



PRC QUARTERLY REPORT EXPECTATIONS



- ✓ Timeliness is key!
 - Quarterly Report due dates
 - ☞ **October 15TH** - report on activities from July 1ST – September 30TH
 - ☞ **January 15TH** - report on activities from October 1ST – December 31ST
 - ☞ **April 15TH** - report on activities from January 1ST – March 31ST
 - ☞ **July 15TH** - report on activities from April 1ST – June 30TH
 - The PRC is responsible for submitting a project wide quarterly report to CNCS at the end of the month in October, January, April, and July.
 - Missing quarterly report data reflects poorly on sites and the PRC
- ✓ Data Collection
 - Tips
 - ☞ Write your activities on a calendar (either hard copy calendar or on an outlook calendar) so that you can just flip through the calendar when it is time to complete the quarterly report
 - ☞ Keep a file for quarterly reports that includes a copy of all the attendance sheets, surveys, meeting minutes, donation receipts, newsletters, media outreach activities, etc.
 - ☞ Use the data collection handout
- ✓ Proof read and edit
- ✓ Minimize “I” statements
 - The quarterly report is about the VISTA project, not the organization’s work
 - Use action verbs to start sentences
- ✓ Report quarter specific activities
 - Example: 20 volunteers were recruited during quarter one and 20 more volunteers were recruited during quarter two. The number of volunteers recruited that should be reported on the quarterly report for quarter two is 20 not 40 because the 20 volunteers recruited in quarter one have already been counted in the quarterly report for quarter one.
- ✓ Quarterly reporting sections should stand alone
 - Do not refer to a previous section
- ✓ Site supervisor sign off
 - shows that the site supervisor has read and approves the report