COLLECTING AND REPORTING SERVICE DATA

Keystone SMILES AmeriCorps

Collecting and reporting data is an essential part of the AmeriCorps experience. Data helps evaluate the efficacy of service, communicate the impact of member efforts, generate resources for our communities, and satisfy program requirements.

Collecting and Reporting Service Data
KEYSTONE SMILES AMERICORPS

ORGANIZATIONAL TARGETS

As an organization, Keystone SMILES hopes to accomplish the following:

✯ **ACADEMIC ENGAGEMENT –** 6,000 students, in grades K-12, who have been identified by teachers, parents, school administrators, IEPs, or the juvenile justice system as academically deficient in a target subject area or in danger of failing, being suspended, expelled or adjudicated, will complete tutoring and/or academic enrichment programs provided by AmeriCorps members. 1920 students (80% of those served) will demonstrate in increase in academic engagement by 2 levels in at least 1 of the 6 following areas: motivation, leadership, attitude, organization, academic performance or classroom behavior.

✯ **RECRUIT VOLUNTEERS:** - AmeriCorps members will engage 5,000 volunteers and service-learning participants in both episodic and ongoing capacities, to support and enhance Keystone SMILES AmeriCorps programming.

> **AMERICORPS MEMBERS, THEREFORE, ARE REQUIRED TO TRACK AND SUBMIT STATISTICS REGARDING EACH OF THESE OBJECTIVE AREAS. USING THE DOCUMENTS PROVIDED, MEMBERS TRACK MANY OF THESE ACTIVITIES. THE DATA IS THEN REPORTED VIA QUARTERLY REPORTS.**

MEMBER TARGETS

✯ **Tutor or Mentor Students:**
  o To accomplish academic enrichment goals, **each member** should serve a minimum of 45 students and
  o Evaluate all students using the Academic Engagement Rubric
    • 40 students should complete the tutoring and/or academic enrichment programs provided to them
    • 80% of students evaluated should gain at least 2 level in 1 of the 6 areas measured by the rubric
✯ **Recruit Volunteers:** *Each member should recruit and engage a minimum of 40 Volunteers or Service-Learning Students*

EVALUATING, TRACKING REPORTING STUDENT PROGRESS

Members of the Keystone SMILES AmeriCorps Program will provide direct, daily service to students in who need Academic Enrichment in the form of tutoring, mentoring, teambuilding and / or study skills instruction.

Members should evaluate students served using the ACADEMIC ENGAGEMENT RUBRIC. These students should be tracked via the STUDENTS SERVED ROSTER and reported via the Quarterly Report.

Evaluating Academic Engagement

1. To measure the progress of the students served, members will need to use the Academic Engagement Rubric provided in this packet and on the Keystone SMILES AmeriCorps website and pictured below. This form should be copied, as needed, for use with multiple students. Members may complete this form.

2. You will complete this rubric for each student two times in the academic year or summer. Please use the same sheet for each assessment. For your baseline report, complete the left side of the Scoring Summary as soon as feasible following the commencement of services. Use the descriptions provided in the Rubric to gauge students' performance level in each area.
3. Retain the original so you may add your final assessment scores.
4. Submit copies (not originals) of all completed rubrics with your QUARTERLY REPORT in December.
5. Upon the completion of academic engagement services, complete the right side of the rubric.
6. Compare the baseline and final rubrics to answer the target questions.
7. Submit all original rubrics with your FINAL QUARTERLY REPORT at the end of your term.

Tracking Students

- To track the information you gather regarding the students you serve, use the Students Served Roster pictured below and provided in this packet and on our website.

	Students Served Roster				Did the student complete the program?		In how many areas did the student improve by at least 2 levels?	Did student gain at least 2 levels in 1 of 6 areas?	
	Member Name:								
	Host Site:				Use Question [4] of the Academic Engagement Rubric Scoring Summary		Use Question [6] of the Academic Engagement Rubric Scoring Summary	Use Question [7] of the Academic Engagement Rubric Scoring Summary	
	Student Name or ID	**Added to "caseload" on which Quarterly Report**	**Date Baseline Conducted:**	**Date Final Evaluation conducted:**	**Yes**	**No**		**Yes**	**No**
TOTALS:		0	0	0	0	0	0	0	0
For Example	*Amadeus Morrison*	*December*	*9/10/2010*	*5/25/2011*	*x*		*3*	*x*	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

All members are expected to serve and evaluate a minimum of 40 students. Student should be provided tutoring and/or academic enrichment activities such as team-building, service-learning and study skills instruction. Please only include students you served at least 2-5 times a week for 20 minutes each.

