**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)