PROGRESS REPORT DETAILS
Academic Engagement Focus Area

*Please see the **23-24 CLEC AmeriCorps Progress Report Instructions** available on the [CLEC program website](#) for additional information.*

CLEC AmeriCorps Program-Wide Targets

- Target Audience: Low-income, underrepresented, and/or marginalized students, their families, and community members
- Target Output:
  - K-12 Student Success: 500 K-6 and/or 7-12 students served
  - College/University Student Success: 500 college/university students served
- Target Outcome:
  - K-12 Student Success: 320 students will report improved academic engagement and social-emotional skills
  - College/University Student Success: 320 students will report improved academic engagement and social-emotional skills
- Number of CLEC AmeriCorps engaged:
  - K-12 Student Success: 70
  - College/University Student Success: 50
- Activity Dosage: 10 Readiness Portfolio Components (Interventions) / 15 hours per student (Goal)
- Outcome Measurement Instrument: Student Participant Retrospective Survey to assess the impacts of interventions on academic engagement and social-emotional skills

Data Tracking Report Questions

The following is what the data tracking report will look like in [America Learns](#) for the member who is your project's Designated Reporter. Answers to these questions must be submitted 2x/month (by 1ˢᵗ and 16ᵗʰ) with the Designated Reporter's timesheet.

Important Reminders:

- If you are a member of a group at your site, ONLY the member who is the "Designated Reporter" should submit data. ALL members and supervisors are responsible for ensuring that data being reported is accurate.
- Please only enter NEW output data for students served that has not already been reported to avoid duplication. For example, DO NOT enter data for students served that was reported in past reports.
- Note that questions for both Academic Engagement focus areas are included below because some projects serve in both areas, K-12 Student Success and College/University Student Success. If your project does not include both, ONLY enter data for the questions that are relevant to your project.

- Please enter "0" for any question that is not relevant to your project -OR- if you do not have any data to report during this reporting period.
- DEFINITIONS:
  - Outputs = The direct products of a program's activities. Expressed numerically, they may include types, levels, and targets of services to be delivered by the program.
  - Outcomes = The expected changes in the population served resulting from your program's activities.

Questions:
1. Total number of K-6 grade students served during this reporting period.

2. Total number of 7-12 grade students served during this reporting period.

3. Total number of college/university students served during this reporting period.

4. Describe any activities or accomplishments not yet captured in this report. Please include specific numbers for outputs and outcomes, if applicable.

5. I certify that my supervisor has reviewed the data submitted in this report for accuracy and can attest to its validity. (Please sign your name below.)

Member Mid- & End-of-Term Progress Report Questions

Reminder: Only stipend members need to complete a mid-term progress report. All members must complete an end-of-term progress report. Members complete progress reports via [America Learns](). CLEC staff will notify members and their supervisors when the report is ready for completion ~1 month prior to the report deadline.

1. In 1-3 sentences, describe the project you implemented to increase academic success and engagement in your target audience of low-income, underrepresented, and/or marginalized K-12 or college/university students. *(5,000 character limit)*

2. Describe how you measured changes in students' academic engagement or social emotional skills (if applicable). If you did not measure this, please explain why below. *(5,000 character limit)*

3. Did you implement a retrospective survey for your students that measures improvements of their academic engagement or social-emotional skills? Why or why not? *(5,000 character limit)*

4. Check below the interventions used during your term of service. If additional interventions were used, describe them in "Other."
   a. Academic Coaching
   b. Family Involvement
   c. Mentoring
   d. Financial Aid

e.   Financial Literacy
    f.   Campus Tours
    g.   After-School programs
    h.   Summer Learning
    i.   Service Learning
    j.   Other: _____

5. Describe the tracking instrument(s) used to record your data (e.g., excel spreadsheet, tracking log, survey, etc.) and what data you are recording (e.g., number of students, type of intervention, number of interventions, hours of intervention, etc.). *(5,000 character limit)*

6. Describe how you verified that the numbers reported in your data tracking logs are accurate and unduplicated. *(5,000 character limit)*

    Reminder: Individuals counted in the data entered should only be counted ONCE during the program year. This includes if there are multiple members serving the same group of individuals, or if the same group of individuals is served across multiple progress reports. In addition, AmeriCorps members may not be counted as beneficiaries in data reporting.

