Using Your Partnership Goals Summary To Track Volunteers and Resources

At each Caring for Kids school partnership, a Goals Summary is used by the principal and school liaison to provide a quick overview of the current school year's goals and projects. The liaison will track in the Goal Summary's last column whether a project has been completed and which goals at the end of the school year have been successfully reached.

Here is a sample Goals Summary for Friends Elementary School. Note that the columns for Volunteers and Resources are highlighted in blue. These two columns can be used by the organizational champion (main representative for your organization around the partnership table) to track their number of volunteers and in-kind or financial resources for all projects completed during the year.

SCHOOL: Friends Elementary School	Volunteers*	Resources*	Completion Status (y/n)
GOAL 1: Improve attendance to 90% by end of school year.			
Project 1: Student incentives (small prizes, snacks, gift cards)			
Project 2: Socks and underwear drive			
Project 3: Class incentive parties			
GOAL 2: Enhance school culture for staff, students, and families.			
Project 1: Staff appreciation snacks/meals			
Project 2: Raffle basket items for family engagement events			
Project 3: Encouraging messages painted/stenciled on hallway walls and restrooms			
Project 4: Mentoring			

We recommend that champions download the Goals Summary and complete their own records as projects are completed. The Goals Summary also can be printed out to keep a hand-written record if preferred.

Simply enter the number of volunteers and value of in-kind resources or financial contributions directly into your own personal record.

For example, if 3 volunteers purchased small prizes or snacks for student incentives, you would enter 3 in the **Volunteers** column for that

SCHOOL: Friends Elementary School	Volunteers*	Resources*	Completion Status (y/n)
GOAL 1: Improve attendance to 90% by end of school year.			
Project 1: Student incentives (small prizes, snacks, gift cards)	3	$100	
Project 2: Socks and underwear drive			
Project 3: Class incentive parties	1	$75 check	

project. You estimate the total value of resources to be about **$100**, so that is entered in the **Resources** column. You also provided the school a $75 check from your organization for a class pizza party for best attendance. You note that this amount was in the form of a check.

For the second goal, **1** volunteer brings in a meal valued at **$200** for staff appreciation during Parent-Teacher Confer-

GOAL 2: Enhance school culture for staff, students, and families.		
Project 1: Staff appreciation snacks/meals	1	$200
Project 2: Raffle basket items for family engagement events		
Project 3: Encouraging messages painted/stenciled on hallway walls and restrooms		
Project 4: Mentoring	2	

ences. Again, you would enter this information in the appropriate blue columns. Last, there are **2** volunteers who mentor students as lunch buddies, so that number is entered.

Now that the organizational champion has updated these records, this info can be shared with others in their church or company to help envision staff and/or congregants about their organization's community impact. Also, this data can be easily entered into the reporting form sent by Caring for Kids at the end of each semester. Let's take a quick look at the Soleran Report Form, using the sample Goals Summary as a reference.

How To Report Data to Caring for Kids

Data received from the Caring for Kids Reporting Requests is compiled by the Soleran tool to give an overview of community impact. Individual organizational data is not shared. The tool adds the collective number of projects, volunteers, and estimated resource value (in-kind resources and financial contributions) from all submitted data, as shown in this example below. This allows us to share community impact information with superintendents, school staff, and organizations within the Caring for Kids Network.

Friend City School District
7 Schools
42 Community Partners Engaged
- 16 Faith Organizations
- 14 Businesses
- 12 Civic/Nonprofit Organizations

It All Starts with the Right Question
The community partners ask one simple question of the principal: "How can we help you achieve your goals to equip students to reach their highest potential?"

In three <u>years</u> the answer to this question yielded:
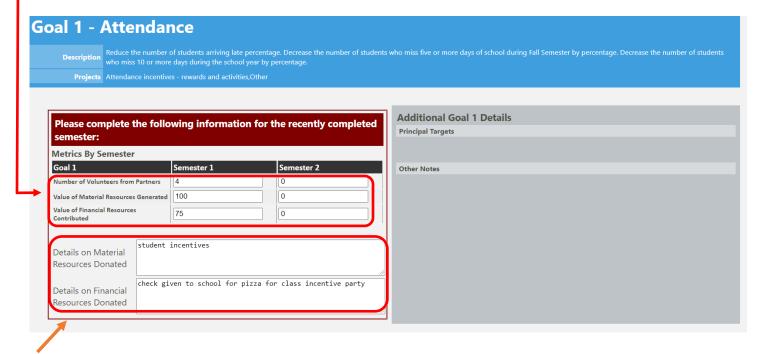- ✔ 172 projects to support principals' goals
- ✔ 480 volunteers
- ✔ 2,390 children served indirectly
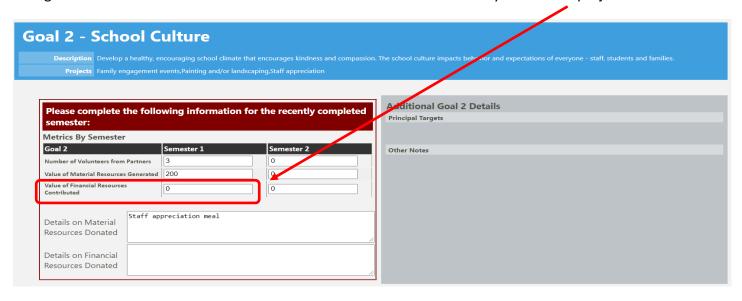- ✔ $48,410 invested by partners (in-kind donations and cash contributions to schools)

In the Soleran reporting form, the organizational champion completes the data fields by totaling the volunteers for **all projects related to a specific goal** as well as the donation value of material resources and financial resources (cash or check given to school, if applicable).

NOTE: Just enter the numbers. The form will not require a $ before the number. The data entered into these three fields is later compiled with other organizational data for the collective impact report.

Goal 1 - Attendance

Description	Reduce the number of students arriving late percentage. Decrease the number of students who miss five or more days of school during Fall Semester by percentage. Decrease the number of students who miss 10 or more days during the school year by percentage.
Projects	Attendance incentives - rewards and activities,Other

Please complete the following information for the recently completed semester:

Metrics By Semester

Goal 1	Semester 1	Semester 2
Number of Volunteers from Partners	4	0
Value of Material Resources Generated	100	0
Value of Financial Resources Contributed	75	0

Details on Material Resources Donated	student incentives
Details on Financial Resources Donated	check given to school for pizza for class incentive party

Additional Goal 1 Details

Principal Targets

Other Notes

Below the three numerical fields is a place to enter brief details about donations.

For the second goal, the process is repeated, adding total number of volunteers, material resources, and financial resources if applicable. Note that the **Value of Financial Resources Contributed** is left blank for this goal because no checks or cash were contributed to the school for any of Goal 2's projects.

Goal 2 - School Culture

Description	Develop a healthy, encouraging school climate that encourages kindness and compassion. The school culture impacts behavior and expectations of everyone - staff, students and families.
Projects	Family engagement events,Painting and/or landscaping,Staff appreciation

Please complete the following information for the recently completed semester:

Metrics By Semester

Goal 2	Semester 1	Semester 2
Number of Volunteers from Partners	3	0
Value of Material Resources Generated	200	0
Value of Financial Resources Contributed	0	0

Details on Material Resources Donated	Staff appreciation meal
Details on Financial Resources Donated	

Additional Goal 2 Details

Principal Targets

Other Notes

We appreciate each organization's reporting of their partnership involvement. **All** volunteers and donations matter, no matter how large or small the number. If you have any questions, please contact any of the partnership directors. We are here to help. Thank you!