

DOINGWHATWORKS



SAMPLE MATERIAL

Monthly Site Report

John C. Diehl Elementary School, Pennsylvania

Topic: Increased Learning Time: Beyond the Regular School Day

Practice: Organize Instruction

Regular reporting is important in order to collect data, assess out-of-school program progress, and communicate results. To provide consistency, the CHAMPS after-school program uses the same reporting formats with all of the sites in which they operate. This form was filled out by Pfeiffer-Burleigh Elementary School staff; Diehl Elementary fills out the same form on a regular basis.

The CHAMPS after-school program developed a monthly report form that includes information such as activities and special events undertaken. This form is for reporting and reflection by participating sites. For each month, the report summarizes For each month, the report summarizes:

- Special events;
- Activities addressing academic enhancement, personal skills development, career exploration, service learning, relationship building, and creativity and recreation;
- Practices that had positive effects or garnered positive feedback from students;

- Concerns and questions; and
- Self-reflection notes on any of the other sections of the report.

The report is structured according to program goals aligned with grant requirements, state and district goals, and objectives identified from student needs. Each monthly report addresses specified categories to make sure progress is being made.

Districts may find this form useful for estimating sites' technical assistance and support needs based on areas of strength and weakness conveyed in the monthly reports.

Revised 8/16/09

The School District of the City of Erie, PA

CHAMPS Afterschool Programs



MONTHLY SITE REPORT

Complete this report each month for the previous month.

School

Month / Year

Person(s) Completing Report

Date Completed

Site Theme

Special Events

Special Events Held for Report Month					
Event	Date	Time			
Special Events Planned for Next Month					
Event	Date	Date Appropriate Forms Were Emailed			
Contracted Services					
Partner	Description of Service	# Students Involved	Dates of Service	Session Timeframe	Cost per Session

Monthly Component Activities

The Request For Application (RFA) and the Grant Application require specific program components. The components are listed below. Some components are expected to be implemented daily while other components only need to be addressed occasionally. Refer to the RFA if you are unsure how often component activities should be scheduled. This report is used as documentation that all grant requirements are being met.

Component	Days per Week	Monthly Highlights
Academic Enhancement <ul style="list-style-type: none"> • Study Skills • Tutoring • Homework Help • Green Team • All Activities that incorporate academic disciplines 	2 1 4 3	~Extra sessions provided for students requesting extra time ~Green Team has ongoing discussions with students on how to make the building a better green space.
Personal Skills Development <ul style="list-style-type: none"> • Leadership Club • Character Education • Conflict Resolution • Communication Skills • Decision Making • Goal Setting • Resiliency Building • Asset Development 	1 1 * *1 *1 *1 *1 *4	~ Attended Leadership Conference ~ All skills marked with a * are addressed each day on an individual basis with students who experience a situation requiring support in the area
Career Exploration <ul style="list-style-type: none"> • Industry Club • Junior Achievement • CFES • Business Club • Personal Inventories • Career Cruizing 	1 1	
Service Learning <ul style="list-style-type: none"> • Learn & Serve America • Leadership • Community Service 	1 1	~ High student interest
Relationship Building <ul style="list-style-type: none"> • Mentoring (indicate collaboration) • Social Etiquette • Service Learning • Resiliency Building • Asset Development • Parent / Child Activities • Industry Club • Leadership 	1 1 1	~The Leadership Club has implemented some great teambuilding games ~ Parents attended Lights On

Component	Days per Week	Monthly Highlights
Creative & Recreational Activities <ul style="list-style-type: none"> Fuel Up to Play SPARK Tennis Turbo Jav Fishing Intramurals Health & Fitness Activities Clubs Arts & Crafts Performing & Visual Arts 		

Please answer the following statements each month. While the above information is necessary for monthly and annual reports, the information below helps to “complete the picture,” communicate important details, and improve program practices.

Best Practices

Please write about a procedure, activity, or project that proved to be excellent this past month in achieving the program objectives of developing skills, improving character and/or building relationships.

Concerns / Questions

Please list specific concerns and/or questions you have about program procedures, components, requirements, resources, collaborations, staff, or students.

Monthly Reflection

Please use the space below to reflect on the previous month’s program including daily activities, program procedures, community collaborations and special events. Both positive and negative comments are welcome.