



DEFINITIONS OF CTEP REPORTING TERMS



CAPACITY BUILDING PROJECT

A capacity building project is a more substantial contribution to the programming by the member. We define this as any special project that required more than 10 hours to complete.

Examples of capacity building projects are

- The CTEP Capacity Building Survey completed in the beginning of the year
- curriculum development (i.e. creating a new curriculum for Google functions)
- partnership development (i.e. brokering partnership with Metro State to bring in student interns)
- program specific fundraising (i.e. getting grant to add assistive technology to lab)

MEDIA PRODUCT

- A video PSA concerning getting an important issue *out to the community*
- A video, online or print newsletter, or online product that describes the services of tech literacy site programming *to community*

VOLUNTEERS MOBILIZED

CTEP defines a volunteer as: any *unpaid* community member who is contributing to the technology literacy programming at the site. A volunteer can also be a client as long as they are contributing to the organization even as they are receiving a service.

Good examples of volunteers:

- Students performing unpaid serving learning
- Unpaid internships
- Unpaid Community volunteers

Examples that would not count

- Paid interns, site staff
- Other AmeriCorps members from other programs

To “mobilize” a volunteer, a member only needs to have added to that volunteers experience. It does not necessarily mean that the member recruited or supervises the volunteer

DIRECT SERVICE

CTEP has the goal of serving 1000 clients total across our program partners

A client is anyone that a member directly works with in the public. If you are simply overseeing a lab but don't directly interact with a community member you should not count this.

LEARNING GOALS	Something that a community member accomplished while the member is working with him/her
Email	helping someone get an email account, check it, signatures, forwarding, Outlook, etc.
Completed Online Service	filing for unemployment, checking financial services, school portal, other govt services, library account
Connected Civically	reading online newspaper or information source, online forums, social networks, neighborhood events
Workforce Readiness	how to look for a job, resume writing, etc.
Media Production	video/photo/animation creation, editing, distribution
Academic Achievement	helping with school assignments, getting into college, passing GED, school subject related enrichment
LIFE GOALS ACHIEVED	Something that is accomplished after the client meets with you
Got a job	Doesn't matter what kind
Received a computer	at your CTC or through your efforts
Improved Academic Scores	must be verified through program
Got into College	any postsecondary option fine, doesn't have to be degree seeking
Became a Community Leader	now has become a mentor to others instead of simply receiving service, due to the efforts of the member
Attained US Citizenship	must be verified through program, or through community member
Passed GED	must be verified through program, or through community member
Continuing Career in Media or Technology Related Field	making media after program completes, entering into media or film studies