



APPENDIX B (1 of 3)
REPORTING REQUIREMENTS: PRE-ASSESSMENT
RURAL COMMUNITY ASSETS FUND FY2017-2018

Complete the survey to the BEST of your knowledge about the organization you are representing.

Name:

Organization:

E-mail:

On a scale of 1-5 please indicate your level of agreement with the following statements:

1-Strongly Disagree, 2- Disagree, 3- Neutral, 4- Agree, 5- Strongly Agree

Our organization has the right mix of volunteers.	1	2	3	4	5
Our organization invests sufficiently in volunteer management.	1	2	3	4	5
Our organization does a good job of keeping volunteers motivated.	1	2	3	4	5
Our organization has a coordinator who understands and effectively applies the principles of volunteer management.	1	2	3	4	5
Our leaders are willing to make changes when what they are currently doing is not working.	1	2	3	4	5
Our organization creates volunteer placements based on needs assessments.	1	2	3	4	5
We offer service opportunities to meet the needs of diverse audiences.	1	2	3	4	5
As appropriate, our organization translates volunteer service hours into financial or FTE's.	1	2	3	4	5
Descriptive and outcome data are collected on volunteers.	1	2	3	4	5
Our organization respects the time commitments of volunteers.	1	2	3	4	5
Our organization identifies gaps in our capacity that volunteers could fill.	1	2	3	4	5
Our organization identifies various volunteer roles and time commitment based on organization's needs.	1	2	3	4	5
We do an effective job of recruiting volunteers.	1	2	3	4	5
Volunteer recruitment materials reflect current trends in volunteerism and activities at your organization.	1	2	3	4	5

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We clearly define volunteer roles and responsibilities.	1	2	3	4	5
Volunteers are always provided resources, support and training to do their job.	1	2	3	4	5
Our organization trains staff to work with volunteers.	1	2	3	4	5
Our organization has an ongoing support system for volunteers after placement.	1	2	3	4	5
We provide adequate equipment and supplies for our volunteers.	1	2	3	4	5
In our organization, all staff have volunteer management responsibilities clearly written into their job descriptions.	1	2	3	4	5
Our organization provides appropriate accommodations for volunteers with special needs.	1	2	3	4	5
We provide clear lines of volunteer supervision.	1	2	3	4	5
Volunteers always understand their roles within our organization.	1	2	3	4	5
Our leadership inspires volunteers.	1	2	3	4	5
We use effective volunteer recruitment methods such as presentations, with written materials, media events and email.	1	2	3	4	5
We effectively use technology for volunteer recruitment.	1	2	3	4	5
We have written job descriptions (duties, skills, qualifications, performance measures) for all volunteers	1	2	3	4	5
We interview volunteers before placement.	1	2	3	4	5
Our organization matches volunteers' skills, knowledge attitudes and interests with appropriate placement and activities.	1	2	3	4	5
We offer volunteer opportunities at different levels of responsibility and intensity.	1	2	3	4	5
We provide a volunteer orientation.	1	2	3	4	5
We have a comprehensive volunteer handbook.	1	2	3	4	5



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Our volunteers feel valued and appreciated.	1	2	3	4	5
Volunteers are encouraged to reach their full potential.	1	2	3	4	5
Volunteers have access to computer hardware and software if needed.	1	2	3	4	5
Our volunteers are involved in program changes as they are planned and implemented.	1	2	3	4	5
Our organization recognizes volunteers on the basis of performance.	1	2	3	4	5
We provide opportunities for volunteers to self –assess their level of satisfaction with the organization.	1	2	3	4	5
We thank and recognize volunteers for their work both privately and publicly.	1	2	3	4	5
We offer volunteer opportunities at different levels of responsibility and intensity.	1	2	3	4	5
Our organization understands the VALUE volunteers bring to our organizational culture.	1	2	3	4	5
Our organization offers professional development opportunities and training for volunteer managers.	1	2	3	4	5
We include our volunteer program results in our annual report.	1	2	3	4	5
Volunteers actively engage in project planning.	1	2	3	4	5
We maintain a data base that includes volunteer demographics, hours and assignments.	1	2	3	4	5
We monitor volunteer retention and assess the reason for unexpected turnover.	1	2	3	4	5
Our organization assesses employees' ability to work with volunteers.	1	2	3	4	5
We create new volunteer opportunities as necessary.	1	2	3	4	5
We regularly see evidence of how volunteers increase the capacity of paid staff to meet organizational goals and priorities.	1	2	3	4	5
Our organization does an effective job of retaining our volunteers.	1	2	3	4	5



