

Learn and Serve America – Progress Report Instructions

For each Progress Report, you need only report on activities planned and/or implemented during the reporting period indicated. It is not necessary to repeat information shared in previous reports, except where changes or updates are appropriate.

A. Performance Measures

For each performance measure, please complete the “**Progress this reporting period**” field. Provide the “**Actual # or % to date**” for each performance measure target.

B. Narratives

1. Monitoring Activities

Describe monitoring activities carried out during this reporting period.

2. Challenges

Describe the primary challenges faced by your organization and your subgrantees (if applicable) during this reporting period. Please note how you are working to address those challenges or if you are requesting assistance from your program officer.

Also include any changes in the scope and/or staffing of your program.

3. Training/Technical Assistance

Describe T/TA activities you conducted during this reporting period; include the results of those activities in terms of attendance or distribution and learning outcomes.

4. Partnership/Collaboration Development

Describe the progress made in your partnerships with other CNCS programs, K-12 and higher education groups, non-profit organizations, and others. Summarize the type and quality of subgrantee collaboration with partners at the local level.

5. Sustainability

Describe efforts to ensure the sustainability and institutionalization of your local programs and your assessment of how successful those efforts have been.

6. Evaluation Activities

Describe program evaluations you are conducting or have completed for your program. You may also highlight promising evaluation efforts being undertaken by your subgrantees to demonstrate the impacts of service-learning activities on the participants and/or the community.

7. Project Stories/Successes

Describe significant events or projects that demonstrate the accomplishments of your program at the implementation level. Include electronic links to any press your program has received.

8. Other

Provide any additional information for this reporting period as appropriate.