged children and youth serving as volunteers \_\_\_\_\_

5. # of college students serving as volunteers \_\_\_\_\_

6. # of Baby Boomers (individuals born between 1946 and 1964) serving as volunteers \_\_\_\_\_

7. Did you participate in disaster services projects? \_\_\_\_\_

8. Are you certified in disaster preparedness and response? \_\_\_\_\_

9. Are you available for deployment in support of any disaster? \_\_\_\_\_

10. # of individuals engaged, trained, mentored, taught, presented to, in ways such as in classes, workshops, or presentations, and receiving education or training on environmentally focused topics such as sustainable community planning or conservation \_\_\_\_\_

11. # of disadvantaged children/youth served or mentored or taught or presented to \_\_\_\_\_

12. # of children/youth of incarcerated parents served or mentored or taught or presented to \_\_\_\_\_

13. # of individuals trained, mentored, taught, etc. who have increased knowledge as a result of our programs \_\_\_\_\_

14. # of communities and names of communities served through your project activities (towns, cities, etc.) \_\_\_\_\_

Are these NEW and DIFFERENT than the ones you reported in the last reporting period? Yes or No

15. # of programs or presentations you have developed (classes, talks, workshops, etc.) \_\_\_\_\_

Are these NEW and DIFFERENT than the ones you reported in the last reporting period? Yes or No

## PROJECT INFORMATION/NARRATIVE

**Performance Measures:** Please read the instructions and information carefully and answer the following questions.

### 1. Environmental Education

#### A. Did you educate or engage members of the community in areas of environmental stewardship?

- This can include teaching a class, presenting at a meeting, coordinating an event or workshop during which you provide education/information to community members. It can also be a volunteer event that you coordinate as long as there is some “educational” component.
- You can keep track of your numbers by creating a spreadsheet such as the **sample shown below**. This is the information we will be looking for, and that you will need to complete this part of the questionnaire.
- Please provide information about each class/event/workshop/presentation/volunteer event etc.

AmeriCorps Projects/Events/Classes											
	Date	Program/Sc hool/ Event	Topic/ Lesson/ Presentatio n	Community/ Location	# participants	Demographic info if avail (college? Kids? Low income?)	# and kind of instruments collected that indicate #s of participants	# pre-tests/ surveys collected/ completed	# of post- test/survey collected/ completed	# of participants whose post test shows increased knowledge	Other info
1	5-Jan	Moscow Middle School	Recycling	Moscow	24	6th graders	1 class sign in sheet	24	24	20	
2	8-Jan	Rose Creek Volunteer Day	Why remove non- native plants?	Albion	15	college students	15 pre "tests"	15	13	13	2 people left early and didn't do the post test
3											
4											
5											
6											
7											
	TOTALS				39		16	39	37	33	

- **Total** number of participants that you educated or engaged: \_\_\_\_\_  
(This number should be the same as the number you put on the demographics page, #10, and should only be counted if they participated in *this* current reporting period, AND only once if they are returning students from *any* reporting period.)
- What **instruments** did you use **to count the number** of people that you educated or trained? (To report numbers, we need to see that you used sign in sheets or some kind of written list. If you were unable to use those instruments, please indicate in detail how you got your numbers.)

- ☐ Sign in sheets  
☐ List provided by leader of group  
☐ Other? Please add.

- What is the **total** number of instruments you used to come up with your total #? \_\_\_\_\_  
 (How many instruments were collected for each of the programs, projects, or presentations you've noted? 1 per class? 1 sign up sheet per person? If you compiled this information from verbal discussions or hand counts, *which is not the preferred method and should only be done if there is no other option*, please **document that by making a memo**, with the date the information was gathered and your signature, and attach it to this report.)

B. **Did the people you educated or trained in the area of environmental stewardship indicate that they gained knowledge as a result of the class, event, workshop, or presentation?**

**Yes or No** (circle one)

If yes, how many people from each project/event/class indicated that? (same # as in Demographics section, # 13.) \_\_\_\_\_

- What **instrument** did you use that allows you to make the statement that people indicated that they gained knowledge from your services?