APPENDIX B (2 of 3)
REPORTING REQUIREMENTS: VOLUNTEER DEMOGRAPHICS AND REPORTING
RURAL COMMUNITY ASSETS FUND FY2017-2018

Grantees will provide the following data at mid-cycle and at the end of the contract period for all volunteers serving in programs funded by the Rural Community Assets Fund:

- 1) Last name
- 2) First name
- 3) Location of residence
- 4) Location served
- 5) NSOPW background search
- 6) Start date of service
- 7) Hours related to educational programming funded by RCAF
- 8) Method of recruitment
- 9) Participation in orientation and/or training activities
- 10) Actual role
- 11) Assignment/activities



APPENDIX B (3 of 3)
REPORTING REQUIREMENTS: DATA AND ACTIVITIES
RURAL COMMUNITY ASSETS FUND 2017-2018

INSTRUCTIONS: Submit reports as Word documents to rcaf@volunteerflorida.org. Continue to add data and information to this form, rather than beginning a new one for the second half of the contract period.

MID-CYCLE REPORT:

NEW: Volunteers who were recruited or began volunteering after August 1, 2017.

RETAINED: Volunteers who were recruited and began between January 1, 2017 and July 30, 2017.

END-CYCLE REPORT:

NEW: Volunteers who were recruited or began volunteering between January 1, 2018 and June 30, 2018.

RETAINED: Volunteers who were recruited and began between August 1, 2017 and December 31, 2017.



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REPORTING REQUIREMENTS: DATA AND ACTIVITIES
RURAL COMMUNITY ASSETS FUND 2017-2018

CATEGORY	MID-CYCLE AUGUST 1, 2017- DECEMBER 31, 2017	END OF CYCLE JANUARY 1, 2018 JUNE 30, 2018
Total number of volunteers engaged		
Number of volunteers engaged (NEW)		
Number of hours served by volunteers (NEW)		
Number of volunteers engaged (RETAINED)		
Number of hours served by volunteers (RETAINED)		



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REPORTING REQUIREMENTS: DATA AND ACTIVITIES
RURAL COMMUNITY ASSETS FUND 2017-2018

ACTIVITIES (MID-CYCLE):

Describe how your organization has implemented effective volunteer management practices (at minimum, discuss the two practices you highlighted in your application) during this reporting period. (i.e. volunteer position descriptions developed). Compare to those same volunteer management practices prior to receiving RCAF funding and training.

Please provide a brief description of how volunteers have been engaged in meaningful activities during this reporting period. How has your volunteer program expanded or changed as a result of RCAF funding and training?

Describe any increases in capacity for the following (at least two, outlined in your application):

- Number of students served
- Number of volunteers recruited and/or retained
- Types of services offered to students
- Number of services provided per student

Discuss one success and one challenge you have encountered during this reporting period. Submit photos of your volunteers in action to rcaf@volunteerflorida.org.

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ACTIVITIES (END-CYCLE):

Describe how your organization is implementing effective volunteer management practices (at minimum, discuss the two practices you highlighted in your application) during this reporting period. (i.e. volunteer position descriptions developed). Compare to those same volunteer management practices prior to receiving RCAF funding and training, and at mid-cycle.

Please provide a brief description of how volunteers have been engaged in meaningful activities during this reporting period. How has your volunteer program expanded or changed as a result of RCAF funding and training?

Describe any increases in capacity for the following (at least two, outlined in your application):

- Number of students served
- Number of volunteers recruited and/or retained
- Types of services offered to students
- Number of services provided per student

Discuss one success and one challenge you have encountered during this reporting period. Submit photos of your volunteers in action to rcaf@volunteerflorida.org.