



**Florida Learn & Serve Grants  
Site Visit Form**



<b>Project Name:</b>	
<b>Contact(s):</b>	
<b>School &amp; County:</b>	
<b>Purpose of Visit:</b>	
<b>Grade Levels and Courses:</b>	
<b>Date(s) of Visit/Contact:</b>	
<b>Site Visitor(s):</b>	

<b>Type(s) of Visit (check all that apply):</b>	
Response to identified need/problem or request from sub-grantee	<input type="checkbox"/>
New awardee (Pilot Project)	<input type="checkbox"/>
Large-scale project	<input type="checkbox"/>
Renewal projects previously un-visited	<input type="checkbox"/>
Randomly selected (renewal projects and model school projects)	<input type="checkbox"/>
Visit of opportunity (i.e., visit in conjunction with a sub-grantee activity or when staff are in the area for another purpose)	<input type="checkbox"/>
<b>Person(s) Met/Interviewed During Visit:</b>	

<b>A. General Administration:</b>	
• How is program administered?:	
• Chain of project supervision and reporting, programmatically and financially:	
• Level and type(s) of support from school and/or district administrators:	
• Strengths:	
• Weaknesses/Challenges:	
• Recommendations:	
• Follow-up for FL&S staff:	
• Required follow-up or additional information from site:	



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<b>B. Programming</b>	
<b>Needs Project Addresses</b>	
<ul style="list-style-type: none"> <li>• Degree to which activities are addressing identified student needs and having students practice KSAs they need to learn:</li> </ul>	
<ul style="list-style-type: none"> <li>• Degree to which activities address identified community needs through the students' service:</li> </ul>	
<ul style="list-style-type: none"> <li>• Strengths:</li> </ul>	
<ul style="list-style-type: none"> <li>• Weaknesses/Challenges:</li> </ul>	
<ul style="list-style-type: none"> <li>• Recommendations:</li> </ul>	
<ul style="list-style-type: none"> <li>• Follow-up for FL&amp;S staff:</li> </ul>	
<ul style="list-style-type: none"> <li>• Required follow-up or additional information from site:</li> </ul>	
<b>Project Design and Implementation</b>	
<ul style="list-style-type: none"> <li>• Project activities:</li> </ul>	
<ul style="list-style-type: none"> <li>• Level of integration of service-learning elements in activities (preparation, action, demonstration, reflection)</li> </ul>	
<ul style="list-style-type: none"> <li>• Formal curricular links of service, including to standards and course assessments:</li> </ul>	
<ul style="list-style-type: none"> <li>• Level of student roles/leadership in project design and implementation:</li> </ul>	
<ul style="list-style-type: none"> <li>• Progress with proposed timeline, or any changes to timeline:</li> </ul>	
<ul style="list-style-type: none"> <li>• Roles and contributions of partners:</li> </ul>	
<ul style="list-style-type: none"> <li>• Dissemination activities:</li> </ul>	
<ul style="list-style-type: none"> <li>• (For non-competitive projects) Progress toward having sufficient staffing, dedicated funds, links with district policies, professional development, collaborations, research, and ongoing program development to sustain efforts:</li> </ul>	
<ul style="list-style-type: none"> <li>• Strengths:</li> </ul>	
<ul style="list-style-type: none"> <li>• Weaknesses/Challenges:</li> </ul>	
<ul style="list-style-type: none"> <li>• Recommendations:</li> </ul>	
<ul style="list-style-type: none"> <li>• Follow-up for FL&amp;S staff:</li> </ul>	



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<b>B. Programming</b>	
<ul style="list-style-type: none"><li>Required follow-up or additional information from site:</li></ul>	
<b>Evaluation</b>	
<ul style="list-style-type: none"><li>Project evaluation and assessment components and measurement tools (degree to which these are clear and in place)</li></ul>	
<ul style="list-style-type: none"><li>Projected impacts on students serving (if applicable)</li></ul>	
<ul style="list-style-type: none"><li>Projected impacts on those served (if applicable)</li></ul>	
<ul style="list-style-type: none"><li>Proposed project description:</li></ul>	
<ul style="list-style-type: none"><li>Strengths:</li></ul>	
<ul style="list-style-type: none"><li>Weaknesses/Challenges:</li></ul>	
<ul style="list-style-type: none"><li>Recommendations:</li></ul>	
<ul style="list-style-type: none"><li>Follow-up for FL&amp;S staff:</li></ul>	
<ul style="list-style-type: none"><li>Required follow-up or additional information from site:</li></ul>	
<b>C. Budget and Match</b>	
<ul style="list-style-type: none"><li>Award amount:</li></ul>	
<ul style="list-style-type: none"><li>Progress on spending to date:</li></ul>	
<ul style="list-style-type: none"><li>Challenges or delays in spending, and reason(s):</li></ul>	
<ul style="list-style-type: none"><li>Plans for spending remaining funds:</li></ul>	
<ul style="list-style-type: none"><li>Progress on receiving match to date:</li></ul>	
<ul style="list-style-type: none"><li>Challenges or delays in receiving match:</li></ul>	
<ul style="list-style-type: none"><li>Source documentation in place for match (e.g., name of donor(s), description of contributed items, receipt value, value of contribution, description of how value was determined, verification that in-kind contribution was not from other CNCS funds):</li></ul>	
<ul style="list-style-type: none"><li>Plans/timetable for receiving remaining match:</li></ul>	



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