

MEMORANDUM

Notice #: 080217-1-I-CFAL

TO: Area Agency on Aging (AAA) Executive Directors

FROM: Jeffrey S. Bragg, Secretary

DATE: August 2, 2017

SUBJECT: Notice of Instruction: Volunteer Activity Report Submission Information

The purpose of this notice of instruction is to apprise AAAs with updated information regarding submission of the annual “Volunteer Activity Report.” As you may recall, on April 27, 2017, the Department requested AAAs to discontinue using the current Volunteer Activity Report until further notice. We are pleased to announce that an improved reporting tool was uploaded on Friday, July 14, and offers accessibility for all users. The report can be accessed at the “Volunteering” quick link located on the Department’s website: <http://elderaffairs.state.fl.us/doea/volunteers.php>.

The report definitions and service categories have not changed. You will also find that the report questions are still designed to capture the number of unduplicated volunteers and their hours for each Planning and Service Area.

With the implementation of this updated reporting tool, AAAs may begin entering the current data collection information (January 1, 2017-December 31, 2017) through January 15, 2018. Thereafter, the data collection period will remain January 1 through December 31 with a final closure date of January 15th for subsequent calendar years.

The submission of this report will continue to ensure compliance with the requirements set forth in the Older Americans Act contract (OAA), Section II. D. 2.b., which states, “The Contractor shall submit an Annual Volunteer Activity Report electronically, on the internet, in a format provided by the Department’s Office of Volunteer and Community Services.” This report will also serve as a source for reviewing and retrieving data for future Department reports and publications.

At your earliest convenience, please access the above link to the report and start submission of volunteer hours. Please contact Janice Harvey, Director, Office of Volunteer & Community Services, at harveyja@elderaffairs.org or (850) 414-2097, if there are questions.

Thank you for your assistance in implementing and entering your Volunteer Activity Report information.