



#### NOTE: DATES TO BE UPDATED BASED ON DATE OF OMB CLEARANCE FOR THE INFORMATION COLLECTION.

Your organization has been chosen to complete this survey. Reflecting a national random selection method, your organization represents similar programs we could not include in this year's assessment. While participation in the survey is voluntary, your response is critical to providing a complete picture of our volunteer programs. The results of this survey will help convey to Congress the accomplishments of the FGP program and will more clearly establish its value to organizations like your own.

**Please know** that your responses to this data collection will be used only for purposes of this research. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific organization or individual. We will not provide information that identifies individuals or their districts to anyone outside the study team, except as required by law.

#### COMPLETING THIS SURVEY:

- This survey has been customized to address the types of activities carried out by FGP volunteers for your organization. This determination was based on communications with the Senior Corps Project Director who coordinates with your organization. If you have not received the appropriate survey sections, please contact: Kathy Morehead, survey coordinator at Westat: 1-888-446-1292, or by e-mail, Kathymorehead@Westat.com.
- The survey asks about FGP volunteer activities and accomplishments during the 12-month period from October 1, 2002 to September 30, 2003. For school-based activities and accomplishments, the relevant period is the September 2002-June 2003 school year.
- Please review the Background Section and make corrections to the identifier information as needed.
- Please respond to the sections regarding your volunteers, your organization, and volunteer management.
- Please fill in the next section(s) with information about each of the activities that FGP volunteers carry out for your organization, specifically the numbers of FGP volunteers, FGP volunteer hours, and the nature of the accomplishments for a particular activity. Please avoid duplicating services—select the single best place, in your view, to describe an activity. Please refer to the sample item on page 8 as an example of how to complete the section(s). If numbers are hard to specify, please provide your best estimate.
- Describe any FGP volunteer activity for your organization that does not seem to fit any of the categories included here in the Other Services Section at the end of the survey form.

#### AFTER YOU HAVE COMPLETED THE SURVEY:

- After completing all parts of the survey, please make a copy for your records.
- Staple originals together and seal them in the envelope that is provided by Westat, the firm contracted to administer the survey.
- Return all sections of the survey to Westat by <u>Friday, May 14</u>. The full address is: Westat, Room RA 1225, 1650 Research Blvd., Rockville, MD 20850. If you wish to <u>fax</u> it: 1-888-377-5716.

If you have any questions about the survey, please contact Westat at (1-888-446-1292, Kathymorehead@Westat.com).

OMB No. 3045-0049 E

OMB No.	3045-0049
Expiration Date:	April 16, 2007

Public reporting burden for this collection of information is estimated to average 45 minutes per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Department of Research and Policy Development, 1201 New York Avenue, N.W., Washington DC 20525.

The Agency informs the potential person(s) who are to respond to this collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number, which is indicated on this form. (See 5 C.F.R. 1320.5(b)(2)(i))

#### BACKGROUND

Your Organization:	
Mailing Address:	
-	
City/State/ZIP	
Person completing the form:	
Your Name	
Your Title	
Your Telephone number:	
Your Email:	
Is your organization faith-based?	Yes No
	YOUR VOLUNTEERS
Foster Grandparent Volunteers and (all questions for the period October 1	<b>Your Organization:</b> , 2002 through September 30, 2003 or for school year 2002-2003)
Volunteer Information	

\_

a.	Number of Foster Grandparents during the relevant period (headcount)	FGP volunteers
b.	Total Number of Foster Grandparent hours during the relevant period	hours
c.	Number of non-Foster Grandparents serving with your organization during the relevant period (headcount)	non-FGP volunteers
d.	Of the Foster Grandparents serving with your organization on October 1, 2002, approximately what percentage were still volunteering at the end of the relevant period?	%
e.	How long has the Foster Grandparent program served with your organization? (Please select from the following responses):	
	Under 1 year 1-5 years 6-10 years 11 years or more	

## YOUR ORGANIZATION

Please check the most appropriate boxes for your organization.

