

Instructions:

The reporting form was completed in Adobe Acrobat. You will need Adobe Acrobat Reader to download and complete it. Most computers already have Acrobat Reader pre-loaded. You can download a free copy at <http://www.adobe.com/products/acrobat/readstep2.html> if you do not already have it.

There is a form field available for each question you are asked to answer. Simply click in the field and type your answers. **Do not** leave any field blank. Please use **NA** (Not Applicable) or **0** (Zero) to indicate that you do not have any information to report in that field.

Page One

Please fill in your name and the period of time the report covers. The date you complete the form will be input automatically.

Trainings

The second section asks you to report any **training** you received during the reporting period for the purpose of increasing your professional skills. Please complete the "How many" field with a number (0, 1, 2, etc.). The "Training (s) provided by" field will expand up to 255 characters so you can report the provider source (agency, company, organization, etc. who delivered the presentation) for multiple trainings under each topic.

On-Site Orientation refers to any VISTA training you received at your work site.

Community Outreach refers to any training you received in the area of expanding our relationships within the community or any community sub-group.

Community Volunteer Generation/ Recruitment refers to any training you received in volunteer recruitment and/or understanding the needs, working styles, and interaction of volunteers from different generations.

Effective Volunteer Management refers to any training you received in the area of understanding, rewarding, managing, or increasing those who give their time and energy volunteering for our organization.

Resource Mapping refers to any training you received in the area of understanding and increasing organizational capacity by linking resources.

Resource Development/Fundraising refers to any training you received in soliciting funds or planning fundraising events.

Grant Writing refers to any training you received in the area of understanding the grant process.

Organizational Development refers to any training you received in the area of improving organizational structures.

Performance Measures refers to any training you received in are of tracking and measuring progress on projects with outcome measures.

Tracking Systems refers to any training you received in management and storage of information including electronic, hard copy or multi-media. Also could include training in the tracking of human resources like volunteers, personnel, donors, clients, etc.

Information Technology refers to any training you received in the use of technology devices, software programs, or web-based applications.

Developing On-Site Orientations and Training Plans refers to any training you received in the area of developing and implementing orientations and trainings.

Other (Please Specify) refers to any training you received not covered in the topics listed above.

The third section measures the impact of your activity in the community.

The first field asks you to report the number of presentations you made in the community. These may include *IOOV*, *mini IOOVs*, *This is NAMI*, education classes, *WRAP*, *BRIDGES* and other public presentations. The second field asks you to report the total number of participants in all the presentations you are reporting on. The third field asks you to give specific information about the presentations (type, location, audience, etc.)

Page Two

Mentoring others increases our organizational capacity so our programs can continue to be strong after your service is completed. Page two continues measuring the impact of your efforts in the community by asking you to report the same information about presentation opportunities you helped others make.

Part two of page two defines our Financial Resource Development efforts. Please follow the instructions and complete each field for a minimum of two viable grant sources, funding sources, or fund raising activities for the quarter. Each source or idea should include a contact person and their contact information.

Part three of page two asks you to report the specifics of financial resource development you attempted.

Part four of page two asks you to report specifics of financial resource development efforts that yielded results.

Page Three

Narratives

The narrative section of the VISTA report allows you to provide details of your work in a conversational tone. The Corporation asks that we provide specific details including numbers and percentages in our narratives. You may enter up to 255 characters in each field.

Challenges This section asks you to describe any difficulties you encounter in your volunteer efforts. Leaving this section blank or completing it with N/A will likely lead to review of your report. Your narrative of the challenges you encounter should describe things that are within the realm of what you can control. For example, this field should not include as a challenge the lack of financing because of budget cuts when you don't control the budget. It might include difficulties encountered with volunteers, management, lack of training, or other resources. Always end this narrative with steps you are taking to remove the challenge barrier.

Training / Technical Assistance Needs This section allows you to report on any additional training, materials, resources or equipment that would increase your productivity or help you reach your performance goals.

Partnership/ Collaboration Development This section allows you to describe the results of any efforts to join our work with the work of others. Use this section to describe how activities with partners relate to our achieving project goals.

Resource Development Use this section to provide further details about relationships and resources you developed during the reporting period. Describe how their development will improve you as a person, us as an organization, or how the relationship or material will improve our capacity to grow, deliver and improve.

Sustainability Use this section to tell how your efforts during the reporting period will ensure that the VISTA project and NAMI Tennessee programs will continue beyond your service as a VISTA.

Other Accomplishments Use this section to tell about any other accomplishments you have achieved during the reporting period.

Stories Use this section to tell any stories about how your efforts have had an impact on others or how others have had an impact on you.