**Day of Service Project Registration Tool**

1. Project Name [Enter a title]
2. Project Location:

* Street address
* City, State, Zip
* Virtual Opportunity (participate online from home)

1. Brief Description: Describe the activity
2. How many volunteers are expected to serve? [Estimated Number or unknown] [Actual number who participated]
3. How many national service participants are expected to serve [Estimated Number] [Actual number who participated]
4. How many other attendees, i.e., non-national service participants, are expected [Estimated Number] [Actual number who participated]
5. Name(s) of VIP attendees and titles or affiliations:
6. Names of notable partner organization(s):
7. When does the opportunity for service start? [Date and time]
8. When does the opportunity or service project end? [Date and time]
9. Rain date?
10. Is this a one-time event or is it re-occurring? If re-occurring, how often will it occur? [Weekly, Monthly, Semi-annually, Annually]
11. Lead Organization [Name, Address, phone, e-mail, website]
12. If grantee, then which program: [e.g. ACSN, NCCC, SC-FGs, SC-SCs, SC-RSVP, VISTA]
13. Contact Name, phone and e-mail address for organization listed in # 13 above:
14. Press contact name, phone, and e-mail:
15. Populations expected to be served as beneficiaries: [CNCS populations of interest, e.g. New Americans, Older Americans, Rural Residents, Low-income Individuals, Veterans, Faith-based Communities, Communities of Color, Native Americans, People with Disabilities, Veterans, Active Military, Military Families.] If population not specified by one of the descriptions, please indicate in your own words the population in the following space:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
16. Populations expected to be serving as national service participants: [CNCS populations of interest e.g. New Americans, Older Americans, Rural Residents, Low-income Individuals, Veterans, Faith-based Communities, Communities of Color, Native Americans, People with Disabilities, Veterans, Active Military, Military Families.]
17. Populations expected to be serving as volunteers: [CNCS populations of interest e.g. New Americans, Older Americans, Rural Residents, Low-income Individuals, Veterans, Faith-based Communities, Communities of Color, Native Americans, People with Disabilities, Veterans, Active Military, Military Families.]
18. Are there any special skills required?
19. Which of these CNCS strategic focus areas best describes this opportunity [check all that apply]

* Disaster Services
* Economic Opportunity
* Education
* Environmental Stewardship
* Healthy Futures
* Veterans and Military Families
* Capacity Building

1. Relevant attachments/links (such as an event flyer, website, press release, photos)
2. Performance measures:

* Number of community volunteers recruited by CNCS-supported organizations or National Service Participants
* Number of community volunteers managed by CNCS-supported organizations or National Service Participants
* Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants
* Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants

1. May we have your permission to post this information on our website?