Students Served | Volunteers and Service Learning | Students Served (2) | Volunteers and Service Lear (2)

- You may print and complete this form or download an Excel version to complete digitally.
- In the first column, list the students you serve.
    a. You are not required to list both full and last names. Initials, last or first names only, or student ID numbers are all acceptable entries.
    b. Please only include students you served at least 2-5 times a week for 20 minutes each.
- In column 2, indicate on which Quarterly Report (Dec, Mar, June, or Aug) you reported that student for the first time. Once a student is added to a member's "caseload" for the first time, please do not report that student again in subsequent Quarterly Reports. To prevent duplication, each student is only counted during the first report period they are served, and should therefore, only be reported once.
- In the 3rd and 4th columns, indicate the dates you complete the baseline and final rubrics.
- Indicate whether or not the student completed the Academic Engagement program you provided in column 5 or 6. (This should correspond to Question 4 on the Academic Engagement Rubric Scoring Summary.)
- Finally, use questions 6 and 7 of the Academic Engagement Rubric Scoring Summary to complete the last 3 columns, based on that student's performance.
- Utilize the orange total row at the top to help you answer your Quarterly Report questions.
- Submit a completed copy of your roster with your December and Final Reports.

Tracking Volunteers

1. To track the information you gather regarding the volunteers you recruit or manage, use the Volunteers and Service-Learning Students Roster pictured below and provided in this packet and on our website.

Volunteers and Service-Learning Students Roster

Keystone SMILES AmeriCorps

Member Name: _____ Host Site: _____

All Members are expected to recruit and report at least 35 volunteers or service learning participants. Collectively, they are expected to serve at least 175 service hours.

	Volunteer or Student Name	Added to "caseload" on which Quarterly Report	Type of Volunteer				Service Hours and Date:												TOTAL:
			Youth	College Student	Baby Boomer	Other	Date:	Hrs.	Date	Hrs.	Date:	Hrs.	Date:	Hrs.	Date:	Hrs.	Date	Hrs.	
TOTALS:		0	0	0	0	0													0
For Example	Caroline Hastings	December	x				31-Aug	3	15-Dec	2	11-Jan	8	10-Feb	4	8-Mar	3	12-Apr	4	24
1																			0
2																			0
3																			0
4																			0
5																			0
6																			0
7																			0
8																			0
9																			0
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14																			0
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16																			0
17																			0
18																			0
19																			0
20																			0
21																			0

Students Served | Volunteers and Service Learning | Students Served (2) | Volunteers and Service Lear (2)

2. You may print and complete this form or download an Excel version to complete digitally.
   a. In the first column, list your volunteers. You are not required to list both full and last names. Initials, last or first names only, or ID numbers are all acceptable entries.
- In column 2, indicate on which Quarterly Report (Dec, Mar, June, or Aug) you reported that volunteer for the first time. Once a volunteer is added to a member's "caseload" for the first time, please do not report that volunteer again in subsequent Quarterly Reports. To prevent duplication, each volunteer is only counted during the first report period they serve, and should therefore, only be reported once.
3. In the 3rd -6th columns, check if that particular volunteer fits into any of the listed demographic categories.
4. In all subsequent columns, enter the dates and the hours the volunteer serves.
5. Utilize the green total row at the top to help you answer your Quarterly Report questions.
6. Submit a completed copy of your roster with your December and Final Reports.

QUARTERLY REPORT

At the conclusion of each quarter, you will be sent a form through Google Docs to complete. This form, plus a great story and 1-2 photographs of you in service will comprise your quarterly report.

The reporting periods for the quarters are as follows:

QUARTER 1 – August 2012 – September 2012 – due October 15th, 2012

QUARTER 2 –October 2012 – December 2012 – due Jan 15th, 2013

QUARTER 3 –January 2013 – March 2013 – due April 15th, 2013

FINAL REPORT –April 2013 – June 2013 – due June 15th, 2013 (final academic year stats)

SUMMER REPORT – June 2013 – August 2013 – due August 15th, 2013 (summer program stats)

THE FOLLOWING QUESTIONS WILL COMPRISE THE GOOGLE FORM SENT TO YOU FOR YOUR QUARTERLY REPORT:

To how many students did you provide tutoring and/or academic enrichment activities such as team-building, service-learning and study skills instruction?

- For each report, please record the total number of new students served for the first time in the given reporting period. Once a student is added to a member's "caseload" for the first time, please do not report that student again in the program year. To prevent duplication, each student is only counted during the first month they are served, and should therefore, only be report once, during that reporting period.
- Please note the total column should help you keep track of the total number of students you have reported for the year.
- Use the "Students Served Roster" to help you keep track of individual students by recording each student you serve in the log and noting the date you report them for the first time in the second column.

