

Questions for Day of Service Tracking Instrument

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? [Number or unlimited] [Actual]
5. How many national service participants are expected to serve [Number] [Actual]
6. How many other attendees are expected [Number] [Actual]
7. Name(s) of VIP attendees:
8. Names of notable partner(s):
9. When does the opportunity start? [Date and time]
10. When does the opportunity 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:
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.]
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. 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
21. Relevant attachments/links (such as an event flyer, website, press release, photos)
22. Performance measures:
 - 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

Public Burden Statement: Public reporting burden for this collection of information is estimated to average 10 minutes per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the

burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Amy Borgstrom, 1201 New York Avenue, NW, Washington, D.C. 20525. CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed are current and valid. (See 5 C.F.R. 1320.5(b)(2)(i).)