

## 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)
3. Brief Description: Describe the activity
4. How many volunteers are expected to serve? [Estimated Number or unknown] [Actual number who participated]
5. How many national service participants are expected to serve [Estimated Number] [Actual number who participated]
6. How many other attendees, i.e., non-national service participants, are expected [Estimated Number] [Actual number who participated]
7. Name(s) of VIP attendees and titles or affiliations:
8. Names of notable partner organization(s):
9. When does the opportunity for service start? [Date and time]
10. When does the opportunity or service project end? [Date and time]
11. Rain date?
12. Is this a one-time event or is it re-occurring? If re-occurring, how often will it occur? [Weekly, Monthly, Semi-annually, Annually]
13. Lead Organization [Name, Address, phone, e-mail, website]
14. If grantee, then which program: [e.g. ACSN, NCCC, SC-FGs, SC-SCs, SC-RSVP, VISTA]
15. Contact Name, phone and e-mail address for organization listed in # 13 above:
16. Press contact name, phone, and e-mail:
17. 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:\_\_\_\_\_
18. 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.]

19. 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.]
20. **Are there any special skills required?**
21. 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
22. Relevant attachments/links (such as an event flyer, website, press release, photos)
23. 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
24. **May we have your permission to post this information on our website?**