

Reporting your results serves a similar function to an “open house” for a completed home. It is the last but perhaps most critical step in evaluation. It lets participants and funders know what you have accomplished. Once you have completed the analysis, you should find that you have information that provides an accurate picture of your program as well as information to make decisions about future program implementation.

Reports can range from informal talks on the results of your evaluation to formal progress reports. Unless that information is put into an accessible format – for both internal and external stakeholders – the effort you have put into evaluation may be lost. In general, reporting your evaluation results should include a restatement of your objectives, a copy of your evaluation plan, and a brief description of the instruments you have used to collect data. It should provide the relevant statistics or qualitative information from your data analysis as well as stories or examples to illustrate your accomplishments. The reporting of your results is an opportunity to give your audience a clear picture of your accomplishments during the program year. When developing an evaluation report, the outline on the proceeding pages provides a format for presenting evaluation data in a useable format to the reader. Draw the information for completing the first three parts of the report from your evaluation plan. See “Reporting Your Results” in the reference section for more information.

Background Concept

Community Collaboration

Create separate reports for different audiences. For example, besides information provided to the Corporation for National Service, reports for programs may serve multiple audiences. Each of these audiences has different information needs, and reports may need to emphasize different program results, indicators, and instruments. For example, community partners may want a one-page fact sheet with information on program outcomes.

Chapter 6 Reporting Your Results - The Open House



The following are some audiences to consider:

- police
- social service agencies
- educators
- parents of youth
- local government
- neighborhood residents



Consider This:

The graphic below identifies potential recipients and suggests possible means to report information.

Audience	Reporting Options
Corporation for National Service's grantee organization (e.g., State Commission or Parent Organization of National Direct.)	Quarterly reports, annual reports, renewal application, newsletters, press releases, internet website
Local community agencies —park service, local government, environmental organizations, clubs, schools, universities, local community	Newsletters, press releases, internet website, local media, posters, presentations at local events, presentations at schools
Program members and staff	Presentations at meetings, newsletters

Restate Your Objectives

By beginning your report with your objectives, you orient your reader to what your program is trying to do.

Describe Progress Toward Achieving Your Objectives During This Reporting Period

Include a description of your activities as they relate to your objectives, your beneficiaries (the number and characteristics of people you serve), and a description of your result. These can come directly from the evaluation plan, though in the report you may want to provide even greater detail about the beneficiaries to provide a clearer picture of the outcome of your services for this period. A statement about your beneficiaries will provide the reader with a better understanding of the level of effort put forth in the activity described. In describing your results, identify and describe the indicators of success that you have chosen to assist the reader in understanding the factors that are most important to your program. For example, if you are providing tutoring to a specific group of children, you might describe their community and their school environment.

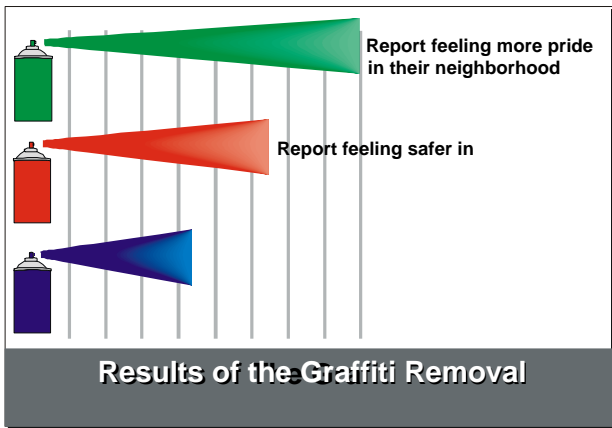
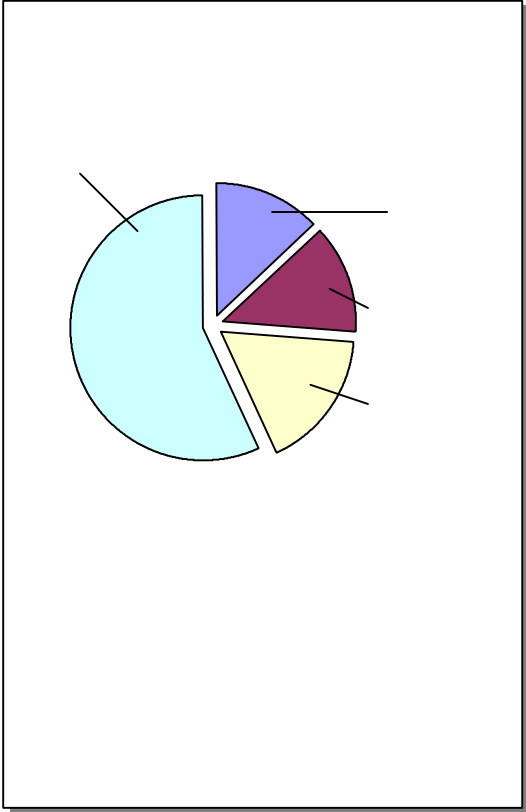
Describe Your Evaluation Activities

The reader can refer to this section for a description of how you measured your result. Describe the types of instruments you used, as well as the information you collected. Be sure to include a description of who administered your instruments, how they were administered (e.g., by mail, in person, or by telephone), and who, as well as how many people, completed them. You can also discuss any problems encountered during the evaluation. This allows the reader to make judgments about the credibility of your findings.



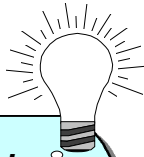
Tip: Show why your program's activities are important.

AmeriCorps programs meet the needs of many communities with a variety of program activities. When you plan and report your evaluation results let stakeholders know why your program's mission and objectives are important to meeting your community's needs. If possible, include national and local statistics, information from studies, policy papers, or needs assessments that address the needs your program is meeting. The first reporting period of your program year can be a good time to provide this information, since it provides a broad view of the need your program is addressing. This baseline data can then help to show the level of need in the specific community and individuals you are serving.



Compare the Results of Your Evaluation with Your Objectives

After writing your results, compare the results of your evaluation with the standard set in your objectives. Describe how your services addressed the existing need. You can relate the need to baseline data if you have it. It may be useful to refer to previous evaluation findings (such as those reported in earlier progress reports) to provide a more detailed picture of the program progress.



Tip: Use neutral or negative results.

Neutral or negative results may be disappointing when you find them. However, they can help you discover how to make your program stronger or improve your program evaluation strategies. Don't forget to include these results in your reports and explain how you will use them to make changes.

State Ideas for Improvement and Any Next Steps

Evaluation data assist in decisionmaking. Evaluation data should inform an action plan, suggest changes in program delivery, and demonstrate a commitment to dynamic learning and improvement of your program. For example, if your evaluation results show that you fell short of your desired level of success, do you plan to modify your program services? If so, how? If not, why not? If your evaluation results show that you met or exceeded your desired level of success, what decisions will you make because of this (e.g., will you maintain or expand services)?