

AMERICORPS EDUCATION AWARDS PROGRAM SEMI-ANNUAL PROGRAM PROGRESS REPORT

This Progress Report should be completed and submitted by **AmeriCorps Education Awards Program sponsors**. Reports should be submitted to the appropriate State Commission or directly to the Corporation, depending on the process by which your program was approved. Program sponsors are responsible for collecting information, on the schedule and in the format they determine, from all locations where the program activity is carried out, to ensure that the report is comprehensive.

This is a biannual report and must account for two full quarters of the program year. Program sponsors must submit progress reports by April 30 and October 31, following the end of each two quarter reporting period (October 1 to March 31 and April 1 to September 30, respectively) of each year of program operation . If applicable, your Commission will inform you of the date the Progress Reports will be due to them to ensure a timely submission to the Corporation.

There are two parts to the form itself. Appropriate instructions are included in both parts. If you have any questions, please feel free to call your program officer at the State Commission or the Corporation.

Part I requests data about the Members earning AmeriCorps Education Awards and their hours of service, the involvement of community volunteers in the program, the overall accomplishments of the program to date, and the nature of the challenges the program faces.

Part II requests numbers and other responses to identify the specific service activities carried out by Members and results achieved by the program.

DEFINITIONS

Education Awards Program Sponsor: The entity which receives a direct grant from the Corporation or a sub-grant from a State Commission and is responsible for the Education Awards Program, including financial and program progress reporting (including this report), AmeriCorps Member supervision, record keeping, site administration, etc.

Direct Education Awards Program: The Program sponsor that was eligible to apply directly to the Corporation, and was approved as an Education Awards Program sponsor. Accordingly, the Program is directly accountable to the Corporation for program and financial reporting and compliance with Corporation regulations and Grant provisions.

State Commission Education Awards Program: The Program sponsor that applied through its respective State Commission, and, following final approval by the Corporation, the grant was awarded to the sponsor by the State Commission. The Program is accountable to the State Commission for program and financial reporting and compliance with Corporation regulations and grant provisions.

Program ID #: A Corporation-issued, 14-character identification number based on grant numbers. The first ten characters are the Corporation Grant Number. When applicable, characters 11 and 12 identify the subgrantee, characters 13 and 14 identify the program site. If you do not know your Program ID #, contact your Program Officer. Your program may or may not have subgrantee or program sites identified in the Program ID #.

AmeriCorps Education Awards Program

PROGRESS REPORT

1. Program Name: _____ Location: _____
2. Program ID #: _____
3. Corporation Grantee Name: _____
4. This Progress Report covers two full quarters of the program year. Identify the biannual reporting period to which this form applies:
_____ to _____
5. Name of person completing this report: _____
6. Position of person completing this report: _____
7. Telephone number: _____ 8. Fax number: _____
9. E-mail address (if available): _____

PART I INFORMATION ABOUT YOUR EDUCATION AWARDS PROGRAM

10. Members and Service Hours. Please enter data:

Member Census Questions	Full-time	Part-time	Reduced Part-time
How many AmeriCorps Education Award Members was your program awarded?			
How many new AmeriCorps Members did you enroll during this reporting period?			
How many of your AmeriCorps Members were in service at the close of this reporting period ?			

Program ID #: _____

AmeriCorps Members' Hours of Service	In this reporting period	Since beginning of program
Full-time Members		
Part-time Members		
Reduced Part-time Members		

11. (a) Please estimate:

Volunteer Generation*	In this reporting period	Since start of program year
How many <i>non-AmeriCorps Member</i> volunteers were involved in AmeriCorps service activities?		
How many hours did <i>non-AmeriCorps Members</i> contribute to AmeriCorps service activities?		

*Volunteer generation: Individuals recruited or directly supervised by AmeriCorps Members who work on direct service projects that help the program achieve its community service objectives. They are additional volunteers, new to the program or activity made possible by the AmeriCorps members. They are not program partners, advisory board members, or volunteers supporting program or member training, or staff.

12. (b) **Share with us some examples of the service activities in which your non-AmeriCorps Member volunteers participated during this reporting period.**

Program ID #: _____

13. **Summary of Progress:** Briefly restate your objectives and describe progress toward achieving them during this reporting period. Also, please discuss other program accomplishments, problems or challenges your program encountered, and significant program changes that occurred this period. Where available, describe relevant evaluation data.

14. **Unique successes or “great stories”:** (Include stories that would best communicate to the public how AmeriCorps service gets things done. Particularly helpful are stories that include numerical results and creative solutions.)

Program ID #: _____

**PART II
AMERICORPS EDUCATION AWARDS PROGRAM
MEMBER ACTIVITIES**

This section concerns Member activities being carried out under your AmeriCorps Education Awards Program. The following questions will allow the Corporation for National Service to understand the specific activities of individual programs, as well as to profile the services provided and resulting accomplishments on a national basis. Accordingly, we request information from you about the number of Members engaged in specific activities and the identifiable results of these activities.

We strongly encourage that you build information collection processes that permit you to capture this information on an on-going basis. Also, please note that you need enter information only for the specific service activities in which your program is engaged. If your activity is not already listed, please add it on the appropriate line.

For each activity in which your Members engage, please complete, on the following pages:

1. Enter the total number of “things” done (children tutored, trees planted, security surveys conducted, etc.). Please enter additional activities, if needed.
2. Enter the number of Education Award Members involved in the activity.
3. Enter results you have been able to identify, if possible (reading levels raised xx grade levels, xx homeless moved into permanent housing, xx% crime reduced, etc.)
4. Enter special information about recipients of service (low-income children, homeless persons, victims of domestic abuse, etc.) to help clarify results.

On the last page, entitled Member Development, please enter information related to the training of Education Award Members in your program.