1. Introductory information

The following questions comprise your Reporting requirements for the CTC VISTA Project for this period.

Please contact us with any questions or issues relating to this report:

Ben Sheldon
ben@ctcvista.org
617.287.7122

To aid you in completing this report, you can download a PDF of all of the questions; prepare your answers before-hand and then copy-and-paste the answers into the online forms. You can download the questions here:

http://ctcvista.org/files/CTC-VISTA-Fall-08-Progress-Report.pdf

1. Please enter the name and contact information for the individual completing this report. This should usually be the VISTA member's direct supervisor.

Supervisor Name:

Organization:

Email Address:

Phone Number:

2. Please enter the names(s) of the VISTA Members covered by this report:

2. Organization-based Questions

The following questions relate to the services your organization provides other nonprofit organizations and/or communities and individuals. The questions will differ depending upon the types of services and programs you offer.

Please note these are based upon your organization as a whole and not necessarily the specific activities of your VISTA member.

3. Nonprofit Technology Support Services

3. Does your organization provide technology/media programs or services which increase the ability of other non-profit ORGANIZATIONS to deliver services to low-income communities. These include technology assessment services, internet services, custom application development, and community network deployment

○ Yes

○ No

4. Nonprofit Support Service Questions

4. What technology/media services or programs do you offer to other nonprofit and community organizations? (please select all that apply)

- ☐ Software/application development and services
- ☐ Free website and/or email hosting
- ☐ Refurbished computers
- ☐ Outreach and community information or issue-centered websites
- ☐ Production of video/media promotions and PSAs
- ☐ Technology planning for organizations
- ☐ Technology training for nonprofit staff

Other (please specify)

[   ]

5. What types of organizations do your programs/services support?

- ☐ Youth Education
- ☐ Adult Education
- ☐ Housing Services
- ☐ Food Services
- ☐ Legal Aid
- ☐ Health Care/Public Health
- ☐ Arts/Media
- ☐ Job/Employment Aid
- ☐ Social/Public Services Assistance
- ☐ Senior Citizen/Older Adult Services
- ☐ Homeless Services
- ☐ Immigrant Services
- ☐ ALL OF THE ABOVE/NO SPECIFIC FOCUS

Other (please specify)

[   ]

6. How many organizations did you provide services to during the reporting period?

of Organizations [   ]

7. If technology training programs were provided, how many individuals successfully completed your training programs during the reporting period?

# of individuals trained

8. How many low-income individuals were served by the the organizations you supported during the reporting period? (estimation acceptable)

# of individuals served

9. How was the answer to the preceding question calculated?

☐ Official Reports/Documentation

☐ Survey

☐ Estimated

Other (please specify)

5. Technology Services/Programs for Low-Income Communities

10. Does your organization provide technology/media programs, training or access to low-income INDIVIDUALS?

This may include professional/office related education programs for adults, a variety of project-based education programs for youth, public access programs, and programs which provide low-income people with computers and training for home use.

○ Yes

○ No

6. Technology Services/Programs for Low-Income Communities Questions

These questions are only applicable if you answered YES the the preceding question.

11. What technology/media services or programs do you offer to low-income individuals? (please select all that apply)

- ☐ Open access computer labs
- ☐ Media production facilities
- ☐ Media Broadcast (Radio/Television) or Gallery Space
- ☐ Community Internet or WiFi Access
- ☐ Community Information Portals
- ☐ Classes for technology skills or digital tools
- ☐ Classes for digital video production
- ☐ Classes for traditional education but taught via the integration of technology tools
- ☐ Job search access and training
- ☐ Assistive Technology/Training
- ☐ Classes/Access targeting Seniors
- ☐ Refurbished computers

Other (please specify)

12. How many individuals did you provide services to during the reporting period?

of individuals served

13. If training or educational programs were provided, how many individuals successfully completed your training programs during the reporting period?

of individuals trained

7. NON-Technology Services/Programs for Low-Income Communities

14. Does your organization provide NON-technology/media related programs, training or access to low-income communities or individuals?

