

Current Fields	Required
1 Project/Opportunity/Event Name	Yes
2 Address	No
3 City	Yes
4 State	Yes
5 Zip Code	Yes
6 Project/Opportunity/Event Name Description	Yes
7 Will lunch be provided	No
8 Will childcare be provided	No
9 Please provide directions to the project or event site	No
10 What tasks are needed of the volunteers?	No
11 Are you accepting volunteers?	Yes
12 Is your project or event family-friendly?	No
Type of Project or Event	Yes

13	<ul style="list-style-type: none"> <li>Arts &amp; Culture</li> <li>Beautification / Clean-up</li> <li>Building</li> <li>Children &amp; Youth</li> <li>Civic &amp; Community</li> <li>Collections (food, clothing, etc)</li> <li>Disaster Training / Preparedness</li> <li>Distributions (food, clothing, etc)</li> <li>Education / Tech</li> <li>Essay or Oratorical Contest</li> <li>Faith-based</li> <li>Food Preparation</li> <li>Health</li> <li>Human Services</li> <li>Hurricane Relief / Recovery</li> <li>Oral History</li> <li>Painting</li> <li>Public Safety</li> <li>Tutoring</li> <li>Other</li> </ul>	
14	Project or Event Start Date	Yes
15	Project or Event End Date	Yes
16	Time Period(s)	No
	<ul style="list-style-type: none"> <li>All day</li> <li>Morning Afternoon Evening</li> <li>Custom Time Slots</li> </ul>	
17	Project, Opportunity or Event Availability Days	Yes
	Mon Tue Wed Thu Fri Sat Sun	
18	I want this project or event to be displayed in the following My Project Tool websites:	Yes
	<ul style="list-style-type: none"> <li>AmeriCorps Week</li> <li>MLK Day</li> <li>Summer of Service</li> </ul>	
19	Contact Name	Yes
20	Contact Phone	Yes
21	Contact Email	Yes

22 How would you like for your contact information to be listed?

Yes

*Email Only*

*Name and Email*

*Name and Phone*

*Name Only*

*None*

*Phone and Email*

*Phone Only*

Action	New F
Replaced by	Enter a
Replaced by	Is the c
	Hel
	Spe
Replaced by	
Replaced by	
Replaced by	
Replaced by	Descri
Removed	
Removed	
Removed	
Replaced by	Descri
Replaced by	How r
Replaced by	Who is
	Any
	Any
	Tee
	Sen
	on!
Replaced by	What l

Replaced by When  
On

Replaced by This o  
Replaced by How o

Replaced

Removed

Removed  
Removed  
Removed

Replaced by  
How ca  
Sigi  
No  
Em  
Cal  
Visi

New  
Is this  
No  
Yes

New  
Are att  
New  
How n  
New  
What a  
New  
Do you

## Fields Form

Project title

Is this opportunity happening at an address or can volunteers help remotely from their homes?

Can help from home

Specific location

Street Address

City

State

Zip

Describe the activity

Are there any special skills or equipment that is needed: (optional)

How many volunteers do you expect to serve in your Project or Event ?  { [Number or Unlimited] }

Who is allowed to participate? (check all that apply)

Anyone, including kids under 13

Anyone at least {YEARS [number]} years of age

Teenagers or adults

Men only please

Women only please

Men/Women |  Women |  Men

Which best describes this opportunity?

Animals  
Arts & Culture  
Beautification/Clean-up  
Building  
Children & Youth  
Civic & Community  
Collections (food, clothing, etc)  
Community Renewal  
Disaster Training/Preparedness  
Distributions (food, clothing, etc)  
Education  
Energy/Environment  
Essay or Oratorical Contest  
Faith-based  
Food Preparation  
Health Care  
Human Services  
Hurricane Relief/Recovery  
Military Families  
Oral History  
Painting  
Public Safety  
Technology  
Tutoring  
Veterans  
Other Projects

does the opportunity start?

{DATE [mm/dd/yyyy]}, from {Time [HH:MM] [am/pm]} to {Time [HH:MM] [am/pm]}

Multiple Time Slots?

opportunity ends on {DATE [mm/dd/yyyy]}

often does it happen?

Once

Daily

Weekly, on Sun: Mon: Tue: Wed: Thu: Fri: Sat:

Every other week, on Sun: Mon: Tue: Wed: Thu: Fri: Sat:

Monthly



Can people learn more about this opportunity and reserve a place? (check all that apply)

Yes, using this project tool

No, need to contact -- just show up

Yes, email this address {EMAIL}

Yes, call {PHONE} and ask for {NAME}

Yes, visit this web site {URL}

Is this opportunity sponsored by an organization?

No  
 Yes, What is that organization's name?

Yes, Are volunteers paid?

Yes, How many hours per week should a volunteer be ready to commit

Yes, What is the name of location (e.g., Camelot Elementary)?

Yes, Do you wish to include link(s) to other website(s) specific to this opportunity?