HEALTH	COMMUNITY AND ECONOMIC DEVELOPMENT
<ul> <li>Hospital/Medical Center/Clinic</li> <li>Hospice</li> <li>Home Health Care Agency</li> <li>Non-Residential Mental Health Agency</li> <li>Non-Residential Developmental Disability Center</li> <li>Residential Long-Term Care Center (MH/MR/DD)</li> <li>Non-vocational Rehabilitation Center</li> <li>Government Agency</li> <li>Other Health Care Organization or Health Department; please specify</li> </ul>	<ul> <li>Community Development Program or Non-Profit Agency</li> <li>Thrift Shop/Coop/Craft Shop</li> <li>Chamber of Commerce</li> <li>Government Agency</li> <li>Other Community and Economic Development Organization or Agency, please specify</li> </ul> PUBLIC SAFETY
	Court
HUMAN NEEDS	Juvenile Correctional Agency
	Police/Law Enforcement Agency
<ul> <li>Transitional Shelter/Center (Homeless, Battered, etc.)</li> <li>Teen Parenting/Teen Pregnancy Organization</li> <li>Day Care (Pre-Elementary) Center</li> </ul>	Other Public Safety Organization, please specify
Before and After School Care Organization (including	DISASTER
Club/ Church/Community)	
Government Agency	Red Cross
Other Social Service/Human Needs Agency, please	Government Agency
specify	Other Disaster Organization, please specify
EDUCATION	HOMELAND SECURITY
Head Start Center Non-Head Start Educational Pre-School	Red Cross
Public/Private School (K-6/Elementary)	Community-based Organization/Agency
Public/Private School (Middle School/Junior High	Government Agency
School)	Other Homeland Security Agency, please specify
Public/Private School (Senior High School)	
Native American School	
Vocational Sheltered Workshop/Center	HOUSING
Library Museum	
Government Agency	Homeless Center
Other Educational Organization, please specify	Community-based Housing Program
	Government Agency
	Other Housing Organization, please specify
OTHER	<del></del>

Other Organization or Agency, please specify

#### **VOLUNTEER MANAGEMENT**

(For the period October 1, 2002 through September 30, 2003)

# 1. Please describe the extent to which Foster Grandparents provide the following benefits to your organization. (Check one choice for each statement)

		True to a great extent	True to a moderate extent	Not true	Not applic- able	Don't Know
a.	Foster Grandparents help expand the <i>types</i> of service to clients.					
b.	Foster Grandparents help increase the <i>number</i> of clients served.					
c.	Foster Grandparents help improve the <i>quality</i> of services provided.					
d.	Foster Grandparents help free up paid staff time.					
e.	Foster Grandparents bring specialized skills, such as expertise in the education or counseling fields.					
f.	Foster Grandparents help increase public support for our organization and/or improve community relations.					
g.	The Foster Grandparent project reduces the time and effort needed to recruit volunteers who can help meet our agency's needs.					
h.	Other reason (Specify):					_
		U			L	L

# 2. Please describe the extent to which your organization uses tools to manage Foster Grandparents. (Check one choice for each statement)

	nagement of Foster Grandparent unteers	Used to a great extent	Used to a moderate extent	Not used	Not applic- able	Don't Know
a.	Written policies and volunteer assignment descriptions for Foster Grandparent volunteers.					
b.	Additional liability coverage or insurance protection for Foster Grandparent volunteers beyond what Senior Corps already offers.					
c.	Recognition activities, such as award ceremonies, for Foster Grandparent volunteers.					
d.	Regular collection of information on numbers and hours of Foster Grandparent volunteers.					
e.	Annual measurement of the impacts of Foster Grandparent volunteers.					
f.	Training and professional development activities for volunteers.					
g.	Screening procedures to identify suitable Foster Grandparent volunteers, and to match them with appropriate tasks or jobs.					
h.	Regular supervision of and communication with Foster Grandparent volunteers.					

# 3. We are interested in knowing if anyone in your organization is primarily responsible for volunteer management. (*Please check "yes" or "no"*)

Staff responsibility for volunteer management	Yes	No	Don't know
a. Does your organization have a paid staff person whose responsibilities include management of volunteers?		Go to Item 4)	
b. Does your organization have a volunteer who is responsible for the management of other volunteers?			

