**AmeriCorps State and National Evaluation Report**

**What is an evaluation report?**

* A written document that objectively describes all of the steps involved in completing the evaluation
	+ Program background
	+ Evaluation purpose, methods and procedures
	+ Evaluation results
	+ Programmatic achievements
	+ Lessons learned
* Provides a transparent basis for:
	+ Understanding the program’s accountability to its theory of change
	+ Decision-making on policies and programs
	+ Drawing lessons for program improvement

**Key Components of a Report**

1. Executive summary
2. Background and purpose
3. Evaluation methods (design, data collection, analysis)
4. Results
5. Conclusions and recommendations
6. References and appendices

**Executive summary**

* The executive summary is a short section, usually two pages or less at the beginning of the report.
* It is a condensed version of the report and should provide a brief understanding of the purpose of the evaluation and the key findings.

**Background and purpose and Evaluation methods**

* For these sections of the report, you should be able to draw on the write-up of the corresponding sections of the evaluation plan, editing it to reflect changes in methods used as necessary.
* Your report should contain sufficient detail to enable others to replicate the evaluation approach and objectively understand the findings.

**Results**

* Basic guidelines in reporting evaluation results
	+ Organize results such that they clearly answer each evaluation question/objective
	+ Present objective (unbiased), clear, and factual results
	+ Consider using tables or charts to present quantitative results if easier to interpret
* Acknowledge limitations of the study
	+ Specify the main limitations of the evaluation design and methods and a rationale for why
		- How reliable are your results based on the design you used?
	+ Explain the implications of each limitation and how it affects interpretation of the evaluation results
	+ Connect the study’s limitations to suggestions for further research
		- Explain how you might want to address any unanswered questions in a future study

**Conclusions and References**

* Basic guidelines in reporting conclusions and recommendations:
* Answer the evaluation questions/objectives
	+ Explain which program objectives were and were not met
	+ Give possible reasons why
* Support conclusions with factual evidence from study results
* Recommend future program improvements

**References and appendices**

* References
	+ Provide complete citations of any reports or publications cited in the body of the report
* Appendix
	+ Provide a copy of all data collection tools (e.g., questionnaires and interview protocols)
	+ Detailed documentation about the program (e.g., copy of program logic model)
	+ Detailed documentation about the evaluation methodology (e.g., power analysis calculations, statistical models)