**Required**

Yes

Yes

Yes

No

No

No

Yes

Yes

No

No

No

No

No

No

<b>Current Field Name</b>	<b>Required</b>
1 Organization Name	Yes
2 City	Yes
3 State	Yes
4 Address	Yes
5 Zip Code	Yes
6 Your Mission	Yes
7 Friendly URL	Yes
8 Web Site URL	No
9 Contact Name	Yes
10 Contact Phone	Yes
11 Contact Email	Yes
12 Contact Fax	No
13 Contact Address	No
14 How would you like for your contact information to be listed	Yes
15 Username	Yes
16 Password	Yes
17 Confirm Password	Yes
18 Are you a grantee of the Corporation for National and Community Service?	Yes
19 Are you an organization or an individual/group/family?	Yes

Action	New Field Name
Same	Organization Name or Individual/family/group name
Same	City
Same	State
Same	Address
Same	Zip Code
Same	Your Mission
Same	Friendly URL
Same	Web Site URL
Same	Contact Name
Same	Contact Phone
Same	Contact Email
Same	Contact Fax
Same	Contact Address
Same	How would you like for your contact information to be listed
Same	Username
Same	Password
Same	Confirm Password
Same	Are you a grantee of the Corporation for National and Community Service?
Same	Are you an organization or an individual/group/family?
New	Are you 14 years or older?

Required	Comments
Yes	Field name depends on type
Yes - if organization	
Yes - if organization	
Yes - if organization	
Yes	
No	Organization only
Yes	Organization only
No	Organization only
Yes	
Yes - if organization	
Yes	
No	
Yes - if organization	
Yes	
Yes	
Yes	
Yes	
Yes	Organization only
Yes	
Yes	

Note: This data is only available to the organization under which the volunteer created their account

Current Field Name	Required	Action	New
1 Name	Yes	Same	Name
2 Email	Yes	Same	Email
3 Phone	Yes	Same	Phone
4 Is this account for a Group or Family?	No	Same	Is this
5 Number of group of family members	No	Same	Numl
6 (not registering separately)	No	Same	(not r
7 Number of members under the age of 14	No	Same	Numl
8 Zip Code	Yes	Same	Zip Co
9 State	No	Same	State
10 Type of Project or Event		Same	Type
<i>Arts &amp; Culture</i>		Replaced by	
<i>Beautification / Clean-up</i>			
<i>Building</i>			
<i>Children &amp; Youth</i>			
<i>Civic &amp; Community</i>			
<i>Collections (food, clothing, etc)</i>			
<i>Disaster Training / Preparedness</i>			
<i>Distributions (food, clothing, etc)</i>			
<i>Education / Tech</i>			
<i>Essay or Oratorical Contest</i>			
<i>Faith-based</i>			
<i>Food Preparation</i>			
<i>Health</i>			
<i>Human Services</i>			
<i>Hurricane Relief / Recovery</i>			
<i>Oral History</i>			
<i>Painting</i>			
<i>Public Safety</i>			
<i>Tutoring</i>			
<i>Other</i>			
11 I prefer to volunteer on the following day(s):	No	Same	I pref
<i>Mon Tue Wed Thu Fri Sat Sun</i>			
12 I prefer to volunteer within the following proximity:	No	Replaced by	I pref



Zip Code Only  
1 mile  
5 miles  
10 miles  
20 miles  
50 miles

13 Username	Yes	Same	Userr
14 Password	Yes	Same	Passv
15 How do you prefer to be listed?	No	Same New	How i Are y

\* All Project Tool data is hosted on non-CNCS servers managed by Avviato, Inc. The server environment is Windows 2008, MS SQL 2005 and IIS7 running the latest security patches.

nt. CNCS does not have access to this data. \*

Field Name	Required
3	Yes
	Yes
e	Yes
s account for a Group or Family?	No
er of group of family members	No
egistering separately)	No
er of members under the age of 14	No
ode	Yes
	No

of Project or Event

*Arts & Culture*

*Beautification / Clean-up*

*Building*

*Children & Youth*

*Civic & Community*

*Collections (food, clothing, etc)*

*Community Renewal*

*Disaster Training / Preparedness*

*Distributions (food, clothing, etc)*

*Education*

*Energy/Environment*

*Essay or Oratorical Contest*

*Faith-based*

*Food Preparation*

*Health Care*

*Human Services*

*Hurricane Relief / Recovery*

*Military Families*

*Oral History*

*Painting*

*Public Safety*

*Technology*

*Tutoring*

*Veterans*

*Other Projects*

er to volunteer on the following day(s):

No

*Once*

*Daily*

*Weekly, on Sun: Mon: Tue: Wed: Thu: Fri: Sat:*

*Every other week, on Sun: Mon: Tue: Wed: Thu: Fri: Sat:*

*Monthly*

er to volunteer within the following proximity from my zip code:No

No preference  
In Zip Code Only  
Within 1 mile  
Within 5 miles  
Within 10 miles  
Within 20 miles  
Within 50 miles

name	Yes
word	Yes
do you prefer to be listed?	No
you 14 years or older?	Yes

ers are running in a SAS (Statement on Auditing Standards) 70 Type I audited facility - SAS70.  
atches. Access to servers is managed and controlled.