



APPENDIX B (1 of 4)
PROGRAM REPORTS: PRE/POST ASSESSMENT
RURAL COMMUNITY ASSETS FUND 2018-2019 CONTRACT

Instructions: Provide information connected to the program for which you are receiving RCAF funds only. Complete the survey to the BEST of your knowledge about the organization/program you are representing. Handwrite, scan and save as PDF. Use this filename exactly: "RCAF 2018-2019 [your organization's abbreviation] [Pre-Assessment or Post-Assessment]" then send to rcaf@volunteerflorida.org by the appropriate deadline. For example: "RCAF 2018-2019 VF Pre-Assmt- Initial"

Name: _____

Organization: _____

E-mail: _____

Using the below 1-5 scale 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
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
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
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
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
We have a comprehensive volunteer handbook.	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 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

I, _____, certify that this information is accurate and correct.

Signature: _____

Date: _____



APPENDIX B (2 of 4)
PROGRAM REPORTS: DATA AND ACTIVITIES
RURAL COMMUNITY ASSETS FUND 2018-2019 CONTRACT

INSTRUCTIONS:

- 1) Provide information connected to the program for which you are receiving RCAF funds only. *Use clear, concise language.* Use paragraphs, bullet points, etc. to clearly organize information.
- 2) If you have an existing volunteer management plan, please submit with your initial report.
- 3) Label all documents in this way exactly: "RCAF 2018-2019 [your organization's abbreviation] Program Report- DA, [Initial, Mid-Contract or Final]". For example: "RCAF 2018-2019 VF Program Report- DA, Final"
- 4) Complete the appropriate portions of the exhibit, then submit along with other reporting documents to rcaf@volunteerflorida.org by the appropriate deadline.
- 5) Submit as a Word document. In addition, print, sign and submit as a PDF document.
- 6) Add data to this document for each period, rather than beginning a new document.
- 7) Ideally, submit high-resolution, in focus photos throughout both reporting periods, but deadlines for each period are below. *Please be sure to have appropriate release waivers.*



APPENDIX B (2 of 4)
PROGRAM REPORTS: DATA AND ACTIVITIES
RURAL COMMUNITY ASSETS FUND 2018-2019 CONTRACT

INITIAL DATA:

Number of unduplicated volunteers, baseline:

Existing Volunteer Management Plan? YES NO | If Yes, date of last revision (and submit with report):

Do you require background checks for volunteers? All volunteers? Please explain the type(s) of background checks required (NSOPW, local law enforcement, Level I, Level II, etc.).



APPENDIX B (2 of 4)
 PROGRAM REPORTS: DATA AND ACTIVITIES
 RURAL COMMUNITY ASSETS FUND 2018-2019 CONTRACT

MID-CONTRACT AND FINAL VOLUNTEER DATA:

NEW: Volunteers who were recruited or began volunteering *during* the reporting period.

RETAINED: Volunteers who were recruited or began *before* the reporting period and continued volunteering in any capacity during the reporting period.

CATEGORY	MID-CONTRACT REPORTING PERIOD (1)	FINAL REPORTING PERIOD (2)
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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PROGRAM REPORTS: DATA AND ACTIVITIES
RURAL COMMUNITY ASSETS FUND 2018-2019 CONTRACT

ACTIVITIES (MID-CONTRACT):

Describe in significant detail how your organization has and 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.

Please provide a very detailed 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 during this reporting period?

Describe any increases in capacity for the following (at least one, 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 in significant detail one success and one challenge you have encountered during this reporting period. **Submit high-resolution, in focus photos of your volunteers in action.**



APPENDIX B (2 of 4)
PROGRAM REPORTS: DATA AND ACTIVITIES
RURAL COMMUNITY ASSETS FUND 2018-2019 CONTRACT

ACTIVITIES (FINAL):

Describe in significant detail how your organization has and 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-contract.

Please provide a very detailed 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 during this reporting period?

