

To be completed using My AmeriCorps

Date: _____ Name: _____

Print current Member Roster

How many slots were granted to the program? FT ___ HT ___ PT ___ RPT ___ Other ___
 How many earned an award? _____
 How many did not earn an award? _____
 How many are earning an award? _____
 Total Members _____

Does the Program have individuals in the member commitment waiting to be entered into the program? ___ Yes ___ No _____ If yes, how many?

Were all Members enrolled within 30 days? Yes ___ No ___

If no, what was the:

Lowest days until approved: _____
 Highest days until approved: _____

Do time logs reflect greater than 20% of Member time spent on training?

Yes ___ No ___

Do Member time logs reflect greater than 10% of time spent on fundraising?

Yes ___ No ___

Are End of Term Forms approved within 30 days of exiting the Member?

Yes ___ No ___ NA ___

How many End of Term forms were checked? _____

Number approved within 30 days of completion date? _____

Number not approved within 30 days of completion date? _____

Did any members earn a partial award/exit for compelling circumstances?

Yes ___ No ___

If yes, what is (are) the Members name(s)? _____

If yes, were appropriate reasons listed on the exit form on My AmeriCorps?

Yes ___ No ___

Check the submission dates of the following reports: (Financial-All Reports)

	End Date of Report	Approval Date	Comments by Program Officer
Federal Financial Report	12/31/2009		Final for 08-09
	3/31/2010		
Periodic Expense Report (due 20th of each month)	9/30/2010		
	7/31/2009		
	8/31/2009		
	9/30/2009		
	10/31/2009		
	11/30/2009		
	12/31/2009		
	1/30/2010		
	2/29/2010		
	3/31/2010		
	4/30/2010		
	5/31/2010		
	6/30/2010		
	7/31/2010		
	8/30/2010		
	9/30/2010		
	Progress Report	10/31/2010	
11/30/2010			
12/31/2010			
	3/31/2010		
	9/30/2010		