- ☐ Pre and Post Tests/Surveys (Preferred method)  
☐ Other? Please add detail. What was it and how did you document it?

- What is the **total** number of instruments collected? \_\_\_\_\_  
 For example, if there were 20 participants, were there 20 instruments collected indicating that they did or didn't gain knowledge? (If a participant only did the pre-test, we can't count that as an instrument. So, the combo of a pre and post-test counts as 1 instrument.)

(If you compiled this information from verbal discussions or hand counts, *which is not the preferred method and should only be done if there is no other option*, please **document that by making a memo**, with the date the information was gathered and your signature, and **attach it to this report**.)

## 2. At Risk Ecosystems/Restoration

### A. Did you “treat” and “improve” any land during your service activities this reporting period.

You will need to create a form like the example below to keep track of your data.

You can track the square footage of the area where work was done and calculate to approximate acres.

AmeriCorps Restoration Projects								
	Project Site/Name	Date	Treatment Activities	Miles of Trail Treated	Miles of Waterway Treated	Acres of land Treated		
1	Slate Creek	1-Jan	planted 10 trees, pulled weeds		1/8 mile			
2	Slate Creek	2-Jan	planted 50 trees, pulled weeds,		1/8 mile (diff than above)			
3	UI campus project	6-Jan	put in blue tubes along trail	1/2 mile				
4	Paradise Path	12-Jan	cleared debris from along section of path near creek, put in blue tubes, removed weeds, cleaned trash	1/2 mile	trail treated, and waterway treated, include both			
5								
6								
7								

**Provide the # of acres *treated*:**

\_\_\_\_\_

- Mark the types of treatments you implemented from the list below and provide additional treatments and/or details on the back of this page or on a separate sheet of paper.

*Treatments include*

:

- ☐ Removing invasive species
- ☐ Planting native plants
- ☐ Building riparian buffers
- ☐ Clearing natural debris and unnatural debris.
- ☐ Other:

- What ***instrument(s)*** did you use to count the number of acres treated?

- ☐ Tracking sheets
- ☐ Activity logs
- ☐ GIS

- ☐ Before and after photographs
- ☐ Databases
- ☐ Survey/tracking document from landowner
- ☐ Other (Provide detail)

➤ How many instruments were used to count the total number of acres treated? \_\_\_\_\_

**Provide the # of acres *improved*:** \_\_\_\_\_

➤ Mark the types of improvements made from the list below and provide additional improvements and/or details on the back of this page or on a separate sheet of paper.

*Improvements include:*

- ☐ reduction in human impact
- ☐ reduction of the negative impact of natural disasters or invasive species
- ☐ restoration of native plants/habitat
- ☐ reduction of erosion
- ☐ better protected watersheds
- ☐ reduction in wildfire risk
- ☐ increased public access/accessibility
- ☐ protected flora/fauna
- ☐ creation of new trail

➤ What ***instrument(s)*** did you use to count the number of acres *improved*?

- ☐ Tracking sheets
- ☐ Activity logs
- ☐ GIS
- ☐ Before and after photographs
- ☐ Databases
- ☐ Survey/tracking document from landowner
- ☐ Other (Provide detail)

➤ How many instruments were used to count the total number of acres improved? \_\_\_\_\_  
 Daily sheets? Weekly sheets? Final document/survey from landowner?  
 Provide an approximate number.

## **B. Did you treat or improve trails and/or waterways?**

**Provide the # of miles of trails and/or waterways *treated* overall during this time period.** \_\_\_\_\_

(Do not double count. You will need to use a tracking form to add up the totals from the total of trails plus the total of waterways treated.)

➤ Mark the types of treatments implemented from the list below and provide additional treatments and/or details on the back of this page or on a separate sheet of paper.

*Treatments include:*

- ☐ Removing invasive species
- ☐ Planting native plants,
- ☐ Building riparian buffers,
- ☐ Improving tread/corridor of existing trail or
- ☐ Making changes to increase the trail lifespan
- ☐ Removing unsafe structures
- ☐ Repairing damage caused by visitor use
- ☐ Making changes to increase accessibility
- ☐ Clearing of natural debris and unnatural debris.