○ Yes

○ No

8. NON-Technology Services/Programs for Low-Income Communities Questions

These questions are only applicable if you answered YES the the preceding question.

15. Briefly describe/list the non-technology services or programs your organization provides to low-income communities and individuals?

16. How many individuals did you provide services to during the reporting period?

of individuals

17. If training or educational programs were provided, how many individuals successfully completed your training programs during the reporting period?

of individuals trained

9. VISTA Member Information

The following questions related the specific service and activities of your VISTA member

10. VISTA Service Information

18. What service activities was your VISTA member involved in? (check all that apply)

☐ --- Organizational Planning/Development

☐ Strategic Planning

☐ Board Development

☐ Community Impact Evaluation

☐ --- Fundraising

☐ Individual Giving

☐ Grant Writing/Research

☐ Non-cash/In-Kind Donations

☐ --- Communications/Marketing

☐ Press Releases/Contacts

☐ Print Writing/Design

☐ Online/Website Writing/Blogging

☐ Web 2.0 (Facebook/MySpace/etc.)

☐ --- Program Development

☐ Media Programming/Curriculum

☐ Job Skills Programming/Curriculum

☐ Technology Skills Programming/Curriculum

☐ Staff Training/Development

☐ --- Technology Development

☐ Technology Planning/Strategy

☐ Website Development/Design

☐ Database Development/Design

☐ Other Application Development

Other (please specify)

[   ]

TIP: Because of the length and possible complexity of the following questions, we recommend completing them first within a WORD DOCUMENT or other format that has Auto-Save, and then cut-and-pasting them into the following forms.
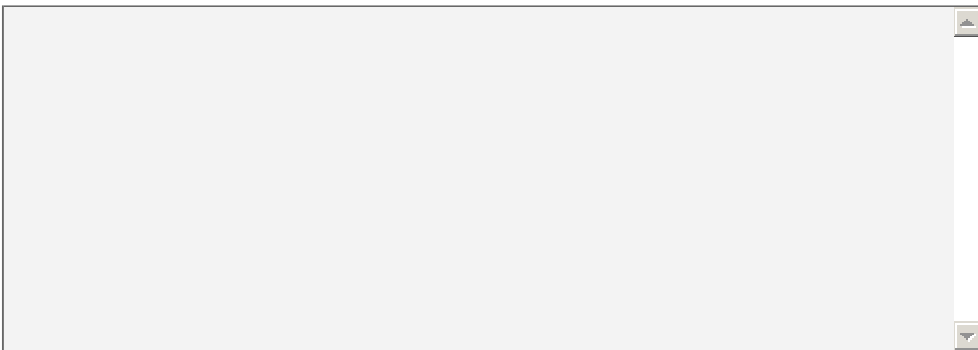
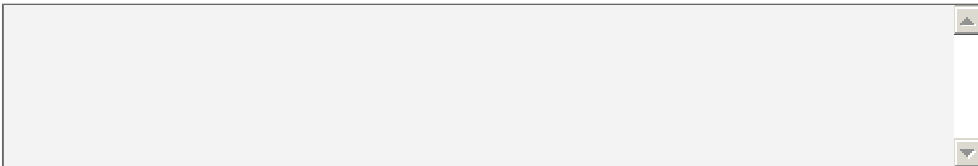Writing them outside of the web-browser may save you grief should your browser crash :-(