4. Some organizations encounter challenges with Foster Grandparents or the Foster Grandparent project. Please note the degree to which each of the following issues has been a challenge for your organization. (*Please check one choice for each statement below*)

	allenges in the development of Foster andparent volunteer assignments	A major challenge	A minor challenge	Not a challenge at all	Not Applic- able	Don't Know
a.	Responsiveness of the Foster Grandparent project when:					
	<ul> <li>More Foster Grandparent volunteers are requested.</li> </ul>					
	<ul> <li>Foster Grandparent volunteers with the right skills or expertise are needed.</li> </ul>					
	<ul> <li>Foster Grandparent volunteers are needed for specific schedules.</li> </ul>					
b.	Lack of paid staff time to properly train and supervise Foster Grandparent volunteers.					
C.	Lack of adequate funds for supporting Foster Grandparent volunteer involvement.					
d.	Regulatory, legal, or liability constraints on Foster Grandparent volunteer involvement.*					
e.	Absenteeism, unreliability, or low quality service provided by Foster Grandparent volunteers.					
f.	Other challenge (Specify):					

\* constraints might include reporting, background checks, or liability insurance

5. To what extent would each of the following factors increase your capacity to involve volunteers in service (both Foster Grandparent and non-Foster Grandparent)?

		Would increase to a great extent	Would increase to a moderate extent	Would not increase at all	Don't Know
a.	More training or professional development in how to work more effectively with volunteers.				
b.	Greater availability of potential volunteers with specialized skills, such as legal, financial management, or computer expertise.				
C.	A one-year, full-time volunteer with a living stipend, and with responsibility for volunteer recruitment and management.				
d.	Fewer regulatory, legal, or liability constraints on volunteer involvement.				
e.	More information about people in the community who want to volunteer.				
f.	Other factor (Specify):				

6. We'd like to know about the methods your organization uses to locate and recruit Foster Grandparent volunteers. Does your organization...

		Yes	No	applic- able	Don't Know
a.	Do public speaking before groups?				
b.	Use radio?				
C.	Use the Senior Corps JASON web-based recruitment system?				
d.	Use other (non-JASON) Internet recruiting system(s)?				
e.	Use television?				
f.	Use newspapers, trade papers, billboards, or fliers?				
g.	Register with other organizations to receive referrals?				
h.	Use special events, such as volunteer fairs or organizational open houses?				
i.	Use word of mouth?				
j.	Other method (Specify):				
	*****				

## SAMPLE FOSTER GRANDPARENT VOLUNTEER ACTIVITY

Below is an example of how to complete the items regarding accomplishments.

## Sample. Delivery of Health Services

Number of Foster Grandparents who provided these services:		. 10
Total number of Foster Grandparent Volunteer hours:		. 1,000
Type of Service	Number	
Provided nurturing or support at a clinic, hospital, hospice, or mobile-unit to	very sid	k or terminally ill children.
Fed, cradled, sang, and rocked	<u>100</u> infants.	

## HUMAN NEEDS: HEALTH/NUTRITION (HN)

HN-a. Total estimated number of people who benefited:\_

Please complete those items that are relevant to your FGP volunteers for the period October 1, 2002 through September 30, 2003.

#### HN-1. Delivery of Health Services

Type of Service	<u>Number</u>	
Provided nurturing or support at a clinic, hospital, hospice, or mobile-unit to		very sick or terminally ill children.
Provided information on the delivery of health services to		parents and/or children.
Helped with the preparation for and recovery of		children who had operations.
Fed, cradled, sang to, and rocked		infants.
Visited with/nurtured		hospitalized children.

#### HN-2. Maternal/Child Health Services

Type of Service	<u>Number</u>	
Provided support/services for post-natal care and well-child		
clinics for		children.
Helped with pre-natal care and healthy living assistance to.		pregnant adolescents.

#### HN-3. Mental Health

Number of Foster Grandparents who provided these services:..... Total number of Foster Grandparent Volunteer hours:.....

Type of Service	<u>Number</u>	
Provided services for		children with mental health impairments who receive non-residential support services.
Provided services for		children receiving residential mental health support services.

