

V. Reporting Questions

On an annual basis you will be expected to respond to the following reporting questions:

Section I: Demographic Information

This section contains a list of demographic indicators of interest to the Corporation and our stakeholders. To complete this section, enter as accurate an estimate as possible for each indicator that is relevant to your program design. If you do not collect data on an indicator because it is not relevant to your program design, enter a zero (0) in that field.

All grantees are required to report the total number of leveraged volunteers and number of volunteer hours and the number of new volunteers leveraged and number of new volunteer hours.

Please note that you are not required to report on every indicator other than the ~~three~~ required elements. However, if your program includes these types of leveraged volunteers or target groups, include an estimate of their totals.

| Indicator | Definition | Number |
|--|--|--------|
| REQUIRED Leveraged volunteers | Number of volunteers of all ages who were recruited, coordinated, or supported by your Corporation-funded programs Volunteer grant , Generation Grant . | |
| REQUIRED Volunteer hours | Number of hours leveraged volunteers served during the reporting period. | |
| <u>REQUIRED</u> <u>Leveraged New</u> <u>volunteers</u> | <u>Number of individuals who served as leveraged volunteers who are NEW volunteers.</u> | |
| <u>REQUIRED</u> <u>New Volunteer</u> <u>hours</u> | <u>Number of hours leveraged volunteers served during the reporting period that were by NEW volunteers.</u> | |
| Leveraged Volunteers | | |
| Disadvantaged children and youth | Number of disadvantaged children and youth who served as leveraged volunteers. Disadvantaged children and youth are those up to age 25 with exceptional or special needs (as defined in part 2552.12 (f) and (g) of the DVSA regulations ¹), or who are economically disadvantaged and for whom one or more of the | |

¹ 2552.12 (f) *Children with exceptional needs*. Children who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Existence of a child's exceptional need shall be verified by an appropriate professional.

2552.12 (g) *Children with special needs*. Children who are abused or neglected; in need of foster care; adjudicated youth; homeless youths; teen-age parents; and children in need of protective intervention in their homes. Existence of a child's special need shall be verified by an appropriate professional.

| | | |
|------------------------------------|--|--|
| | following apply: 1) out-of-school, including out-of-school youth who are unemployed; 2) in or aging out of foster care; 3) limited English proficiency; 4) homeless or have run away from home; 5) at-risk to leave school without a diploma; and 6) former juvenile offenders or at risk of delinquency. | |
| College students | Number of individuals who served as leveraged volunteers who are enrolled in a degree-seeking program at a community, professional, or technical college, or within an undergraduate or graduate program at a college or university. | |
| Baby Boomers | Number of individuals born between 1946 and 1964 who served as leveraged volunteers. | |
| Populations Served | | |
| Disadvantaged children and youth | Number of disadvantaged children and youth served (see definition above). | |
| Children of incarcerated parents | Number of children and youth up to age 25, who had one or both parents or legal guardians serving or having served a period of time in jail and/or prison. You should only report the number of children of incarcerated parents served by programs designed to work with this population. | |
| Individuals mentored | Number of formal, sustained relationships established between an older or more experienced person and a younger or less experienced person for the purpose of academic, social, or career support. This does not include the relationship between a teacher and his or her students in a classroom setting. If your program supports mentors who work with multiple mentees, please report total number of individuals mentored. | |
| Independent living services | Number of clients who received independent living services, including respite care, to help them live independently in their homes in community-based settings. | |
| Disaster preparedness and response | Number of community members who receive assistance from members responding to disasters and participating in recovery. | |

Section II: Performance Measures

~~If required, the~~The performance measures from approved applications will automatically populate the Grantee Performance Report in eGrants, ~~including the sections for Need, Activity, Activity Dates, Result, Result Statement, and Indicator~~. Grantees will report on each measure separately in the text box provided. To complete this section, enter the following information for each performance measure.

- Target Actual to Date: ~~In this field, E~~enter a numerical value documenting the actual progress towards the measure. For example, if the program anticipated ~~tutoring placing~~ 500 ~~students-volunteers in reading~~ during the reporting period, specify the number of ~~students-volunteers~~ that were actually ~~tutored~~placed. Use complete sentences.
- ~~Progress toward Measure~~Performance Measure Accomplishments: You may elaborate on the program’s progress toward a measure in this field, ~~but should not use this field to explain unmet targets or describe correction actions. This field is not required.~~

- Challenges/Corrective Actions: For each target that a program did not reach, explain why it did not reach the target and the corrective actions that will be carried out to improve performance. This field information is required if a program did not reach a target.

Section III: Narratives

In this section, describe activities from the reporting period in more detail. Focus your remarks as described below. Please limit each narrative to 1,500 words or less, approximately 1-3 pages in length.

1. Volunteer Activities

Describe the activities that the volunteers carried out. This may include but is not limited to meaningful roles, the important needs addressed, the impact of their service and participation in National Days of Service.

2. Successes and Challenges

Describe any factors that have positively or negatively influenced program performance. ~~Please consider your entire portfolio, and include examples from particular sites, if applicable, to illustrate the trends that you see affecting your portfolio program.~~ The discussion may include but is not limited to enrollment, retention, recruitment, training, supervision program design, program and financial management, systems, data collection, evaluation, capacity building, and resource development, including raising match funds, strategic partnerships, successful strategies or lessons learned that may be useful to other grantees.

~~Please describe progress toward securing match. Describe efforts to ensure the sustainability of programming beyond the grant period. This may include a list of match sources, strategic partnerships, in-kind resources, or capacity building efforts. In particular, focus on successful strategies that may be useful to other grantees.~~

3. Great Stories/Other Accomplishments

~~This section is optional. Share great stories.~~ Highlight activities which are especially reflective of the impact the program has in the community ~~or which illustrate an innovative or highly successful aspect of program or purpose of the Volunteer Generation fund operation.~~ Describe accomplishments that increased the number of volunteers engaged in meaningful roles in meeting community needs. Illustrate activities that enhanced the capacity and sustainability of volunteer connector organizations as effective delivery systems. Include numerical data whenever possible.

4. Activities Related to Corporation Strategic Initiatives

If programs or sites have addressed any of the Corporation Strategic Initiatives particularly effectively, describe these activities here. ~~The Corporation's Strategic Initiatives are:~~

Mobilizing more volunteers

~~Ensuring a brighter future for all of America's youth
Engaging students in communities
Harnessing Baby Boomers' experience
Disaster preparedness and response~~

Section IV: Review and Submit

Please review the report carefully before submitting. Your Program Officer will review and provide feedback, using eGrants, in a timely fashion.

VI. Burden

Total Respondents: 2,000.

Frequency: Depending on the availability of appropriations.

Average Time Per Response: Application averages 8 hours. Reporting averages 8 hours.

Estimated Total Burden Hours: 32,000 hours.