Describe any increases in capacity for the following (at least one, 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 in significant detail one success and one challenge you have encountered during this reporting period. **Submit high-resolution, in focus photos of your volunteers in action.**

I, _____, certify that this information is accurate and correct. I have necessary waivers for all individuals in submitted photos and media.

Signature: _____

Date: _____

APPENDIX B (3 of 4)
PROGRAM REPORTS: DATA AND ACTIVITIES
RURAL COMMUNITY ASSETS FUND 2018-2019 CONTRACT

INSTRUCTIONS:

- 1) The Commission will provide the appropriate template for data entry; this document provides instructions only.
- 2) Grantees will enter information for new and retained volunteers for each reporting period.
- 3) Grantees will provide details for volunteers connected to the program for which they are receiving RCAF funds only.
- 4) Save the report with this filename exactly: "RCAF 2018-2018 [your organization's abbreviation] Program Report- Volunteer Dem., [Mid-Contract or Final]". For example, "RCAF 2018-2019 VF Program Report, Volunteer Dem.- Mid-Contract".
- 5) The report will be submitted as both an Excel spreadsheet and a signed PDF to rcaf@volunteerflorida.org by the appropriate deadline.
- 6) Grantees will add data to the document for each period, rather than beginning a new document.

Grantees will provide the following data:

- 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
- 12) New volunteer?
- 13 Reporting period 1 or 2?



APPENDIX B (4 of 4)
FINANCIAL REPORT: EXPENSE DOCUMENTATION REPORT
RURAL COMMUNITY ASSETS FUND 2018-2019 CONTRACT

Completed at Mid-Contract and at the end of the contract period. The line items in each section should be listed in the same order as your original or revised and approved budget. Supporting documentation examples (not limited to):
 Cancelled checks, credit card statements proving payment, receipts and mileage charts.

LEGAL APPLICANT (LEAD AGENCY):					
PROGRAM:					
PROGRAM YEAR:		2018-2019			
		Volunteer Florida	Grantee	Total	
Program Operating Costs					
1. Personnel Expenses	Price Per Unit	Number of Units			
					\$0.00
					\$0.00
					\$0.00
					\$0.00
1. Subtotal Personnel Expenses			\$0.00	\$0.00	\$0.00
2. Personnel Fringe Benefits	Price Per Unit	Number of Units			
					\$0.00
					\$0.00
					\$0.00
					\$0.00
2. Subtotal Personnel Fringe Benefits			\$0.00	\$0.00	\$0.00
3. Project Staff/Volunteer Travel	Estimated Miles	Mileage Rate			
					\$0.00
					\$0.00
					\$0.00
					\$0.00
3. Subtotal Project Staff/Volunteer Travel			\$0.00	\$0.00	\$0.00
4. Equipment	Price Per Unit	Number of Units			
					\$0.00
					\$0.00
					\$0.00
					\$0.00
4. Subtotal Equipment			\$0.00	\$0.00	\$0.00
5. Supplies	Price Per Unit	Number of Units			
					\$0.00
					\$0.00
					\$0.00
					\$0.00
5. Subtotal Supplies			\$0.00	\$0.00	\$0.00
6. Contractual and Consultant Services	Price Per Unit	Number of Units			
					\$0.00
					\$0.00
					\$0.00
6. Subtotal Contractual and Consultant Services			\$0.00	\$0.00	\$0.00
7. Training	Price Per Unit	Number of Units			
					\$0.00
					\$0.00
					\$0.00
					\$0.00
7. Subtotal Training			\$0.00	\$0.00	\$0.00
8. Other	Price Per Unit	Number of Units			
					\$0.00
					\$0.00
					\$0.00
					\$0.00
8. Subtotal Other			\$0.00	\$0.00	\$0.00
TOTAL BUDGET AMOUNTS:			\$0.00	\$0.00	\$0.00
APPROVED BY LEGAL APPLICANT (type signature):					