

Module 4

Required Performance Measures

Learn and Serve Grant Application Requirements

All Learn and Serve America applications must include three complete performance measures aligned with the program design and intended outcomes: *Needs and Service Activities*, *Participant Development* and *Strengthening Communities*. A complete performance measure includes at least one output, one intermediate outcome, and one end outcome.

Learn and Serve America is requiring all applicants to select one of the following three performance measures for Participant Development:

1. **Increased Civic Engagement**
2. **Increased Academic Engagement**
3. **Reduction of Risky Behaviors**

Successful applicants will need to ensure that the service-learning activities participants will be engaged in are developed and implemented in such a way as to affect the Participant Development performance measure that is selected in this section. Project STAR is currently developing survey instruments that all programs will be able to use to report on the required measures. These surveys will be made available to programs in the spring of 2006 and should be reviewed by successful applicants as they begin planning their service-learning activities.

Learn and Serve America also requires that that Higher Education applicants use the **Institutionalization** Strengthening Communities performance measure described in Module 4.

Worksheets for Required Performance Measures

For the *Participant Development and Strengthening Communities Categories*, the outputs and outcomes have been identified for you by Learn and Serve America. The performance measure worksheets on the following pages contain the needed information to complete the performance measures for these categories in eGrants. The only items you will need to describe are the target numbers or percentages for your particular program.

A Note about End Outcomes

The end outcomes are the positive changes that your project ultimately hopes to achieve for participants and beneficiaries. Please note: because these changes may take place after the three-year timeframe of your program, you may not be expected to measure end outcomes. Appropriate end outcomes will be decided upon in consultation with your program officer after applications have been accepted.

Needs and Service Activities Example

Note: Every applicant is required to submit at least one Needs and Service Activity performance measure that reflects the primary activities/needs that the applicant or the applicant’s subgrantees are proposing to address.

Needs and Service Activities PERFORMANCE MEASURE WORKSHEET

Needs Statement and 3 Year Action Plan	
Describe the need or issue that this measure will address:	Emergency preparedness for ESL senior citizens.
Indicate what activities will be conducted to address this need:	College students will train/coordinate high school students in community mapping; the students will research what is needed for an emergency kit, materials will be developed in English and Spanish; students will assemble and distribute kits to seniors and show them how they are used.
Describe your anticipated result through the end of year 3:	Emergency preparedness information will be prepared in both English and Spanish; 1,000 safety kits will be assembled and distributed; safety plans will be jointly created with 1,000 ESL seniors.
Measure Results	
OUTPUT	
Population Measured	Seniors Citizens
Indicator	Beneficiaries
Target # or %	Year 1: <u> 300 </u> Year 2: <u> 600 </u> Year 3: <u> 1000 </u> (enter this cumulative total into eGrants)
Data/ Instrument	Log
STATEMENT	As recorded on an activity log, 1,000 seniors will receive emergency preparedness services.
INTERMEDIATE OUTCOME	
Population Measured	Seniors
Indicator	Materials Created
Target # or %	Year 1: <u> 250 </u> Year 2: <u> 500 </u> Year 3: <u> 800 </u> (enter your cumulative total into eGrants)
Data/ Instrument	Activity Log
STATEMENT	As recorded on activity logs, students will assist 800 seniors in the preparation of emergency response plans.
END OUTCOME	
Population Measured	Seniors
Indicator	Successful emergency preparedness
Target # or %	Year 1: <u> 200 </u> Year 2: <u> 425 </u> Year 3: <u> 700 </u> (enter your cumulative total into eGrants)
Data/ Instrument	NA
STATEMENT	700 ESL senior citizens receiving assistance with emergency plans are safe following a natural disaster.

Participant Development: Civic Engagement

Note: If you select Civic Engagement as your participant development measure, use this information verbatim in eGrants. The only items you will need to fill in are the *actual* target numbers or percentages for your program.

Civic Engagement PERFORMANCE MEASURE WORKSHEET

Needs Statement and 3 Year Action Plan	
Describe the need or issue that this measure will address:	Civic Engagement
Indicate what activities will be conducted to address this need:	Participants engage in high quality service-learning activities that include preparation for service, reflection, and clear ties to academic curricula.
Describe your anticipated result through the end of year 3:	Increased civic skills for civic engagement
Measure Results	
OUTPUT	
Population Measured	College Students
Indicator	Participants
Target # or %	Year 1: __100__ Year 2: __225__ Year 3: __350__ (enter your cumulative total into eGrants)
Data/ Instrument	Log
STATEMENT	By the end of year three, 350 students will participate in service-learning projects.
INTERMEDIATE OUTCOME	
Population Measured	College Student
Indicator	Increased civic skills
Target # or %	Year 1: __60%__ Year 2: __75%__ Year 3: __90%__ (enter this cumulative total into eGrants)
Data/ Instrument	Survey
STATEMENT	By the end of year three, 90% of the students that participate in service-learning projects will increase their civic skills for civic engagement (as measured by a survey).
END OUTCOME	
Population Measured	College Students
Indicator	Lifelong active, competent, responsible, and engaged citizens
Target # or %	Year 1: _____ Year 2: _____ Year 3: __75%__ (enter into eGrants)
Data/ Instrument	Survey
STATEMENT	Long after the service-learning project is complete, participants will be active, competent, responsible, and engaged citizens.

