

## SITE REPORT QUESTIONNAIRE 2017-18

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

Member Name: \_\_\_\_\_

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 September-December (Due January 5, 2018)

Data for the months of January-March (Due April 3, 2018)

Data for the months of April-June (Due July 6, 2018)

Data for the months of July (Due at the end of your service term if your term ends in July)

Data for the months of July-August (Due at the end of your service term if your term ends in August)

**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.

**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. You may also choose to do the *numbers* portion of this report together in one report.

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

**Please be aware that it may be that, because of the strict reporting requirements, you will not be able to report all of your numbers in the numbers section. However, that does not mean we don't want to know about them. Please make sure you are reporting all of your numbers in the narrative section of your SRQ so that we can report them in the narrative section of our reporting to CNCS.**

Thank you!

## NUMBERS AND DEMOGRAPHICS

- Do not double count, i.e., counting numbers from last reporting period, counting numbers that your AC colleague is also counting, counting returning clients in one reporting period.
- Submit data **ONLY** for this reporting period.
- Provide an answer for **EVERY** question, even if it is NA or 0. (Put NA if it does not apply to you.)

1. # of volunteers recruited/coordinated/supported **by you** during direct service activities? \_\_\_\_\_
2. # of *episodic* volunteers generated by you? \_\_\_\_\_
3. # of *regular*, ongoing volunteers generated by you? \_\_\_\_\_
4. # of disaster service projects you participated in, if any? \_\_\_\_\_
5. # of individuals affected by disasters that you served? \_\_\_\_\_
6. # of veterans served \_\_\_\_\_
7. # of veteran family members served \_\_\_\_\_
8. # of military family members served \_\_\_\_\_
9. # of active duty military members served \_\_\_\_\_
10. # of programs or presentations you have developed (classes, talks, workshops, etc.)? \_\_\_\_\_  
Are these NEW/DIFFERENT than the ones you reported in the last reporting period? \_\_\_\_\_
11. Please feel free to add any other numbers/items of interest you would like to provide for reporting:

## **PM #1: Environmental Education and Outreach**

1. **How many (non-duplicated) people did you educate, engage, train, mentor, present to?** \_\_\_\_\_  
This number should be the number of people you can prove were non-duplicated because you got first and last names from them and therefore were able to delete any possible duplicates.

2. **What instruments did you use to count the number of people that you educated or trained?**

Sign-in sheet (included first and last names)

Class roster provided by leader of group (included first and last names)

3. **Number of instruments you used to get this number:** \_\_\_\_\_

4. **How many people gained knowledge?** \_\_\_\_\_

5. **What is the total number of instruments collected? (1 pre- + 1 post = 1 set)** \_\_\_\_\_

6. **Other:** Please add *other* numbers here **if** you have data but can't supply the documentation that proves it does not include duplicated numbers. I will report these numbers as well. They matter! (Leave blank if you don't know or did not keep track of this.)

**Additional participants you counted by other methods that did not include first and last names (head count, estimate, list with just last names, etc.):** \_\_\_\_\_

**Additional participants that you could count as having gained knowledge but for whom you were not able to administer pre/post-tests.** \_\_\_\_\_

**PM #2: Enhancement and Protection of Natural Resources**  
**(At Risk Ecosystems/Treatment and Improvement of Land)**

**1. Acres of *land* "treated" during this reporting period?** \_\_\_\_\_

**2. How many tracking sheets were used to count the total number of acres *treated*?** \_\_\_\_\_

You will need to attach copies of your tracking sheets to this report **if** the project is completed. If the project is not completed, you will submit the tracking sheets with the final report due at the end of your service term.

**3. Acres of land "*improved*" during this reporting period?** \_\_\_\_\_

If the project is completed, please attach the tracking sheets with the # of acres treated AND improved, *as well as* the Improved Condition Confirmation Form (ICC). If the project is not yet completed, you will submit the tracking sheet and the ICC with the final report due at the end of your service term.

**4. Do you have an Improved Condition Confirmation Form (ICC), signed by the appropriate person, as described in the instructions?** Yes No

(You must have this or these numbers cannot be counted. However, if your project is not yet completed, you will submit this during the next reporting period.

Is this the case? Yes No

**5. For *this reporting period only*, how many instruments (tracking sheet with the ICC) were used to count the total number of acres improved?** \_\_\_\_\_

## Other Information and Numbers

**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"/> Martin Luther King Day	_____	_____
<input type="checkbox"/> AmeriCorps Week	_____	_____
<input type="checkbox"/> Idaho at Play	_____	_____
<input type="checkbox"/> Your choice	_____	_____

### Training and Member Development

**Did you receive any training other than those provided by PCEI AmeriCorps?** Yes    No  
 If so, was this a training provided to you by your site? Yes    No  
 Please describe what, when, where, who:

If so, how many training hours did you receive? \_\_\_\_\_

Check areas below in which you participated in training:

- |  |  |
|--|--|
| <input type="checkbox"/> Cross cultural sensitivity<br><input type="checkbox"/> Volunteer recruitment<br><input type="checkbox"/> Communication<br><input type="checkbox"/> Service learning<br><input type="checkbox"/> Conflict resolution<br><input type="checkbox"/> Mentoring practices | <input type="checkbox"/> Team building<br><input type="checkbox"/> Public speaking<br><input type="checkbox"/> Disaster preparedness<br><input type="checkbox"/> Volunteer recruitment<br><input type="checkbox"/> Citizenship/civic engagement<br><input type="checkbox"/> Other: _____ |
|--|--|

**Did you participate in any personal development type trainings not provided to you by your site or by our program?** Yes    No  
 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.

**Successes/Challenges/Stories!** 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!