

<b>TITLE</b>	Data Collection & Management VISTA
<b>SPONSORING ORGANIZATION</b>	The Sanneh Foundation
<b>PROJECT NAME</b>	TSF AmeriCorps VISTA Program
<b>PROJECT NUMBER</b>	18VSNMN002
<b>PROJECT PERIOD</b>	2019-2020
<b>SITE NAME</b>	Conway Community Center
<b>FOCUS AREA(S)</b>	Education (Primary)

**VISTA Assignment Objectives & Member Activities**

<b>PROJECT GOAL</b>		The Data Collection & Management VISTA will continue to strengthen quantifiable and qualifiable systems that collect data to communicate Dreamline program opportunities and program outcomes regarding key data crucial to monitoring and evaluating programs designed to support primary education and eradicate poverty.
<b>OBJECTIVE</b>		Contribute to the continued expansion, assessment and improvement of data collection systems to monitor, evaluate, and ensure capable management of key data critical to the monitoring and evaluation process.
<b>MEMBER ACTIVITIES</b>	Q1-4 Q1-4 Q1-4 Q1-4 Q1-4	<ol style="list-style-type: none"> <li>1. Gain familiarity and be further immersed with TSF culture, logic model, and theory of change.</li> <li>2. Expand the process of data collection identified and operationalized by prior Service Members designed to improve TSF systems that effectively monitor and evaluate its programming.</li> <li>3. Provide a series of Leadership Symposiums for internal TSF staff members and leaders to become acquainted—and familiar—with the improved systems that adequately assess its programming.</li> <li>4. Review existing data collection software and various databases.</li> <li>5. Continue to monitor and update the current data collection software and various data points report relevant information to TSF leadership.</li> </ol>
<b>OBJECTIVE</b>		Refine and add to the comprehensive information base and flow of communication to TSF supervisors and Leadership Team members around TSF and Dreamline program data, evaluation, and outcome assessments and reports.
<b>MEMBER ACTIVITIES</b>	Q1-4 Q1-4 Q2-4	<ol style="list-style-type: none"> <li>1. Work closely with TSF supervisors and Leadership Team members to build and maintain relationships with TSF partnering schools, providing a natural feedback loop and facilitating a regular meeting schedule between TSF and partnership school district and/or school representatives.</li> <li>2. Identify and work with district partners to collect aggregate academic, attendance, and behavioral student data.</li> <li>3. Enhance the system to communicate assessment plans and relevant data.</li> </ol>

**VISTA Assignment Objectives & Member Activities**

<b>OBJECTIVE</b>		Position TSF to become a regional leader in Best Practices and Program Evaluation as it relates to community-based anti-poverty efforts.
<b>MEMBER ACTIVITIES</b>	Q1-4 Q2-4 Q2-4	<ol style="list-style-type: none"> <li>1. Research, document, and communicate best practices in program evaluation management tools.</li> <li>2. Collaborate in the design of evaluation systems for Dreamline program, including, but not limited to: academic outcomes and intervention data.</li> <li>3. Pilot additional qualitative and quantitative surveys to capture non-academic outcomes.</li> </ol>
<b>OBJECTIVE</b>		Create and maintain a schedule of Reporting Deadlines for TSF and Dreamline program: acquired money contributions, resource donations; grants; and/or event sponsorships.
<b>MEMBER ACTIVITIES</b>	Q1-4 Q2-4 Q1-4	<ol style="list-style-type: none"> <li>1. Review, improve and modify information systems and reporting schedules related to Dreamline programming to ensure accurate management of data collection and report generation.</li> <li>2. Develop additional monitoring and evaluation processes for the Dreamline program, including, but not limited to: academic progress reporting; intervention dosage data, and design of qualitative and quantitative surveys.</li> <li>3. Institutionalize knowledge and develop sustainability processes as it relates to data collection, data management, and data reporting.</li> </ol>