HUMAN NEEDS: HEALTH/NUTRITION—Continued		OMB No.	3045-0049
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HN-4. Developmental Disabilities			
•			
Number of Foster Grandparents who provided these services:			
Total number of Foster Grandparent Volunteer hours:			
Type of Service	<u>Number</u>		
Provided services in residential or non-residential settings			
for		_ children with	n developmental
		disabilities.	
HN-5. Substance Abuse			
HN-5. Substance Abuse			
Number of Factor Crandparents who provided these convises:			
Number of Foster Grandparents who provided these services: Total number of Foster Grandparent Volunteer hours:			
		·····	
Type of Service	<u>Number</u>		
Provided services to	<u> </u>	_ drug or alco infants.	hol addicted
Provided services to	<del></del>	-	hol addicted
		children or t	
Helped with rehabilitation services for	<del></del>	_ young subs and their fai	ance abusers
			nines.
HN-6. Physical Disabilities Programs			
Number of Foster Grandparents who provided these services:			
Total number of Foster Grandparent Volunteer hours:			
Type of Service	<u>Number</u>		
Provided assistance with rehabilitation, therapy, or		children with	n physical
exercise to		disabilities.	
Assisted during Special Olympics with		children with	n physical
		disabilities.	
HN-7. In-Home Care			
Number of Foster Grandparents who provided these services:			
Total number of Foster Grandparent Volunteer hours:		······	
Type of Service	<u>Number</u>		
Dravidad supportive health and social convises for		childron nor	ding long torm
Provided supportive health and social services for		care in their	eding long term homes.

HUMAN NEEDS: HEALTH/NUTRITION—Continued		OMB No. 3045-0049
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HN-8. Hospice/Terminally III		
Number of Foster Grandparents who provided these services: Total number of Foster Grandparent Volunteer hours:		
Type of Service	<u>Number</u>	
Provided nurturing and support to		terminally ill children (except those with HIV/AIDS) and their families.
HN-9. Boarder Babies		
Number of Foster Grandparents who provided these services: Total number of Foster Grandparent Volunteer hours:		
Type of Service	<u>Number</u>	
Cared for		infants or young children who were hospitalized because of lack of placement alternatives (except for children with HIV/AIDS).
HN-10. HIV/AIDS		
Number of Foster Grandparents who provided these services: Total number of Foster Grandparent Volunteer hours:		
Cared for	·	boarder babies with HIV/AIDS.
Provided nurturing and support to	·	HIV/AIDS positive children living in their homes.
Provided nurturing and support to		HIV/AIDS positive children living with relatives or foster families.
Provided nurturing and support to	·	HIV/AIDS positive children in hospices and hospitals.

## HN-11. Other Health/Nutrition Services

Number of Foster Grandparents who provided these services:	
Total number of Foster Grandparent Volunteer hours:	

#### Type of Service

#### <u>Number</u>

Please specify these other health/nutrition services:		
(1)	to	

(1)	, to	people.
(2)	, to	people.
(3)	, to	people.

### OTHER HUMAN NEEDS AND HOUSING (O)

O-a. <u>Total</u> estimated number of people who benefited:\_

Please complete those items that are relevant to your FGP volunteers for the period October 1, 2002 through September 30, 2003.

#### O-1. Crisis Intervention

Number of Foster Grandparents who provided these services: Total number of Foster Grandparent Volunteer hours:		
Type of Service	<u>Number</u>	
Participated in crisis intervention programs serving		children.
O-2. Homeless		
Number of Foster Grandparents who provided these services: Total number of Foster Grandparent Volunteer hours:		
Type of Service	<u>Number</u>	
Provided services to		homeless children.
O-3. Mentoring		
Number of Foster Grandparents who provided these services:		
Type of Service	<u>Number</u>	
Provided mentoring by developing relationships, reinforcing prosocial behaviors and providing constructive guidance and feedback to Provided mentoring by developing relationships, reinforcing		children.
prosocial behaviors and providing constructive guidance and feedback to		children of prisoners.
Provided mentoring by developing relationships, reinforcing prosocial behaviors and providing constructive guidance and feedback to		children in foster care.
Nurtured and supported	<u> </u>	children, teens, and young adults.

