

# INSTRUCTIONS FOR OCTOBER AMERICORPS PROGRESS REPORTS (APR)

**Section I – Demographics:** List of demographic indicators of interest to the Corporation. Please note that you are **not required** to report on each indicator. However, if your program includes these types of leveraged volunteers or target groups, you are required to include this data in your report. Remember that you **are required** to report on total number of individuals that applied to be AmeriCorps members and total leveraged volunteers.

While it would be inappropriate to request much of this information on your volunteer sign-up sheets, some of the numbers will be apparent; as an example, if your volunteers are all RVSP members, you may consider them to be baby boomers. Another example would be working with college students as volunteers – you may assume they are degree seeking and use this in your count. Some of you may also have exact numbers because they are part of your Performance Measurements such as number of persons mentored.

According to the Corporation, they realize that many of the numbers will be estimates because of the sensitivity of the areas. Just use your best judgement in your estimates and have a reasonable explanation for your numbers. If you have questions about what to enter in a field, please call Serve Idaho's Grants Officer and discuss your concerns.

**Section II - Performance Measures:** Enter your progress in meeting your performance measurement exactly as written in your awarded grant.

**Section III - Narrative Questions:** Enter your program successes and challenges. Use this section to highlight projects and accomplishments outside of your performance measurements.

**Section IV – Great Stories:** Enter great stories from the field. Please include who, what, when, where, how and why in these stories.

**Section V –October report questions:** Enter the answer to the questions on your October report. The answers you give will be used when the Grants Officer reports to the grant review panel.

All reports will be submitted in Word format and should be emailed before the due date to avoid being late. If for some reason you anticipate not meeting the due date please contact Serve Idaho's Grants Officer prior to missing the due date. It is important to meet the dues dates as the timely submissions of reports are reported to the grant review panel and taken into consideration for future program funding.