

TCAC Vista Monthly Reporting

Name (Print)

Site

Month

Year

NEW FORM- USE THIS FORM ONLY-AS OF September 2009

1. Make a copy of your VAD each month and list on the VAD what you have accomplished for the month

For each goal in your VAD answer the following on your VAD sheet.

- a. List the activities _____
- b. List the number of people that participated in the activities _____
- c. Total # of volunteers _____
- d. The total # of volunteer hours _____
- e. Monetary grants and cash donated for month _____
- f. Total in-kind donations _____ (this can include what you think your office space is valued at each month if you had to rent it, each volunteer hour is worth \$17.50, any donations -of food materials, space, etc. -estimate the value, any speakers –can count as volunteer hours)
- g. List any Community Partners _____

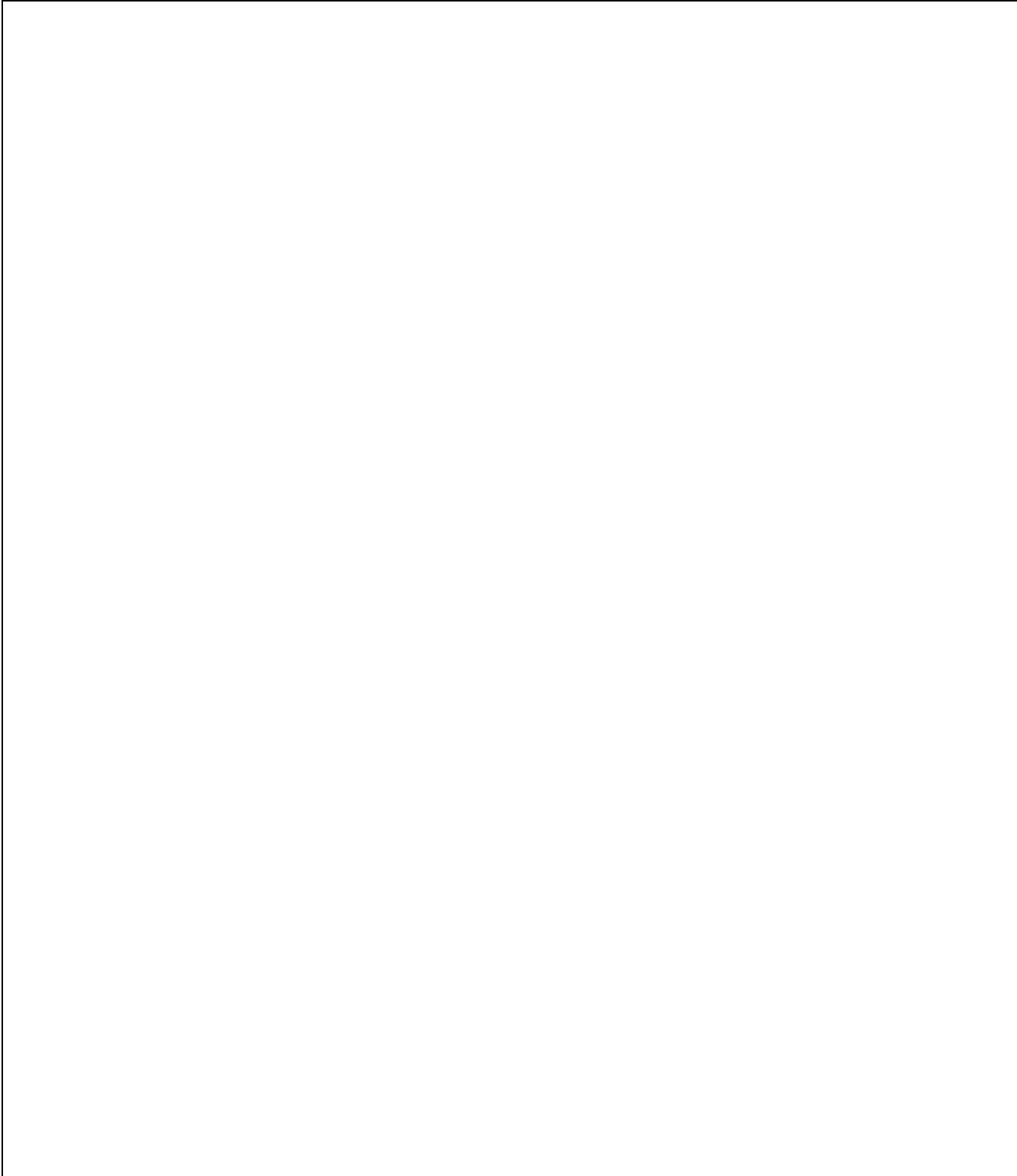
2. On this sheet answer the items below:

- a. Trainings you attended this month _____

(Examples: team meeting, TNSEP, senior resource meeting, Red Cross training, etc. or can be on the site – like community safety meeting)

- b. How many of your volunteers this month were baby boomers (age 45-64) _____
- c. Tell one success story at your site for the month (include in the story what the ***need*** was, what your ***solution*** was, and how someone ***benefitted*** by your solution (write the story below).

SIGNATURE _____



SIGNATURE _____