

MEMORANDUM

TO: Area Agency on Aging (AAA) Executive Directors

FROM: Jeffrey S. Bragg, Secretary

DATE: October 18, 2016

SUBJECT: Notice of Instruction: Annual Volunteer Activity Report

The purpose of this notice is to provide AAAs guidance on the submission of the “Volunteer Activity Report,” as required by the Older Americans Act (OAA) contract. Specifically, Section II. D. 2.b. indicates, “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. The Annual Volunteer Activity Report is due to the DOEA Contract Manager on a date established by the Department.”

The Department has made adjustments to the “Volunteering” quick link located on the home page of the website: <http://elderaffairs.state.fl.us/doea/volunteers.php>. This link allows access to the Volunteer Activity Report, which provides a survey of questions designed to categorically capture the number of unduplicated volunteers and volunteer hours, for each Planning and Service Area. Designated AAA staff will be provided access to the survey application for reporting.

To facilitate a smooth transition from quarterly to annual reporting, AAAs may complete the current data collection period (January 1, 2016 – December 31, 2016) on the quarterly reporting cycle. The new reporting tool will be available for data entry beginning January 1, 2017, through January 31, 2017. Thereafter, the data collection period will remain January 1 – December 31 each calendar year. The data entry period will remain January 1 – January 31, following the close of the data collection period.

The attached document provides specifications for the new reporting tool including definitions and service categories. Please forward any questions regarding the information provided to Janine Rogers, Director, Volunteer and Community Services at rogersj@elderaffairs.org. Thank you for your assistance in implementing the new Volunteer Activity Report.

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