Participant Development: Academic Engagement

Note: If you select Academic Engagement as your participant development measure, use this information verbatim in eGrants. The only items you will need to fill in are the *actual* target numbers or percentages for your application.

Academic Engagement PERFORMANCE MEASURE WORKSHEET

Needs Statement and 3 Year Action Plan	
Describe the need or issue that this measure will address:	Increased Academic Engagement
Indicate what activities will be conducted to address this need:	Participants engage in high quality service-learning activities that include preparation for service, reflection, and clear ties to academic curricula.
Describe your anticipated result through the end of year 3 (i.e. intermediate outcomes):	Improved attitudes towards learning for academic engagement
Measure Results	
OUTPUT	
Population Measured	Students
Indicator	Participants
Target # or %	Year 1: __ 45 __ Year 2: __ 90 __ Year 3: __ 135 __ (enter your cumulative total into eGrants)
Data/ Instrument	Log
STATEMENT	By the end of year three, 135 students will participate in service-learning projects.
INTERMEDIATE OUTCOME	
Population Measured	Students
Indicator	Increased academic engagement
Target # or %	Year 1: __ 40 __ Year 2: __ 80 __ Year 3: __ 120 __ (enter your cumulative total into eGrants)
Data/ Instrument	Survey
STATEMENT	By the end of year three, 90% of the students that participate in service-learning projects will have improved attitudes towards learning for academic engagement (as measured by a survey).
END OUTCOME	
Population Measured	Student participants
Indicator	Retention and graduation from school/higher education.
Target # or %	Year 1: __ 35 __ Year 2: __ 70 __ Year 3: __ 105 __ (enter this cumulative total into eGrants)
Data/ Instrument	Survey
STATEMENT	Service-learning participants will stay in school and graduate.

Participant Development: Risky Behaviors

Note: If you select Risky Behaviors, as your participant development measure, use this information verbatim in eGrants. The only items you will need to fill in are the *actual* target numbers or percentages for your proposal.

Risky Behavior PERFORMANCE MEASURE WORKSHEET

Needs Statement and 3 Year Action Plan	
Describe the need or issue that this measure will address:	Decreased Risky Behaviors
Indicate what activities will be conducted to address this need:	Learn and Serve America Programs engage in service-learning activities that provide participants with protective factors (against risky behavior), increasing /enhancing internal resiliency assets.
Describe your anticipated result through the end of year 3 (i.e., intermediate outcomes):	Service-learning participants report increased problem solving skills that support them in reducing their risky behaviors
Measure Results	
OUTPUT	
Population Measured	College Student
Indicator	Participants
Target # or %	Year 1: <u> 45 </u> Year 2: <u> 90 </u> Year 3: <u> 135 </u> (enter your cumulative total into eGrants)
Data/ Instrument	Log
STATEMENT	By the end of year three, 135 K-12 students will participate in service-learning projects.
INTERMEDIATE OUTCOME	
Population Measured	College Student
Indicator	Increased problem solving skills for risky behavior
Target # or %	Year 1: <u> 50% </u> Year 2: <u> 60% </u> Year 3: <u> 70% </u> (enter your cumulative total into eGrants)
Data/ Instrument	Survey
STATEMENT	70% of students participating in service-learning activities will report increased problem solving, as measured by a survey
END OUTCOME	
Population Measured	College Students
Indicator	Increased resiliency
Target # or %	Year 1: <u> 35 </u> Year 2: <u> 70 </u> Year 3: <u> 105 </u> (enter your cumulative total into eGrants)
Data/ Instrument	Survey
STATEMENT	Service-learning participants will increase their resiliency.

Strengthening Communities: Required Performance Measure

Note: Every Higher Education applicant is required to submit this Strengthening Community performance measure. The targets should be modified to reflect the size and scope of your program.

Strengthening Communities PERFORMANCE MEASURE WORKSHEET

Needs Statement and 3 Year Action Plan	
Describe the need or issue that this measure will address:	Institutionalization
Indicate what activities will be conducted to address this need:	Institutions sustain high quality service-learning activities by creating institutional structures, policies, investments and partnerships
Describe your anticipated result through the end of year 3:	Increased courses integrating service-learning strategies; Service-learning community partnerships cultivated; Intentional elements of infrastructure supporting LSA programs created (e.g., policies, investments).
Measure Results	
OUTPUT	
Population Measured	Students
Indicator	Participants
Target # or %	Year 1: ___100___ Year 2: ___250___ Year 3: ___450___ (enter your cumulative total into eGrants)
Data/ Instrument	Log
STATEMENT	By the end of year three, 450 students will be participating in service-learning projects.
INTERMEDIATE OUTCOME	
Population Measured	Institutions
Indicator	new service-learning courses
Target # or %	Year 1: ___5___ Year 2: ___20___ Year 3: ___35___ (enter your cumulative total into eGrants)
Data/ Instrument	Log
STATEMENT	By the end of year three, 35 new courses will have integrated service-learning.
END OUTCOME	
Population Measured	Institutions
Indicator	Capacity and relationships sufficient to sustain service-learning.
Target # or %	Year 1: ___0___ Year 2: ___5___ Year 3: ___15___ (enter your cumulative total into eGrants)
Data/ Instrument	Sustainability Checklist
STATEMENT	By the end of year three, 15 institutions and organizations will have the internal capacity and external relationships sufficient to sustain service-learning meaningful level of service-learning activities.