

### **Instructions for Completing Station Roster List**

The purpose of this form is to provide information about each active volunteer station. Effort to provide complete and accurate data. "Active volunteer station" refers to a station that has a current Memorandum of Understanding (MOU). It does not necessarily mean that all volunteers are currently placed at the station.

For each header item with a small red triangle in the upper right corner of the cell: if you hover over the cell and wait a few seconds ("hover"), a "pop-up" comment box, with further information, will appear.

Note that the spreadsheet will "scroll" up and down, leaving the column names and station names visible at all times.

Please do not change the location of each data item (e.g., moving cells and columns or removing cells or columns), as this standardized form will be combined with others from other stations to form a uniform database.

The formatting of the document is fixed, except for the ability to change the width of the columns and the height of the rows. This may make for easier entry of information, but makes printing the document somewhat unwieldy.

Please only submit this form as an Excel file. Do not change it to a PDF.

After completion of this list, please submit it as instructed in the Grant Application Instructions.

Please continue to keep your station roster contact information accurate, as you will be required to submit an updated list each year.

**\*\*Note:** Senior Corps will work with vendors of volunteer management software to provide the new format of this new volunteer station roster. The vendors may incorporate the ability to transfer the data directly from your database to this Excel format.

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## Volunteer Station Types

Adult Correctional Agencies
Adult Day Care
All Others (specify)
Animal Welfare Programs
Area Agencies on Aging
Before and After School Care
Chambers of Commerce
Clinics (non-residential)
Community Development Non-Profits
Community-Based Environmental
Congregate Meals/Meals on Wheels
Courts
Day Care
Day Dare (Pre-elementary)
Developmental Disability Agencies (non-residential)
Food Banks/Gleaning Programs
Head Start
Home Health Agencies (public and private non-profit)
Hospices
Hospitals/Medical Centers
Juvenile Correctional Facilities
Libraries
Mental Health Programs (non-residential)
Multi-Purpose Centers (Including Senior Centers)
Multi-Purpose/Senior Centers
Museums
Native American Schools
Non-Head Start Pre-Schools (education focused)
Nursing homes/Convalescent Centers/Hospices
Other Community and Economic Development (specify)
Other Educational (specify)
Other Environmental (Specify)
Other Health Care Organizations (specify)
Other Public Safety (specify)
Other Social Service Agencies
Parks/Recreational Agencies
Police/Law Enforcement Agencies
Post-Secondary Institutions
Private School
Public Housing
Public School
Public/Congregate Housing
Public/Private Elementary Schools
Public/Private Secondary Schools
Rehabilitation Centers (excluding sheltered workshops)
Residential Long-Term Care Programs
Service Organizations (Lions, Elks, etc.)
Sheltered Workshops/Centers (vocationally focused)
Teen Pregnancy/Teen Parenting Programs
Thrift Shops/Coops
Total number of faith-based Stations / Volunteers
Transitional Shelters/Centers (e.g. homeless, abused, other short-term)
Umbrella Environmental Orgs (EASI, Wildlife Society)
Veterans Hospital
Vocational Centers