- **How many baseline rubrics did you complete?**
- **How many final rubrics did you complete?**
  - Each student a member serves 2-5 times a week for 20 minutes each should be evaluated twice. When a student begins to receive services, the member should complete the left side of the rubric, called the baseline. Upon the completion of the program, the member should complete the right side of the rubric, called the final.
  - Please report the number of rubrics you complete each quarter by responding to these questions.
  - Please note the total column should help you keep track of the total number of rubrics you have reported for the year.
  - Use the "Students Served Roster" to help you keep track of individual student evaluations by recording each student you serve in the log and noting the date you complete their evaluations in the appropriate column.
  - For more information on how to complete the rubric, see EVALUATING AND REPORTING STUDENT PROGRESS.

- **How many students completed your program?**

- **How many students gained at least 2 levels in 1 of 6 Rubric topic areas?**
  - A student "completes" your program when they graduate from your services because they've met the targets set for them and no longer need your support or when your program concludes for the year.
  - Once a student has both a baseline and a final rubric, compare the baseline responses to the final responses to determine whether the student has improved at least 2 levels in 1 of the 6 topic areas. Report the number of students meeting this target each quarter by responding to the appropriate question.
  - Please note the total column should help you keep track of the total number of student targets you have reported for the year.
  - Use the "Students Served Roster" to help you keep track of individual student targets by recording each student you serve in the log and noting the whether or not they meet the corresponding targets in the appropriate column.
  - Report the number of students meeting these targets each quarter by responding to the appropriate questions.

REPORTING VOLUNTEERISM AND SERVICE LEARNING

- **How many volunteers or service learning students did you recruit?**
  - The number of new volunteers includes all volunteers serving in programs coordinated by AmeriCorps Members. For example, if your service involves coordination of a parent-tutoring program, all parent tutors who volunteer their time would be counted in this number. In addition, volunteers can include students who engage in service through service-learning projects. This **DOES NOT INCLUDE** you or your fellow members. Just like students, please record the total number of new volunteers who served for the first time in reporting period covered by the report. Once a volunteer is added to a member's "caseload" for the first time, please do not report that volunteer again in subsequent Quarterly Reports. To prevent duplication, each volunteer is only counted during the first report period they serve, and should therefore, only be reported once.
  - Please note the total column should help you keep track of the total number of volunteers you have reported for the year.
  - Use the "Volunteers and Service-Learning Students Roster" to help you keep track of this item by recording each volunteer you utilize in the log and noting the date you report them as "new" in the second column.
- **College Students? Baby Boomers? Disadvantaged Children or Youth?**
  - Of the new volunteers you report each quarter, do any fall into the categories indicated? If so, record the number of each in the appropriate question box. These numbers should never exceed the number of new volunteers you are reporting.
  - Use the "Volunteers and Service-Learning Students Roster" to help you keep track of this item by indicating in the given columns if an individual volunteer fall into the appropriate category.
- **How many total hours of service did those volunteers and students contribute?**
  - The number of volunteer hours should be the sum of **all** volunteer hours. For example, if 6 volunteers spent 6 hours each in volunteering, the number recorded here would be 36. Unlike,

reporting students and volunteers, hours should be an aggregate of all hours contributed in a given month – by both new volunteers, and volunteers who are returning to do further service.

- Please note the total column should help you keep track of the total number of volunteer hours you have reported for the year.
- Use the "Volunteers and Service-Learning Roster" to help you keep track of this item by recoding the number of hours each volunteer serves and the dates the service occurs in the columns to the right.

GREAT STORIES AND PHOTOS

In addition to the Google Doc form, you'll also be asked to write a great story about your service each quarter and submit 1-2 photographs to complete your Quarterly Report.

- The stories will be submitted using the OnCorps system you use to complete your weekly timesheets. Photographs should be attached to the great story using the same system.
- These stories are used to communicate to partners, Host Sites, and AmeriCorps State and National office what is happening in members' service. Please include statistics such as number of participants, hours, etc. whenever possible. In addition, please use the Host Site name to give the story a setting.   Responses may be forwarded to PennSERVE or the Corporation for National and Community Service, so please prepare stories with their perspective in mind.
- Photographs should feature you, wearing your AmeriCorps uniform, engaged in service. These photographs are often used in Keystone SMILES AmeriCorps publications.

SUMMARY OF DATA COLLECTION DUE DATES AND REQUIREMENTS

OCTOBER Quarterly Report

- o Google Doc Form
- o Great Story and 1-2 Photographs via OnCorps
- o Completed copies of Student Volunteer Rosters
- o Copies of Student Rubrics

JANUARY Quarterly Report

- o Google Doc Form
- o Great Story and 1-2 Photographs via OnCorps

APRIL Quarterly Report

- o Google Doc Form
- o Great Story and 1-2 Photographs via OnCorps

JUNE Quarterly Report

- o Google Doc Form
- o Great Story and 1-2 Photographs via OnCorps
- o Completed copies of Student Volunteer Rosters
- o All original Student Rubrics

AUGUST Quarterly Report

- o Google Doc Form
- o Great Story and 1-2 Photographs via OnCorps
- o Completed copies of Student Volunteer Rosters
- o All original Student Rubrics