

**Florida Learn & Serve**  
***(Pilot, Renewal, Non-Competitive and Special Initiatives)***  
**2008-2009 Final Report Dates and Guidelines**

Enclosed are the instructions for completing your final narrative report.

**Deadlines**

- By June 30, 2009, you must submit online, required information about your project to the Corporation for National and Community Service (LASSIE forms—see below for details).
- By August 31, 2009, all project funds must be spent or encumbered.
- By October 20, 2009, the other required parts of your final narrative report and copies of products or materials produced from the project must be submitted to Florida Learn & Serve at the following address:

Florida Learn & Serve  
325 John Knox Road  
Building F, Suite 210  
Tallahassee, FL 32303

- By October 20, 2009, all obligations must be liquidated, and a financial report (DOE 399, attached) for the district must be sent to the following address:

Office of the Comptroller  
Re: Florida Learn & Serve  
Florida Department of Education  
325 W. Gaines Street, Suite 944  
Tallahassee, FL 32399-0400

**Instructions**

The main part of your final narrative report is submitted online to the Corporation for National and Community Service. This information, due June 30, 2009, relates to numbers, outputs, and short descriptions of your project, participants, and activities. In spring 2009, you will be sent a password to the online LASSIE forms and then have two-three months to submit the required information.

The remainder of the final narrative report is due, and is to be sent to the Florida Learn & Serve office. The final narrative report has three sections:

1. Program Impacts and Methods of Measurement
2. Attachments and Instruments used to measure impacts
3. Final Cash/In-Kind Match Form
4. 2008-09 Sub-Grantee Feedback Form

*(Planning grant awardees: Complete these requirements only to the extent applicable.)*

**1. Program Impacts and Methods of Measurement**

Your proposal identified student and/or community needs, proposed activities to meet those needs, and projected impact on those needs that would result from the proposed activities. For the final narrative report, provide quantitative detail on the degree to which needs were met, and how impact(s) were measured:

- (*All awardees*) What is one quantitative academic or behavioral impact on student participants that is averaged/aggregated across the students serving, and how was this objective measured/assessed? (Examples include improvement in grades/in the course(s) involved, pre- and post-GPA or FCAT scores, skill mastery, or meeting of standards.)
- (*All awardees except for Pilot projects*) What is one project service impact (not a number) on the people, sites, needs, or organization(s) served by the project, and how was this objective measured/assessed? (Effective projects have students measure, or help measure, impacts of their service through surveys, interviews, focus groups, observations, and reports.)

## **2. Attachments**

Enclose copies of materials produced, paid for, or otherwise derived from the project, to include the following:

- Newspaper articles about activities,
- Curricula or classroom materials,
- Activity, sign-up, assessment, rubric forms,
- Pre- and post tests and survey results of students and other participants,
- Photographic or printed records of activities (*please be selective*),
- Selected copies of service-learning products,
- Programs from special activities, and
- Letters from service recipients or partners.

## **3. Final Cash/In-Kind Match Form**

Please complete this form and submit it with your narrative report and product samples.

## **4. Sub-Grantee Feedback Form**

Please fill out and return with your final narrative report to provide us with feedback on how we can better serve your needs.