

# New Jersey AmeriCorps Starting Strong Example Program Evaluation Report Outline

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AmeriCorps requires funded programs to evaluate the effectiveness of the services members provide in the community. Programs submit a report or similar deliverable that outlines their program design, evaluation methods, and findings (at a minimum).

This outline provides an example of sections and specific details that may be included in an evaluation report or deliverable. This is designed to be a starting place for a program that needs some guidance about what to include in such a deliverable. Each program and evaluation is different, however, so not all prompts may apply to every program and every evaluation.

## Example AmeriCorps Evaluation Report Outline

### 1. Introduction

- a. Provide program background, including description of the program, its goals, and context
- b. Include the purpose and scope of the evaluation
  - i. Why the evaluation was conducted, what it covers, and how it will be used

### 2. Evaluation Questions

- a. State the questions guiding the evaluation, such as
  - i. To what extent did the program achieve its intended outcomes?
  - ii. What factors facilitated program implementation?

### 3. Methodology

- a. State the evaluation design (e.g., process, outcome)
- b. Describe the data collection methods (e.g., surveys, interviews, focus groups, administrative/program data)
- c. Who participated and why
- d. Explain any limitations that may affect the interpretation of the data

### 4. Findings

- a. Organize findings by evaluation question or thematic area:
  - i. Outputs: What the program delivered (e.g., number of individuals served)
  - ii. Outcomes: Changes observed (e.g., improvement in grades, increased food security)
  - iii. Implementation challenges and facilitators

- b. Use tables and charts to make findings accessible, and include quotes, if available
- c. Interpretation and discussion about what the findings mean in context
- d. Unintended outcomes, such as positive or negative effects not originally anticipated

**5. Recommendations**

- a. Suggestions for actions related to program improvement, scaling, or redesigning the program
- b. Recommendations for further evaluation

**6. Conclusion**

- a. Key takeaways
- b. Assessment of program effectiveness and relevance
- c. Implications for future programming or policy