7. **Great Stories**
    Please describe in 1-3 paragraphs at least one impact story from:
    a.   An individual or group who has benefited from your project,
    b.   A person/group who has volunteered, or
    c.   Your own story of success as it is related to your project.

    Please submit 1-4 corresponding pictures below. Please include a completed and signed [Photo/Media Release Form](#) for anyone recognizably appearing in submitted media who is not a CLEC AmeriCorps member or elected official. Upload completed forms below or email them directly to [CLEC staff](#). *(file upload)*

8. **National Days of Service**
    All AmeriCorps members are encouraged to participate in at least one National Day of Service (e.g., 9/11 Day of Service and Remembrance, Make a Difference Day, MLK Day, Earth Day, AmeriCorps Week, and/or other AmeriCorps-led national events).

    Please describe if you participated in or led one or more of these days or initiatives. Include the number of individuals who attended the event and a description of the impact you had as a result of attending the event. If you did not participate in a National Day of Service this quarter, explain if/when you plan to participate during your term of service (or if you have already participated).

    Please submit 1-4 corresponding pictures of your National Day(s) of Service below. Please include a completed and signed [Photo/Media Release Form](#) for anyone recognizably appearing in

submitted media who is not a CLEC AmeriCorps member or elected official. Upload completed forms below or email them directly to CLEC staff. *(file upload)*

9. **Evidence of Success**
   How can you show the success of your service efforts in ways not already captured in this report?

   Please include media articles/links, visits with elected officials, TV/radio interviews, flyers, letters, social media, web pages, additional photos, etc. If including visits with elected officials, please include the name and title of elected official, date, and reason for visit or event.

   Please upload media articles (or provide links above), pictures of visits with elected officials, TV/radio interviews, flyers, letters, examples of social media, web pages, additional photos (with permission), etc. Please include a completed and signed Photo/Media Release Form for anyone recognizably appearing in submitted media who is not a CLEC AmeriCorps member or elected official. Upload completed forms below or email them directly to CLEC staff. *(file upload)*

Supervisor Mid- & End-of-Term Progress Report Questions

If supervisors have multiple AmeriCorps members in their project, they will only need to complete these reports <u>one time</u>. These reports are submitted via a Qualtrics survey link (not America Learns) that will be emailed to supervisors ~1 month before the report due date. Supervisors should complete their report after they have reviewed their members' progress reports in America Learns. Actual questions may vary.

Program Data Questions:
1. Please attest by signing your name below that you have reviewed and verified the outputs and other data submitted thus far by your AmeriCorps members in their data tracking reports (submitted with timesheets 2x/month via America Learns).

2. Please enter the TOTAL outputs below in the areas that are relevant to your project and focus area. Enter the timeframe that this data was reported for (e.g., September 1, 2023 - December 31, 2023).

   (Please enter "n/a" for reach response if it is not relevant to your project, or "0" for each response if you have no data to report for that item. ONLY enter data if it's relevant to your project. This question is important to validate any past reported data.)

   Reminder: Individuals, acres treated, and pounds of food that are included in the data entered should be only counted <u>once</u> during the program year. This includes if there are multiple members serving the same group of individuals, or if the same group of individuals is served across multiple progress reports. In addition, AmeriCorps members <u>may not</u> be counted as beneficiaries in data reporting.

a. TIMEFRAME DATA BELOW IS REPORTED FOR (list exact dates).
b. K-12 Student Success Focus Area: Total number of K-6 grade students served.
c. K-12 Student Success Focus Area: Total number of 7-12 grade students served.
d. College/University Student Success Focus Area: Total number of college/university students served.
e. Food Security & Basic Needs Focus Area: Total number of pounds of food provided.
f. Food Security & Basic Needs Focus Area: Total number of individuals receiving food, housing, or other basic needs support.
g. Medical/Mental Health Access Focus Area: Total number of individuals served who received medical, mental, or dental health support.
h. Environmental Stewardship Focus Area: Total number of individuals who received education/training in environmental stewardship.
i. Environmental Stewardship Focus Area: Total acres of parks, public, or tribal lands treated.
j. Environmental Stewardship Focus Area: Total acres of parks, public, or tribal lands improved.

