

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"> Arts & Culture Beautification / Clean-up Building Children & Youth Civic & Community Collections (food, clothing, etc) Disaster Training / Preparedness Distributions (food, clothing, etc) Education / Tech Essay or Oratorical Contest Faith-based Food Preparation Health Human Services Hurricane Relief / Recovery Oral History Painting Public Safety Tutoring Other 	
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"> All day Morning Afternoon Evening Custom Time Slots 	
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"> AmeriCorps Week MLK Day Summer of Service 	
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

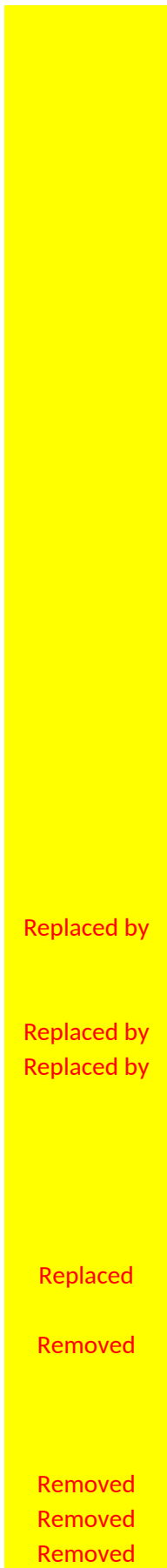
Name Only

None

Phone and Email

Phone Only

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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 at this address {EMAIL}

Yes, call at {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

Current Field Name	Required
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	
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 & Culture</i>		Replaced by	
<i>Beautification / Clean-up</i>			
<i>Building</i>			
<i>Children & Youth</i>			
<i>Civic & 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
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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.