

# Annex 1: How to Enter Activities and Indicator Results in the New VRF 3.1

## How to Add or Update Activities and Indicator Results

Each Reporting Period, Volunteers should report new activities and relevant indicator results, as well as update any ongoing activities to report new results.

### Adding a New Activity:

1. Go to the **Activities** tab in the VRF.
2. Click the **+ Add a New Activity** button.

Figure 1



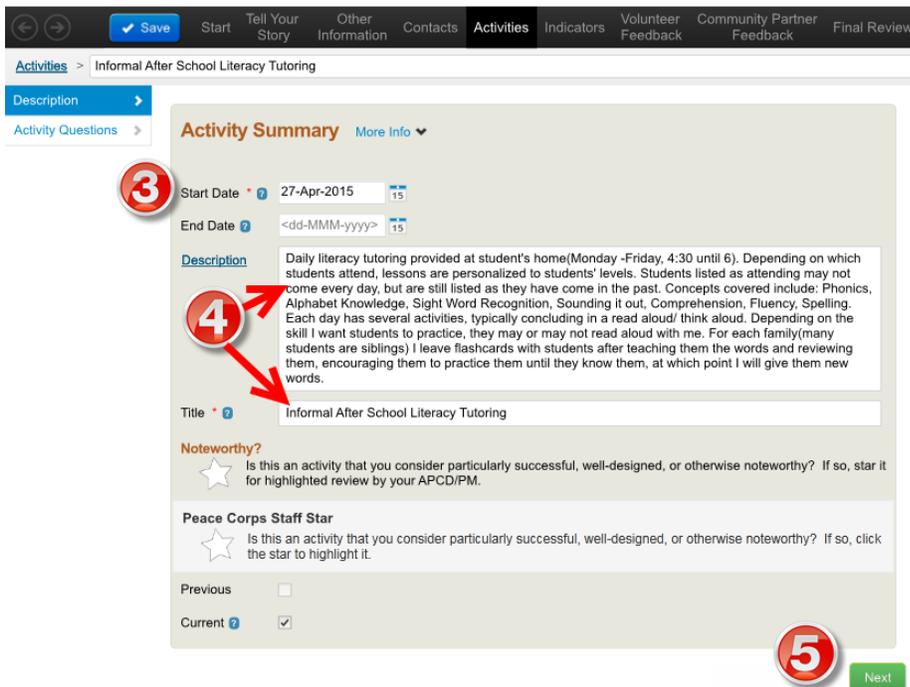
### My Activities

Add or update the activities you conducted this reporting period that contribute to the Peace Corps' mission: Goals One, Two, or Three.

Staff	Vol	Date Started	Date Ended	Title
		15 Oct 14	29 Apr 15	<a href="#">Noteworthy Activity</a>
		25 Jul 14		<a href="#">Community English Classes #2</a>

3. Select a **Start Date** and enter an **End Date**, if known. If an activity is ongoing, then either enter an anticipated end date or leave blank until complete.
4. Enter a **Description** that provides enough detail so staff, stakeholders, and other Volunteers can understand, replicate, and learn from your efforts. Enter a **Title** that will easily identify the activity to you, staff, and other stakeholders.
5. Click the green **Next** button to proceed to the **Activity Questions** tab and continue to complete the questions as they appear.

Figure 2



## Specific Notes for the Activity Questions Tab:

### Peace Corps Goal One

If your activity contributes to **Goal One**, select a relevant work area or **Project** that your activity supported. When no work area or project is applicable, proceed to the next questions and/or tabs (i.e., when the activity falls outside of your primary assignment, but contributes to a CSPP or initiative at post). (See Figure 3)

The **Partnerships** section helps post identify which of their partners are collaborating with Volunteers and identify new potential partners. If you collaborated with an organization to implement the activity, select the name of the organization from the dropdown list or enter a new organization to share with post. (See Figure 3)

Figure 3

Activities > Informal After School Literacy Tutoring

Description >

Activity Questions >

CSPP/Initiatives >

Participants >

Other Questions >

Objectives >

Did you collaborate with other Volunteers on this activity? No

**Location**

Did this activity take place in your site? Yes No

**Mass Media** ?

Was this a Mass Media activity? Yes No

**Peace Corps Goal One** ?

Did this activity support Peace Corps Goal One? Yes No

**Projects**

Select the work areas addressed: Primary

TEACHING ENGLISH AS A FOREIGN LANGUAGE (TEFL)

