

Monthly Accomplishment Report



Accomplishments vary far and wide for members across Stewards Individual Placements and are unique to your specific position. Tell us about that project you tackled from start to finish, an important milestone you recently hit, a small win for you and the team, or even how accomplished you're feeling after a solid week of project work- tell us about it all!

Why are they important? Your Accomplishments are used to track and share program success with our partner organizations (i.e NPS, FWS, USFS, etc), AmeriCorps, and Conservation Legacy. The information also helps our funders understand the important impacts of your project work. Without this data, our organization would not be able to support projects like yours.

Below you will find detailed instructions on how to fill out the My Accomplishments section. [Read this entire document carefully!!](#)

Reporting Requirements: Data must be input at least once per month. There is not a strict deadline for this to be submitted but please make sure you are capturing projects you've been working on over the last month.

Instructions:

1. An email from the Conservation Legacy Community Portal will be sent to you each month.
 - Find the email in your inbox from Conservation Legacy called "Monthly Accomplishments Reminder." This will have the link to the form in it.
 - Click the link to open the report which is attached to your timesheet portal.
2. Complete the required portions first:
 - Report start date: the first day of the month you are reporting on your accomplishments
 - End date: the current date
 - Brief Accomplishment Summary: please provide context for the numbers you are submitting in the form. Feel free to write in bullets here. Remember, you will be completing a few full written qualitative reports so this section can be useful to refer to later in your term.

3. AmeriCorps Performance Measures:

We are required to report these specific measurements to AmeriCorps. If you have not worked on anything of this nature, please just insert zeros.

AmeriCorps Performance Measures

These are required fields. Enter a 0 if not relevant

Total number of acres improved or fully restored *

Acres of land mapped, surveyed or analyzed *

Total miles of trail maintained or constructed *

Total miles of waterways maintained, treated and/or constructed *

4. You'll then see different sections to input numbers/measurements. Sections include:

- Volunteer Engagement, Outreach, Presentations/Tabling, Community Improvement, Restoration Projects on Public Lands, Trail Work, Land Management Plan Development, Water Sampling Measurements, Other Public Land Improvements, Abandoned Mine Land Remediation, Educational Outreach, Beneficiary Outreach, Fundraising (VISTA only), Organizational Development, Economic Development, Local Food impacts, and Community Health Impacts.

5. If you don't have a section to input your measurements, please scroll to the bottom of the form to see the "OTHER ACCOMPLISHMENTS" section. You can insert anything you'd like to report on here.

Other accomplishments not recorded above

Other #1

Other #2

Other #3

6. If you don't have any numbers/measurements to input for a month, simply complete the narrative section.

7. **Do not** upload photos; they are not required for this report. Instead, you will upload photos with your midterm and final reports.

Special Notes:

- Only report new data for each reporting period, DO NOT repeat any numbers from any previous reports.
- You do not need to fill out every section. Only enter information in sections that are related to the activities you worked on during that reporting period.
- Most sections are self-explanatory but please do not hesitate to reach out to your regular Stewards Program Contact if you need assistance.