



PROGRESS REPORTING TIPS

- ✓ Ensure that host site/service location data is submitted to you in sufficient time to report to Volunteer Tennessee by the established due date.
- ✓ Ensure that all submission information is completed in the Demographics section.
- ✓ Indicate whether or not the report is your final report for the year. Marking the report as final means that all members have completed their service requirements, all program activities have been completed, and final data is included for all performance measures.
- ✓ For each Performance Measure, indicate the *actual* number of MSY and the number of slots who spent time on the activity.
 - Keep in mind that the total number of MSY should be equal to the number of MSY enrolled in your program during the reporting period.
 - If the number of MSY or members who spent time on the activity varies from the number projected in your application, include an explanation in the “progress toward target” narrative box for the measure.
- ✓ For each Performance Measure, report the actual number of output or outcome units completed to date and indicate whether the target has been met, is ongoing, or has not been met.
 - If the actual output or outcome exceeds the target, include an explanation in the “progress toward target” narrative box.
 - If a measure is not on track to be met at the time of the mid-year report, describe the reasons in the “progress toward target” narrative box for the measure and include any corrective actions being implemented in the effort to meet the target.
 - If a measure is unexpectedly not met by the end of the program year, describe the reasons (including why it was not foreseeable at the time of the mid-year report) and any corrective actions being implemented to ensure that targets are met in future years in the “progress toward target” narrative box.
- ✓ Please respond to each question in the Narratives section of the report. Keep in mind that this information is extremely helpful as Volunteer Tennessee works to support programs, share your successes with stakeholders, and represent the challenges of programs in communication with funders.
- ✓ Save your report using the following naming convention: “Agency Initials_2015-2016 Progress Report_Dates Covered.” (for example, VT_2015-2016 Progress Report_August 1, 2015 to March 30, 2016)
- ✓ Review your report for completeness and accuracy prior to submitting to Volunteer Tennessee.
- ✓ Submit your report as an attachment sent to your Program Officer, with the other Program Officer cc’d.