➤ What ***instrument(s)*** did you use to count the number of miles treated?

- ☐ Tracking sheets
- ☐ Activity logs
- ☐ GIS (results and reports)
- ☐ Before and after photographs
- ☐ Databases
- ☐ Survey/tracking document from landowner
- ☐ Other (Provide detail)

➤ How many instruments were used to count the total number of miles treated? \_\_\_\_\_

**Provide the # of miles of trails and/or waterways *improved* overall during this time period.** \_\_\_\_\_

(Do not double count. You will need to use a tracking form to add up the totals from the total of trails plus the total of waterways improved.)

➤ Mark the types of improvements made from the list below and provide additional improvements and/or details on the back of this page or on a separate sheet of paper.

*Improvements include:*

- ☐ Restored to reduce human impact
- ☐ Reduced the impact of natural disasters
- ☐ Removed invasive species
- ☐ Restored native plants and habitat
- ☐ Protected watersheds
- ☐ Created new trail
- ☐ Increased safe condition of useable trails
- ☐ Increased accessibility
- ☐ Protected flora and fauna

Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.

➤ What ***instrument(s)*** did you use to count the number of miles improved?

- ☐ Tracking sheets
- ☐ Activity logs

- ☐ GIS
- ☐ Before and after photographs
- ☐ Databases
- ☐ Survey/tracking document from landowner
- ☐ Other (Provide detail)

- How many instruments were used to count the total number of miles *improved*? \_\_\_\_\_  
Daily sheets? Weekly sheets? Landowner documents? Provide an approximate number.

## Media Coverage

Please briefly describe if your project, or any part of your service, received any media coverage this reporting period. Provide copies of pictures, links, etc. so we can report this to CNCS.

## Partnerships

AmeriCorps is big on collaboration amongst members and programs. Please tell us if you worked with any other members or programs during this reporting period.

## Volunteer Recruitment

Please check off the National Service Day Project you participated in during this time period (if any) and the number of volunteers you recruited who helped with this service project. (If you recruit, train, or engage the same volunteer for more than one project, only count that volunteer once. However, count all of his or her hours on all projects.) (These should not be the same volunteers as those you counted in the demographics section. Those were volunteers recruited for your specific site project activities, these are for the AmeriCorps National Service Day requirement. )

	# recruited	Total # of volunteer hours
<input type="checkbox"/> Day of Remembrance: 9-11	_____	_____
<input type="checkbox"/> Make a Difference Day	_____	_____
<input type="checkbox"/> Martin Luther King Day	_____	_____
<input type="checkbox"/> Earth Day	_____	_____
<input type="checkbox"/> Idaho at Play	_____	_____
<input type="checkbox"/> Other	_____	_____

## Training and Member Development

- a) Did you receive any training other than those provided by PCEI AmeriCorps? \_\_\_\_\_
- If so, was this a training provided to you by your site? \_\_\_\_\_
  - Please describe what, when, where, who: \_\_\_\_\_
  - If so, how many training hours did you receive? \_\_\_\_\_

- b) Check areas below in which you participated in training:

- ☐ citizenship/civic engagement



- ☐ cross cultural sensitivity
- ☐ volunteer recruitment
- ☐ communication
- ☐ service learning
- ☐ conflict resolution
- ☐ mentoring practices
- ☐ team building
- ☐ public speaking
- ☐ disaster preparedness
- ☐ volunteer recruitment
- ☐ other:

c) Did you participate in any personal development type trainings not provided to you by your site or by our program? \_\_\_\_\_

Please describe:

## Other information

**Did you create and distribute brochures or flyers? Please add details- who, what, when, where, how, etc..**

Provide copies of your publications.

**Tell us a story!** Any other activities, projects, numbers anything else that might be considered pertinent to how you are making a difference as an AmeriCorps member during this reporting period? Interactions with community members through your service other than what you've already reported? Challenging or interesting events or accomplishments? Successes? *Anything* that you did that has anything to do with your service should be accounted for even if you're not sure it's applicable or pertinent. Please detail the what, where, who, when, how, how many, what kind!