

Civic Leadership & Engagement Corps
Progress Report Instructions
2023-2024



AmeriCorps



WASHINGTON
Campus Coalition
FOR THE PUBLIC GOOD



C L E C

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Purpose

Washington Campus Coalition for the Public Good (WACC) aims to support our partner institutions, site staff, supervisors, and CLEC AmeriCorps members in efficiently and accurately communicating the impact of members' service to our stakeholders, the public, and AmeriCorps. This document is your guide to reporting responsibilities, key dates, and what to expect for Progress Reporting.

Why Progress Reports Are Important

Progress Reports are essential for telling a story about whether an agency or activity is achieving its objectives and if progress is being made toward attaining organizational goals. They are also integral for program management, planning, implementation, and reporting to stakeholders, including taxpayers and legislators. These measures offer a picture of our "return on investment," as well as our effectiveness at accomplishing our mission. WACC requires all partner institutions and host sites to have a data tracking plan and report on performance measures.

Roles & Responsibilities

SUPERVISORS

Supervisors are expected to review their member's Progress Reports by the deadline. All member Progress Reports are submitted via [America Learns](#). In addition, supervisors must also complete a Mid-Term (if have stipend members) and End-of-Term Progress Report (via Qualtrics; link will be sent by CLEC staff). If a supervisor has a cohort of members in the same project, they only need to complete these reports once. To meet exit and award compliance, supervisors must submit End-of-term Progress Reports as part of their members' exit requirements.

MEMBERS

Stipend members (900 & 1700 hour) must complete a Mid-Term Progress Report and all members must complete an End-of-Term Progress Report. Member Progress Reports are submitted via [America Learns](#). To meet exit and award compliance, members must submit the End-of-Term Progress Report as part of their exit requirements.

Key Dates

Mid-Term Progress Reports - Due Mid-Service for Stipend Members & Supervisors

CLEC AmeriCorps staff will reach out to stipend members and supervisors to let them know the member Mid-Term Progress Report is available in [America Learns](#) approximately 4 weeks before the report is due. Supervisors will receive a separate email with a link to their report. The due date for Mid-Term Progress Reports for stipend members and supervisors will vary depending on member start and end dates. For example, all members who started in August, September, or October 2023 will have their Mid-Term Progress Report due on February 1, 2024.

End-of Term Progress Reports – Due Before Exit for ALL Members & Supervisors

CLEC AmeriCorps staff will reach out to all members and supervisors to let them know the member End-of-Term Progress Report is available in [America Learns](#) approximately 4 weeks before the report is due. Supervisors will receive a separate email with a link to their report. The due date for End-of-Term Progress Report will vary depending on their start and end dates.

Example Timeline

Komo Kulshan College's CLEC AmeriCorps project has one 1700-hour and five 300-hour members serving the same group of K-12 students in the Student Success focus area. Their start date was September 1, 2023, and their planned end date is July 15, 2024.

September 1	Member start date
First week	Training on data tracking tools and reporting from supervisor (for all members)
January 1	Approximate date <u>Mid-Term Progress Report</u> (for stipend member) launched in America Learns ; notification sent to member and supervisor. CLEC staff notify supervisor <u>Mid-Term Progress Report</u> is available for completion (Qualtrics survey).
February 1	<u>Member Mid-Term Progress Report due</u> (stipend member submits via America Learns) <u>Supervisor Mid-Term Progress Report due</u> (supervisor submits via Qualtrics)
June 15	Approximate date <u>End-of-Term Progress Report</u> (for all members) launched in America Learns . CLEC staff notify all members and supervisor. CLEC staff also notify supervisor <u>End-of-Term Progress Report</u> is available for completion (Qualtrics survey).
July 15	<u>End-of-Term Progress Reports due</u> (ALL members submit via America Learns) <u>Supervisor End-of-Term Progress Report due</u> (supervisor submits via Qualtrics) Member exit date

Progress Report Details

To see specific Progress Report questions, please view Progress Report Details for each focus area on the [CLEC program website](#) or click the links below.

- [Academic Engagement Progress Report Details](#)
- [Environmental Stewardship Progress Report Details](#)
- [Food Security & Basic Needs Progress Report Details](#)
- [Mental/Medical Health Access Progress Report Details](#)

Data Tracking

See **Data Tracking Report Instructions** available on the [CLEC AmeriCorps program website](#) (Member & Site Staff Resources) for information about data tracking.

Additional Assistance

For additional assistance related to Progress Reports, please contact:

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