## O-4. Respite

	er of Foster Grandparents who provided these senated the senated the senated by t			
	Type of Service		<u>Number</u>	
	Provided respite for			caregivers of special needs children.
0-5.	Teen Pregnancy/Parenting Suppor	rt and Educ	ation	
	er of Foster Grandparents who provided these senation of Foster Grandparent Volunteer hours:			
	Type of Service		<u>Number</u>	
	Provided support services for			teen parents.
	Provided one-on-one services on parenting ski health and safety and similar topics for			teen parents.
O-6.	Child Abuse/Neglect			
	er of Foster Grandparents who provided these sen number of Foster Grandparent Volunteer hours:			
	Type of Service		<u>Number</u>	
	Provided aid, assistance, and guidance to			abused/neglected children and their families.
	Provided information or referrals on child abus to	•		teenage parents.
0-7.	Other Human Needs Services			
	er of Foster Grandparents who provided these sender of Foster Grandparent Volunteer hours:			
	Please specify these other human needs servi	ces:		
	Type of Service		<u>Number</u>	
	(1)	, to…		people.
	(2)			people.
	(3)	, to	<u> </u>	people.

# EDUCATION (ED)

ED-a. Total estimated number of people who benefited:\_

Provided meals, nutritional information, and monitored child health status for.....

Please complete those items that are relevant to your FGP volunteers for the period October 1, 2002 through September 30, 2003.

### ED-1. Pre-Elementary Day Care

Number of Foster Grandparents who provided these services:.... Total number of Foster Grandparent Volunteer hours:.... Type of Service Number Assisted at..... pre-elementary learning and day care programs (not including Head Start). Assisted in pre-elementary and day care programs (not including Head Start) for..... children. ED-2. **Head Start** Number of Foster Grandparents who provided these services:..... Total number of Foster Grandparent Volunteer hours:.... **Type of Service** Number Provided mentoring in Head Start Programs by developing relationships with children, reinforcing prosocial behaviors, and providing constructive guidance and feedback to..... children in Head Start. Helped..... children in Head Start to develop social and behavioral skills. Provided emotional support and nurturing for..... children in Head Start. Provided child development and school readiness skills activities for..... children in Head Start.

FGP-ED

children in Head Start.

## ED-3. Elementary Education

Number of Foster Grandparents who provided these services:
Total number of Foster Grandparent Volunteer hours:

Type of Service	<u>Number</u>	
Provided one-on-one assistance in		elementary school classrooms.
Provided one-on-one assistance for		elementary school students.
Assisted and support child participation in extracurricular activities, clubs, physical education classes, physical fitness or sports programs involving		elementary school students.

# ED-4. Secondary Education

Number of Foster Grandparents who provided these services:	
Total number of Foster Grandparent Volunteer hours:	

Type of Service	<u>Number</u>	
Provided one-on-one assistance in		7 <sup>th</sup> through 12 <sup>th</sup> grade classrooms.
Provided one-on-one assistance for		students in 7 <sup>th</sup> through 12 <sup>th</sup> grade.
Assisted and support child participation in extracurricular activities, clubs, physical education classes, physical		
fitness or sports programs involving		students in 7 <sup>th</sup> through 12 <sup>th</sup> grade.

### ED-5. Special Education

Type of Service	<u>Number</u>	
Provided supportive services to		students with learning disabilities in kindergarten through 6 <sup>h</sup> grade.
Provided supportive services to		students with learning disabilities in 7 <sup>th</sup> through 12 <sup>th</sup> grade.
Assisted in		other special education programs.
Assisted in other special education programs involving		students in kindergarten through 12 <sup>h</sup> grade.

# ED-6. Tutoring and Child Literacy

Number of Foster Grandparents who provided these services: Total number of Foster Grandparent Volunteer hours:		
Type of Service	<u>Number</u>	
Used evidence-based reading readiness programs with		students in pre-K.
Used evidence-based reading and tutoring programs with		students in kindergarten through 6 <sup>th</sup> grade.
Used evidence-based reading and tutoring programs with		students in 7 <sup>th</sup> through 12th grade.
Provided tutoring and support in math, science, social science, and other subjects to		students.
ED-7. Job Preparedness/Vocational Education		
Number of Foster Grandparents who provided these services: Total number of Foster Grandparent Volunteer hours:		
Type of Service	<u>Number</u>	
Assisted in job skills training in		education programs.
Assisted in job skills training for		students.
ED-8. ESL		
Number of Foster Grandparents who provided these services: Total number of Foster Grandparent Volunteer hours:		
Type of Service	<u>Number</u>	
Used evidence-based programs for		ESL students (from kindergarten through high school) to learn English.