**Partnerships** ?

Did any partnering organizations support you in implementing this activity? Yes No

**Peace Corps Goal Two** ?

Did this activity support Peace Corps Goal Two? Yes No

**Peace Corps Goal Three** ?

Did this activity support Peace Corps Goal Three? Yes No

Prev Next

### CSPP/Initiatives >

Indicate which, if any, of the Peace Corps' six **Cross-Sector Programming Priority (CSPP)** areas or current Peace Corps **Initiatives** that your activity supported. Respond to any additional questions that appear.

### Participants >

Report the number of **individuals** participating in the described activity by sex and age. Report any **Service Providers** who provided direct training, education, or services during the activity. When applicable, report **Organization(s)** whose capacity was strengthened or **Communities** whose development was the focus of the activity.

### Other Questions >

Respond to the questions that staff have included in your VRF to collect post-specific data about this activity.

### Objectives >

Select the appropriate **Objective(s)** that your activity supported. The objectives on the table are associated with the **Project(s)** you selected on the **Activity Questions** tab. Hover over the question mark **?** to see the full objective statement. (See Figure 4)

Figure 4

**Peace Corps Goal Two**

If your activity contributes to Goal Two select “Yes.” Additional questions will then appear to answer. You will not be asked project-related or CSPP/Initiative questions unless you also indicate the activity supported Peace Corps Goal One, but you should report on the **Participants** involved and respond to any relevant **Other Questions**.

**Peace Corps Goal Three**

If your activity contributes to Goal Three select “Yes.” Additional questions will then appear to answer. You will not be asked project-related or CSPP/Initiative questions unless you also indicate the activity supported Peace Corps Goal One, you may report on the **Participants** involved, if applicable, and respond to any relevant **Other Questions**.

**Note:** Repeat the steps above for each activity you are reporting for this reporting period before moving to the Indicators tab.

**Updating Ongoing Activities:**

1. Click on the linked **activity title** on the **Activities** tab to open the entry.

Figure 5

2. Update the End Date, if known.
3. Update any *new* participant numbers on the **Participants** tab and any relevant **Other Questions**.

Figure 6

Activities > Community English Classes #2

Description

Activity Questions

CSPP/Initiatives

Participants

Other Questions

Objectives

Start Date 25-Jul-2014

End Date <dd-MMM-yyyy>

Description

My counterpart, Mary, and I co-teach English lessons to 33 individuals twice a week. Each lesson lasts an hour. We use the national curriculum provided by the Ministry of Education, but infuse it with new teaching methods to make the lessons more interactive and engaging for the students. Our goal for each lesson is to incorporate different learning styles, critical thinking, and task-based activities that are designed to improve our students' English language skills. We tested the students at the beginning of the semester and will compare their results with a mid-year test and final, end-of-the-year exam. In addition, we have started to give groups of students a problem to solve each Friday (Critical Thinking Challenge). Students work to solve the problem throughout the week - those who solve the puzzle or riddle can present their answer to the teacher for a small prize.

Title Community English Classes #2

Noteworthy?

Is this an activity that you consider particularly successful, well-designed, or otherwise noteworthy? If so, star it for highlighted review by your APCD/PM.

Peace Corps Staff Star

Is this an activity that you consider particularly successful, well-designed, or otherwise noteworthy? If so, click the star to highlight it.

Previous

Current

### Entering Indicator Results:

After entering all of your activities, you will go to the **Indicators** tab to report on the relevant indicators (both output and outcome) associated with the activities carried out during the reporting period.

1. Click on the **Indicators** tab.
2. The indicators that appear in the table are based on the objectives, CSPPs, and/or Initiatives you selected when entering your activities. To filter the indicators by the reasons they appear in the table, select the reason (e.g. All Reasons, Primary Project, Other Project, or CSPPs/Initiatives) from the dropdown box. The search box can also be used to find a specific indicator. You do not need to report on every indicator that appears, but should only report on the ones relevant to the Activities that you reported.
3. To select a relevant indicator, click on the hyperlinked indicator code [ED-004-C](#) in the **Indicator Code** column to report the results or progress towards this indicator from all the relevant activities conducted in the reporting period that were entered in the **Activities** tab.

