

**VOLUNTEER MONTANA!
DATA REPORTING FORM
<<FirstName>>, <<Site>>**

I. Getting Things Done

Date _____

A. Measurable Outcomes

- <<Outcome 1>>
- <<Outcome 2>>
- <<Outcome 3>>
- <<Outcome 4>>
- <<Outcome 5>>
- <<Outcome 6>>
- <<Outcome 7>>
- <<Outcome 8>>

SAMPLE

B. Steps Toward Outcomes

C. This month's timeline items addressed and/or completed:

Item

Date

III. Volunteers

A. Recruitment Goal: <<VolGoal>> Volunteers

B. Volunteers recruited this month: _____

C. This month I recruited:

_____ volunteers committing to six months or more with the agency.

_____ volunteers committing to less than six months with the agency.

D. The volunteers with <<site>> contributed _____ hours this month.

SAMPLE

IV. Activities

My volunteers worked on assignments in these areas this month:

FOCUS AREA	# OF VOLS.	# OF VOL. HRS.	# OF YOUR HRS.	WHAT COMMUNITY NEEDS WERE ADDRESSED?	IMPACT OF WORK ON THE COMMUNITY (IN NUMBERS IF POSSIBLE).
Education					
Public Safety					
Human Needs					
Environment					