



Service-Learning Program/ Activity Participant Tracking Tool Community Based Organizations

Date: _____

Name of Person completing form _____

Phone _____ Email _____

Name of Program or Activity _____

Total Number of Participants _____

LSA Funded Service-Learning Participants	Number of Youth
Total number of individual service-learners in this LSA supported activity/program	

Grade Level of all LSA service-learning participants in this activity/program	Number of Youth
K - 5 th grade	
6 th grade – 8 th grade	
9 th grade – 12 th grade	
School dropouts	
Grade unknown	

Ethnic background of LSA service-learning participants in this activity/program	Number of Youth
Hispanic	
Non-Hispanic	
Ethnicity Unknown	

Racial background of LSA service-learning participants in this activity/program	Number of Youth
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Two or more races	
Race Unknown	

Gender of LSA service-learning participants in this activity/program	Number of Youth
Male	
Female	
Gender Unknown	

LSA service-learning participants with disabilities	Number of Youth
Service-learners with disabilities	

If this is a summer program, LSA service-learning participants serving in this summer project or activity	Number of Youth
Service-learners serving in this summer program	

Staff Participation in Service-Learning

1. How many staff were involved in teaching, leading, and operating this LSA funded service-learning program in your organization? Number (part- and full-time combined) _____

Additional volunteers

2. Approximately how many **youth volunteers** (defined as youth 5-17 years old) were involved in this service activity (i.e. one-time volunteers or volunteers recruited for this activity). (Do not include regular program participants reported above).

_____ Estimated number of youth volunteers Don't Know

3. Approximately how many **adult volunteers** (defined as 18 or older) were involved in this service-related activity (i.e. one-time volunteers or volunteers recruited for this activity). Do not include program staff/teachers).

_____ Estimated number of adult volunteers Don't Know

3a. Approximately how many of these adult volunteers are Baby Boomers (defined as individuals born between 1946 and 1964)?

_____ Estimated number of Baby Boomer volunteers Don't Know

Youth Participants from Disadvantaged Circumstances

4. Approximately how many youth (defined as youth 5-17 years old) from disadvantaged circumstances provided community service through this LSA supported service activity?

(Note: Disadvantaged youth are defined as children and youth who, because of certain characteristics, special and exceptional needs, circumstances, experiences or insufficiencies, encounter financial, legal, social, educational, emotion, and/or health problems and may have significant difficulties growing into adults who are responsible citizens, productive workers, involved members of communities, and good parents.)

_____ Estimated Number Don't Know

Beneficiaries

5. Did this LSA supported activity provide services to youth from disadvantaged circumstances?

Yes No Don't Know

(If Yes, proceed to 5a. If No or Don't Know, proceed to 6)

5a. Approximately how many of the youth beneficiaries of this LSA supported activity belong to the following populations (categories are not exclusive):

	Estimated Number	Don't Know
Economically disadvantaged youth		<input type="radio"/>
Foster children		<input type="radio"/>
Adjudicated youth		<input type="radio"/>
Children of incarcerated parents		<input type="radio"/>
Students who are disabled/ in special education		<input type="radio"/>

6. Approximately how many youth (ages 5-17) were **mentored** through this LSA supported service-learning activity?

_____ Estimated Number Don't Know

6a. Approximately how many of those mentored are from disadvantaged circumstances?

_____ Estimated Number Don't Know

7. Approximately how many youth (ages 5-17) were **tutored** through this LSA supported service-learning activity?

_____ Estimated Number Don't Know

7a. Approximately how many of those tutored are from disadvantaged circumstances?

_____ Estimated Number Don't Know

8. Approximately how many individuals received independent living services, including respite care, to help them live independently in their homes in community-based settings?

_____ Estimated Number Don't Know This was not an independent living service activity

Duration

What is the duration of this program/activity?

- 2 months or less including summer program
- Most or all of one term or semester
- Most or all of the whole school year

On average, how much time (in hours) does each participant spend:

- a. on preparation and formal reflection for this service-learning program/activity?
_____ number of hours
- b. on service (not including preparation and reflection)
_____ number of hours

Service Categories

9. For each of the following service categories, circle the category that this LSA-supported service-learning activity and/or program falls into, and for each category where activities take place, please check up to *three* of the most common types of service that is being conducted.

Community and Economic Development

Civic/Community Organizing	Food Production	Thrift Store
Community Clean-up	Housing Referrals/Relocation	Transportation Services
Consumer Education	Housing Rehabilitation/Construction	Volunteer Recruitment
Economic Revitalization/Improvement	Small Business Development	Workforce Development, including Adult Mentoring
Financial Asset Development	Technology Access and Training	Other Economic and Community Development (specify)

Disaster Recovery/Relief*

Disaster Mitigation	Disaster Recovery	Other Disaster (specify)
Disaster Preparedness	Disaster Response	

*If you have activities under Disaster Recovery/Relief, please answer questions 10 and 11 below

Education

Adult Literacy	ESL	Service-Learning
After School Programs	GED	Special Education
Classroom Education - Elementary	Job Preparedness	Tutoring - Elementary
Classroom Education – Middle School	Library Services	Tutoring – Middle School
Classroom Education – High School	Pre-Elementary Day Care	Tutoring – High School
Cultural Heritage	School Preparedness including Head Start	Other Education (specify)

Environment

Clean Air	Environmental Protection	Waste Reduction, Management, Recycling
Clean Water	Environmental Restoration	Other Environment (specify)
Energy Conservation	Indoor Environment	
Environmental Awareness	Toxic Waste Management	

Health/Nutrition

Boarder Babies	Health Screening	Mental Health
CHIOS/CHIPS	HIV/AIDS	Developmental Disabilities
Congregate Meals	Hospice/Terminally Ill	Physical Disabilities Programs
Delivery of Health Services	Immunization	Public Health
Food Distribution/Collection	In-Home Care	Substance Abuse
Health Education	Maternal/Child Health Services	Other Health/Nutrition (specify)

Human Needs

Adoption	Safe Havens	Transitional Housing
Crisis Intervention	Social Services Planning and Delivery	Other Human Needs (specify)
Homeless Assistance	Social Services Community Coordination(specify)	

Independent Living

Adult Day Care/Senior Center	Respite	Senior Companionship
Independent Living – Disabled	Senior Center Program (Non-Residential)	Other Independent Living (specify)
Independent Living - Seniors	Senior Citizen Assistance	

Public Safety

Accident Prevention	Community Policing/Community Patrol	Household Security
Adult Abuse/Neglect	Conflict Resolution/Mediation	Legal Assistance
Adult Offender/Ex-Offender Services/Rehabilitation	Crime Awareness/Crime Avoidance	Sexual Abuse/Rape
Adult Safety Programs	Family Violence	Victim/Witness Assistance
Animal Care/Humane Society	Fire Prevention	Other Public Safety (specify)

Youth Development

Child Abuse	Gangs	Teen Pregnancy/ Abstinence/Parent Support
Children and Youth Safety	Juvenile Justice	Youth Leadership Development
Delinquency	Mentoring	Other Youth Development (specify)

Disaster Preparedness and Response Programs

10. How many service-learning participants were certified in disaster training? _____ Number Don't Know

11. Were service-learning participants responding to a local disaster? Yes No