

Guidance for Volunteer/Mentor Log

*Please use this form to document your mentors or volunteers at service projects and also to document attendees at your substance abuse training events.
Submit this form along with the Monthly Service Log by the first Friday of the month following the event to Amanda.McCurley@IDPH.Iowa.gov*

Community Volunteers: Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”

How to Collect/Measure/Calculate Data: Only count community volunteers that were specifically recruited by the CNCS supported organization or the national service participant engaged in the capacity building activity for the intended purpose of supporting or enhancing the program delivery model may be counted. At the outset of the activity, the applicant/grantee should indicate a minimum number of days or hours, or other units of service, that must be performed by the individual in order for him or her to be counted as a recruited volunteer.

Name/Email/Phone: In the event someone does not want to leave their email or phone information, it is fine to leave it off of this log as long as it is recorded within your agency's information. Check with your supervisor to ensure all mentor/volunteer contact information is getting captured at the agency.

Event/Activity: This will be the name of the program the mentor/volunteer was working. This log can be used for a one-time sign-up sheet for an event, or it can be a cumulation of several events where you recorded the information on one form and transferred it to this log to submit with your monthly service report.

Time In and Time Out: It is not necessary to have your mentors record when they came in or left each time they volunteered.
The Time-In/Time-Out should be completed during Substance Abuse Trainings for attendees. It is a requirement that the trainings should be 30-45 minutes.

Total Hours: Document how many hours of service your mentors/volunteers provided on this form each month when you submit it to IDPH. IDPH's expectation for mentors is one hour per week or four hours per month.

Demographics: This information is collected by CNCS. If a mentor/volunteer falls into several categories, select all that apply. If the information was not collected do not make a guess, just enter N/A for these.

Medical/Pharmacy Personnel: It is not necessary to record this information for mentors and volunteers, but it is necessary for training attendees. Indicate whether or not individual is a Medical or Pharmacy Personnel. Use Y for Yes and N for No.

Waiver on File at the Agency: This is a mentoring/volunteer form which captures permission from your mentor/volunteer to use their photo, video or any information they create in the capacity as a mentor/volunteer and can be used by the agency or IDPH. Check with your supervisor to see what policy they have in place to have mentors/volunteers sign waivers and where they are stored. If they do not have a waiver, you may download the waiver at the IDPH AmeriCorps site under the Contractors section and use it. Be certain there is a signed waiver prior to submitting photos, videos or quotes to IDPH or using them in any promotional materials.

Mentor/Volunteer/Training Attendee: Indicate whether the individual is a mentor using the letter **M**, a volunteer using the letter **V**, or training attendee using the letter **T**, for Episodic Volunteer using the letters **EV**

Episodic Volunteers: Please mark EV for episodic volunteers that will be participating in **one day service projects** that the proposed AmeriCorps members will generate. Episodic Volunteers could be generated from activities other than Days of Service as well.

Ongoing Volunteers : Please mark V for ongoing volunteers that have an ongoing volunteer commitment other than mentoring activities that the proposed AmeriCorps members will generate.

***Each volunteer should only be counted ONCE, even if an individual volunteer participated in more than one volunteer opportunity. Individual volunteers MAY NOT be counted in both the episodic and ongoing volunteer categories; the sum of the volunteers reported in these two categories must represent an unduplicated count.**