#### ED-9. GED

	dparents who provided these s Grandparent Volunteer hours:.			
	Type of Service		<u>Number</u>	
Assisted				students working toward their GED.
ED-10. Other Edu	cation Services			
	dparents who provided these s Grandparent Volunteer hours:.			
	Type of Service		<u>Number</u>	
Please specify t	hese other education services	:		
(1)		, to		people.
(2)		, to		people.
(3)		, to		people.

## PUBLIC SAFETY (PS)

#### PS-a. Total estimated number of people who benefited:

Please complete those items that are relevant to your FGP volunteers for the period October 1, 2002 through September 30, 2003.

### PS-1. Offender/Ex-offender Services/Rehabilitation

Number of Foster Grandparents who provided these services:...... Total number of Foster Grandparent Volunteer hours:.....

Type of Service	<u>Number</u>	
Provided one-on-one support to	<u> </u>	young offenders/ex-offenders.
Mentored		young offenders/ex-offenders.
Provided one-on-one support and nurturing to		children of offenders/ex- offenders.

## PS-2. Family Violence

Number of Foster Grandparents who provided these services:..... Total number of Foster Grandparent Volunteer hours:.....

Тур	e of Service	<u>Number</u>	
Supported			children whose families are in violence prevention programs.

## PS-3. Safe Children and Youth

Number of Foster Grandparents who provided these services:..... Total number of Foster Grandparent Volunteer hours:.....

#### Type of Service

<u>Number</u>

Helped children understand, learn, and practice safety issues such as crime and fire prevention, being aware of one's surroundings, and personal responsibility for safety to.

\_ children.

#### PS-4. Other Public Safety

#### Type of Service

#### <u>Number</u>

Please specify these other public safety services:

(1)	, to	<u> </u>	people.
(2)	, to		people.
(3)	, to		people.

## DISASTER (D)

D-a. <u>Total</u> estimated number of people who benefited:\_

Please complete those items that are relevant to your FGP volunteers for the period October 1, 2002 through September 30, 2003.

### D-1. Disaster Preparedness

Number o Total num	of FGP Volunteers who provided these services nber of FGP Volunteer hours:	:		
	Type of Service		<u>Number</u>	
	lelped children understand, cope with, or prepa mergencies			children.
D-2.	Other Disaster Services			
	of FGP Volunteers who provided these services			
	Type of Service		<u>Number</u>	
Р	lease specify these other disaster services:			
(1	1)	, to		people.
(2	2)	, to		people.
(3	3)	, to…		people.

## **HOMELAND SECURITY (HS)**

The Homeland Security area includes programs that prepare to minimize the damage and recover from any future terrorist attacks that may occur despite our best efforts at prevention. This includes programs that help to plan, equip, train, and practice the response capabilities [of] many different response units (including first responders, such as police officers, firefighters, emergency medical providers, public works personnel, and emergency management officials) ready to mobilize without warning for any emergency. This area also includes programs that will consolidate federal response plans and build a national system for incident management in cooperation with state and local government including emergency preparedness and response efforts to engage the private sector and the American people.

### HS-a. Total estimated number of people who benefited:\_

Please complete those items that are relevant to your FGP volunteers for the period October 1, 2002 through September 30, 2003.

#### HS-1. Emergency Preparedness

Number of FGP Volunteers who provided these services: Total number of FGP Volunteer hours:				
Type of Service	<u>Number</u>			
Helped children understand, cope with, or prepare for emergencies		children.		

# OTHER SERVICES (OS)

Activity not included in survey	Specific activity performed by Foster Grandparent Volunteers	Number of Volunteers Performing Activity	Total Number of Hours Spent on Activity	Number of People Served by the Activity
Language Assistance	Language interpretation	8	200	16

Please add any additional information on the reverse side of this page.