Figure 7

Indicators

Based on the objectives, CSPPs, Initiatives you selected, 27 indicator(s) are listed below. Click on the indicator code to report the results, or progress toward differing age ranges and demographics. Please pay close attention to what each indicator asks.

To view the indicators grouped by the reasons they appear, select the reason from the dropdown: Search:

Reasons Selected	Indicator Code	Description
TEFL 1.1	<a href="#">ED-002-B</a>	<b>Teachers: English Teacher Communities of Practice/Professional Development</b> Number of English teachers, out of the total number of teachers the Volunteer worked with, who increased their participa
TEFL 1.3	<a href="#">ED-001-A</a>	<b>Teachers: English Teaching Methodology</b> Number of teachers, out of the total number of teachers the Volunteer worked with, who improved their English instructio language learning principles.
TEFL 1.2	<a href="#">ED-003-A</a>	<b>Teachers: English Teacher English Proficiency</b> Number of English teachers, out of the total number of teachers the Volunteer worked with, who conducted a higher prop
TEFL 2.1	<a href="#">ED-004-C</a>	<b>Students: English Proficiency</b> Number of students, out of the total number of students the Volunteer/partner worked with, who demonstrated improved

- Select the activities that contributed to this indicator during this reporting period. You must select at least one activity before you can report any results.
- For Output Indicators:** Enter the output, or total number of subjects that directly resulted from the activities entered for this reporting period or are additions to the subjects previously reported for any ongoing activities. If the same subject (individual) participated in more than one activity they should only be counted once towards the output indicator.  
**For Outcome Indicators:** Enter the outcome, or total number that achieved the outcome of this indicator as a result of all the activities you have reported to date.  
**Note:** If you have previously reported outcomes for this indicator in an earlier reporting period, only report additional results. If the same individual achieved the outcome in two different activities they should only be counted once.
- Answer additional questions as applicable. **Note:** If an indicator has follow-up questions, the questions will appear below the table where you enter the total number of unique subjects.

**Note:** For **ongoing activities**, update the indicator results reported on the **Indicators** tab, entering only *new* results since the last Reporting Period. New results will combine with previous results to display a new grand total.

### How to Prevent Double Counting?

Double-counting can occur in two ways:

- Counting the same individual who attends *different activities* that are reported against the same indicator.
- Counting the same individual as having achieved an indicator in *different reporting periods* (an individual can only be counted once towards the same indicator).

Count unique subjects only once per indicator. The same subject can only be reported once, even if they participated in more than one activity related to the indicator. If a subject was counted in a previous reporting period, they should not be included in the count for subsequent reporting periods for that indicator. Only enter additional or new subjects that have since joined, or resulted from, the activity and/or achieved the indicator's outcome. To prevent double-counting you will need to use simple data collections tools to help track the indicator results of all of your activities both between reporting periods and across activities.

Figure 8

**Indicator ED-004-C**

**Title** Students: English Proficiency

**Description** Number of students, out of the total number of students the Volunteer/partner worked with, who demonstrated improved English proficiency based on class or extracurricular activity content.

**Datasheet Link** [Click here to see Datasheet](#)

**Instructions:**  
Report the number of unique subjects (individuals, plans, technologies, square feet, etc) across all activities in this reporting period. Keep in mind for most indicators this count is of unique subjects counted only once. Therefore, if a subject was counted in a previous reporting period they should not be included in the count for this reporting period.

On this page, complete the following items:

- Select the activities that contributed to this indicator during this reporting period.
- Enter the total number of unique subjects (individuals, plans, technologies, square feet, etc) across all activities for this reporting period.

**4**

1. Select the activities:

Select the activities.

Community English Classes #2  
Informal After School Literacy Tutoring  
Noteworth Activity

**5**

2. Enter the total number of unique subjects (individuals, plans, technologies, square feet, etc) across all activities for this reporting period:

	Achieved ?	Total ?
Males 5 to 9	0	0
Males 10 to 14	0	0
Males 15 to 24	0	0
Females 5 to 9	0	0
Females 10 to 14	0	0
Females 15 to 24	0	0