



volunteerflorida

## Exhibit VI: Volunteer Generation Fund Reporting Guidelines

2020-2021 CONTRACT YEAR

The mid-cycle Program Reports shall be submitted by the Provider no later than April 15th, to cover the period of October 1, 2020 - March 31, 2021. The final report shall be submitted by the Provider no later than October 12th, to cover the period of April 1 - September 30, 2021.

### I. DEMOGRAPHICS

*\*Please do not duplicate volunteer numbers that are tracked in other streams of National Service funding, if applicable.*

# of skills based volunteers engaged

# of hours served by skills based volunteers

# of individuals who served as skills based volunteers who are NEW volunteers.

# of hours skills based volunteers served during the reporting period that were by NEW volunteers.

# of disadvantaged children and youth who served as skills based volunteers

# of individuals who served as skills based volunteers enrolled in a degree-seeking program

# of individuals born between 1946 and 1964 who served as skills based volunteers

### II. ACTIVITIES

- A. Describe how your organization is implementing effective volunteer management practices during this reporting period. *Examples may include: skills-based volunteers recognition award program, a business plan to include a skills-based volunteers, volunteer manual, written policies/job descriptions for volunteers, measurement of volunteer impact etc.*
- B. Please provide a brief description of how volunteers have been engaged in meaningful activities during this reporting period.
- C. Discuss one success and one challenge you have encountered during this reporting period. Submit a photo(s) of your skills-based volunteers in action.
- D. Share 2-3 unique outcomes based on your VGF program. Examples may include: # of students mentored or tutored, # of schools served, # of miles of trails or rivers treated, # of economic disadvantaged individuals receiving financial literacy services, etc.  
**Example: Agency XYX engaged 167 skills based volunteers who provided tutoring for 320 students in 5 middle schools.**

### E. Economic Opportunities/ Rural Communities (if applicable)

\*If the Provider opted in to one or both of these special initiatives, the Provider will be required to provide additional information.

- i. **Economic Opportunities** - Increasing economic opportunities for communities by preparing people for the workforce.
  - # of skills based volunteers used in economic opportunities/workforce programs
  - Please provide a brief description of how volunteers have been engaged in meaningful economic opportunities/workforce activities during this reporting period.  
**Example: Agency XYZ engaged 167 skills based volunteers who provided debris removal for 100 homes benefiting 400 Floridians.**
  
- ii. **Rural Communities** - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
  - # of skills based volunteers used in rural community based programs
  - Please provide a brief description of how volunteers have been engaged in meaningful rural community activities during this reporting period.  
**Example: Agency XYZ engaged 167 skills based volunteers who provided resource navigation and mentoring for 100 young adults in XYZ location.**

### III. VGF/SBV PICTURES

The Provider will provide photos of their skills-based volunteers in action.

Guidelines:

- Label photos with organization name
- Great photos are action-oriented and illustrate the impact of service
- All photos should be at least 500KB
- Any common photo format is acceptable (jpeg, tiff, png, gif)

*The Provider will track the following information per volunteer, according to Provider's volunteer tracking system including: the volunteer's name, relevant demographic information including location of residence (city), method of recruitment, participation in orientation and/or training activities, planned and actual role, assignment(s) or activities, start and end dates of service, and hours served related to the program that the capacity building activities were intended to support or enhance. The Provider should be prepared to provide Volunteer Florida upon request. Volunteer Florida understands that Provider's systems for tracking volunteer demographics may vary.*