

# 10 ~ 12 Months

## Maintaining the Program



Congratulations! You have almost completed one year of operating an AmeriCorps program.

Much of the work you will engage in between now and the conclusion of your program year will be a combination of continuing current activities, completing year-end evaluations and reporting requirements, celebrating and thanking partners and participants, and assisting members in their transition from AmeriCorps to their next steps in life.

### ***At the end of this section, you will be able to***

- Assess your outcomes. Write and submit your final progress report.
- Present your successes, accomplishments, and challenges in a board presentation to senior staff.
- Correctly exit members in WBRIS.
- Access and use a variety of tools and electronic resources to complete all activities in the Tools for Success section.

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## Program Development & Management



### *Final Progress Report*

#### **What is the final Progress Report?**

The final progress report is the last report detailing your program's accomplishments, outcomes, great stories, and progress to your state commission or national parent organization. It is submitted electronically through WBRs.

#### **Why do you need to submit the final Progress Report?**

Final progress report is used to aggregate information about service for your state commission and or parent organization. Depending on whether you must report to a state commission or parent organization, this information is pulled into a required annual report (Grantee Progress Report – GPR) that is submitted to the Corporation and used to demonstrate the overall impact of the AmeriCorps programs nationwide.

#### **How do you do it?**

✓	Submit the final progress report as required.
✓	Maintain a file of other progress reports and on-going program information to draw from in order to complete the final progress report. Reports submitted to the appropriate bodies will be maintained in WBRs.



## *Year-End Senior Management Board Presentation*

### **What is a Year-End Senior Management Board Presentation?**

Most likely the advisory body, board, or senior management team has been actively involved and briefed on the progress of the AmeriCorps program. As the program year comes to a close, this is an excellent time to bring board members back together to share the successes and challenges of the first year of program implementation.

### **Why do you need to conduct a Year-End Senior Management Board Presentation?**

At the conclusion of the program year, it is imperative to formally address the board and communicate the lessons learned over the course of the program year to gain continued support and commitment. Board members need to know where they can be helpful and where they might need to intervene on behalf of the organization. If additional resources are needed to sustain the program, enlist board members to identify and cultivate those resources. If your program needs to strengthen its visibility in the larger community, your board members need to be apprised of how they can assist.

### **How do you do it?**

✓	Make sure you have accurate information from key stakeholders, including staff members.
✓	Identify the appropriate persons to address the board.
✓	Create an agenda to guide your presentation.
✓	Update the board on a budget changes or impending issues.
✓	Create simple, clear handouts that illustrate the important points you want to make.
✓	Anticipate questions the members might have about the implementation and management of the project.
✓	Identify specific ways that board members can get involved.
✓	Use evaluation data collection to strengthen presentation, i.e. program accomplishments.



## ***Exit Members in WBRS***

### **What does it mean to exit members in WBRS?**

Exiting a member means that he/she is no longer active in the program and program staff have completed the necessary WBRS forms to notify the Corporation. This may be the result of a member's termination from the program for cause or compelling personal circumstances or the successful completion of service hours and program obligations. Within 30 days following the end of each Corps member's term of service, you must update his/her enrollment status in the WBRS system. For each corps member, you must complete an End of Term form in WBRS. This form contains a statement about the member's total service hours. Those that you certify as eligible to receive an educational award, are automatically downloaded to the National Service Trust.

### **Why do you need to exit members in WBRS?**

This is a mandatory requirement of your AmeriCorps grant. If a member's data is not entered into WBRS showing that she/he completed the required hours, the member will not be eligible to receive the Educational Award. Failure to appropriately exit corps members and account for grant funds can adversely affect the administrative and financial status of your organization. The most important consideration is this can adversely impact the member's eligibility for and receipt of their educational award.

### **How do you do it?**

✓	Ensure that the Member Information Profile in WBRS is complete and accurate. This form was done at the beginning of the program year and should be reviewed again before exiting members
✓	Ensure that local record keeping of AmeriCorps members' hours is accurate.
✓	Exit all members within the 30 days of the end of the AmeriCorps members' term of service.

### **Frequently Asked Questions**

**Do I wait until the end of the service year to exit members?** *No. Exit members as they complete their service hours, or immediately if a member is asked to leave the program early. All members must be exited within 30-days of the program end date.*