3. Enter the following data elements for your project during your AmeriCorps members' term of service up until now. These data elements are nationally aggregated by AmeriCorps. Enter the timeframe that this data was reported for (e.g., September 1, 2023 - December 31, 2023).

   Please enter "0" for each response if you have no data to report for that item or if it is not relevant to your project.

   Note: Volunteers should include anyone recruited, trained, managed, or coordinated to assist with your project who is not a site staff or AmeriCorps member.

   a. TIMEFRAME DATA BELOW IS REPORTED FOR (list exact dates).
   b. Total number of children and youth (under 24 years old) served.
   c. Total number of volunteers recruited, trained, managed, or coordinated to support your project.
   d. Total number of hours served by volunteers to support your project.
   e. Total number of veterans served.

4. ACADEMIC ENGAGEMENT SUPERVISORS ONLY: Total number of students with improved academic engagement or social-emotional skills as a result of your members' project.

5. ACADEMIC ENGAGEMENT SUPERVISORS ONLY: Explain how your members measured improved academic engagement or social-emotional skills in your beneficiaries (if applicable). Did you implement a pre-post retrospective survey? If so, describe the survey. *(2,000 character limit)*

Note that CLEC staff may request a copy of retrospective survey and data summary, if needed, for AmeriCorps compliance reasons.

6. Please provide an explanation for any output or outcome measure in which the actual is higher or lower than what was expected. (**If you or other program staff submitted** a Request for Proposal, compare your actual with the estimate submitted. This is especially important if the actual greatly exceeds the estimate submitted by 400% or more). *(2,000 character limit)*

    Please contact CLEC staff if you don't have access to your RFP or the original targets submitted.

7. How are you tracking your project's data? Describe the tracking instrument(s) used to record your data (e.g., excel spreadsheet, tracking log, survey, etc.) and what specific data you have been recording (e.g., number of students/acres treated/pounds of food collected, type of intervention, number of interventions, hours of intervention, etc.). *(2,000 character limit)*

    Note that CLEC staff may request a copy of your data tracking tools, if needed, for AmeriCorps compliance reasons.

8. How have you trained your members to ensure that reported data is accurate and unduplicated? Describe the specific steps taken to verify data. *(2,000 character limit)*

    Reminder: Individuals (or acres treated, pounds of food **provided, etc**.) counted in the data entered should be only counted <u>once</u> during the program year. This includes if there are multiple members serving the same group of individuals, or if the same group of individuals is served across multiple progress reports. In addition, AmeriCorps members <u>may not</u> be counted as beneficiaries in data reporting.

Narrative Questions:
1. Describe any activities or accomplishments not captured in the performance measures reported thus far. *(2,000 character limit)*

2. If you have not met expected progress towards your project outputs and/or outcomes, please explain here. *(2,000 character limit)*

3. Please describe any successes and/or challenges you faced that may have positively or negatively affected your program's performance. *(2,000 character limit)*

4. Describe how your member's service is making an impact on the community that would not have been possible with existing staff or volunteers. *(2,000 character limit)*

5. Please upload up to four photos of your members in action showcasing their service, ideally wearing their AmeriCorps gear (t-shirt, lanyard, and/or pin).

Note that for anyone appearing in submitted media **who is recognizable and not** a CLEC AmeriCorps member or elected official, a Photo & Media Release Form is required. *(file upload)*

6. If you would like to provide additional comments regarding your project performance, your AmeriCorps member's experience, or feedback to CLEC, please do so here.

Additional Narrative Questions in End-of-Term Supervisor Report:

1. Describe how you've used data and information collected on your processes, outputs, or outcomes to improve your program. Based on the information collected, what worked well? What changes will you make in the coming year to improve processes, outputs, and/or outcomes to better address identified community needs? *(2,000 character limit)*

2. Describe how Washington Campus Coalition for the Public Good and AmeriCorps have helped your program leverage new public-private partnerships, funding, and other resources. *(2,000 character limit)*

3. Total value of cash or in-kind resources leveraged by the CLEC AmeriCorps member(s) during this reporting period.

    (The estimated national value of a volunteer hour is currently $31.80. This <u>should not</u> include AmeriCorps member hours. See this article for more details).

4. Describe how your program has promoted, developed, or improved sustainable community partnerships with your institution. *(2,000 character limit)*