19. Please provide a description (2-3 paragraphs) of the focus of your VISTA member's duties and responsibilities.
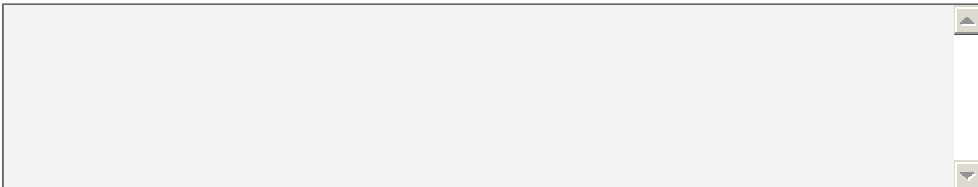
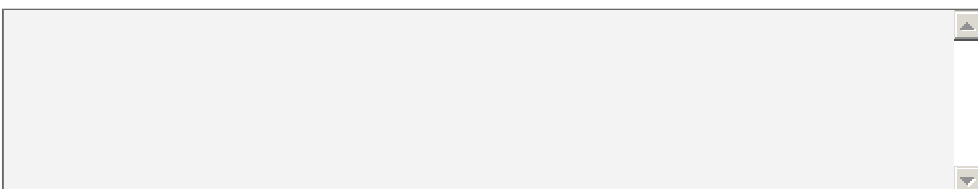**20. Please provide a description (2-3 paragraphs) your VISTA member's accomplishments and successes.**

21. Please provide a description (1-2 paragraphs) of any challenges your VISTA member faced in the completion of their duties and responsibilities.

22. Please share any specific stories that communicate the value of your VISTA member to your organization and/or the community which you serve:

23. Please provide links to online resources, documentation, or press relating to your VISTA Member's service:

11. VISTA Training / Development

24. What trainings or individual development did your VISTA member receive during their service? (Check all that apply)

- ☐ On-Site Orientation
- ☐ Community Outreach
- ☐ Community Volunteer
- ☐ Generation/Recruitment
- ☐ Effective Volunteer
- ☐ Management
- ☐ Resource Mapping
- ☐ Resource
- ☐ Development/Fundraising
- ☐ Grant Writing
- ☐ Organizational
- ☐ Development
- ☐ Performance Measures
- ☐ Tracking Systems
- ☐ Information Technology
- ☐ Media Production
- ☐ Accessibility/Inclusion
- ☐ Attended National Conference

Other (please specify)

25. Describe any training (workshops, courses, etc.) that you provided your VISTA member during the course of his/her service:

12. Member Activity Survey

The Corporation for National and Community Service is particularly interested in tracking the following activities. The data which you provide here will be aggregated and submitted to the Corporation. If the question does not relate to the activities of your VISTA member please respond "NA".

26. Approximately how many Community Volunteers did your VISTA Members recruit to work with your organization?

27. Of the Community Volunteers recruited by your VISTA Members, how many were Baby Boomers?

28. Approximately how many hours of service were performed by the Community Volunteers recruited by your VISTA Members?

29. Please provide the dollar value of cash resources developed by your VISTA Members:

30. Please provide the dollar value of non-cash (in-kind) resources developed by your VISTA Members:

13. Impact and Sustainability

31. Based upon the service of your VISTA member, how effective were they in improving the CAPACITY of your organization to increase the scope or quality of its services or programs?

○ Very effective

○ Somewhat effective

○ No effect

○ Negative effect

32. Based upon the VISTA members service, how SUSTAINABLE do you feel their projects and accomplishments were (i.e. will the VISTA member's service have long-lasting effect?)

☐ Very sustainable

☐ Somewhat sustainable

☐ Not Sustainable

☐ Hurt the Sustainability of Other Projects

33. Please describe the impact the VISTA member's service has had upon your organization as a whole and its ability to offer services to the community.

14. CTC VISTA Project Participation

34. How applicable/beneficial do you believe the work your VISTA accomplished is to other organizations within the nonprofit field?

○ Very much so

○ Somewhat

○ Not at all

35. Do you believe that your organization benefited more by having a VISTA networked to other VISTA members through the CTC VISTA Project than if he/she served alone?

○ Yes

○ Somewhat

○ No

36. All things considered, how satisfied are you with your experience hosting a VISTA member through the CTC VISTA Project?

○ Very satisfied

○ Somewhat satisfied

○ Neutral

○ Somewhat dissatisfied

○ Very dissatisfied

37. How could the CTC VISTA Project have improved your experience in hosting a VISTA member?

15. Final Page & Thanks!

38. Additional comments...

Thank you so much for completing this report for the CTC VISTA Project.

Please contact us with any questions or issues:

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