

# LASSIE E-Worksheets

## Quick Start Guide

### for Service-learning Providers

Welcome to E-Worksheets. The E-Worksheets are a tool that service-learning providers, such as teachers, faculty members, and agency staff who are running Learn and Serve funded service-learning projects and activities, can use to record information about their service-learning activities, participants and beneficiaries.

This guide is for you if you see:

- this E-Worksheet page after clicking on a link in an email that was sent to you from your grant administrator;
- your name in the corner after **"Logged in As:"**;
- the name of the person who is the grant administrator, and who sent you the email about this worksheet.

**E-Worksheet**  
Logged In As: Reggie Haley  
Due Date: 12/17/2009  
Grantor: Chris Macek 413-239-3564  
[chris@relvonmedia.com](mailto:chris@relvonmedia.com)

E-Worksheet Status | Participants | Beneficiaries | Duration | Service Categories | Print Worksheet | Help

**Instructions for the E-Worksheet** Next Step

Please complete the questions on this E-worksheet and mark it as done for your Learn and Serve America grant administrator.

You may click on the blue tabs or the NEXT button to move through the sections and answer questions. When you complete a section, it will turn green in the E-Worksheet Progress table below. You may close the worksheet at any time and return later (by clicking the link in your e-mail) to complete it.

When you complete all sections it will assist your LSA grant administrator if you mark it as done by clicking the "I'm Done" button below.

**E-Worksheet Completion Indicator**

Your E-Worksheet has NOT yet been marked as done.  
When all sections of the E-worksheet are complete, click the "I'm Done" button to let your Learn and Serve contact know you have completed the E-worksheet.

**E-Worksheet Progress**

E-Worksheet Questions	Status
Participants (12 of 12)	Complete <span style="color: green;">■</span>
Beneficiaries (1 of 4)	In Progress <span style="color: yellow;">■</span>
Duration (0 of 3)	Not Started <span style="color: red;">■</span>
Service Categories (0 of 9)	Not Started <span style="color: red;">■</span>

The worksheets are designed to help you collect data on your funded service-learning activities. The E-Worksheets focus on numbers of service-learning participants and beneficiaries, the duration of the service-learning activity, and the issue area the activity addresses.



## Step One: Features of the E-Worksheet

This is the home page for your E-Worksheet. You can access all the functions of the E-Worksheet from this page.

Across the top are [links](#) to the other pages in the worksheet:

The screenshot shows the E-Worksheet interface. At the top left is the Learn and Serve logo. To its right is the text 'LEARN AND SERVE' and 'Corporation for NATIONAL & COMMUNITY SERVICE'. Further right, it says 'E-Worksheet', 'Logged In As: Reggie Haley', 'Due Date: 12/17/2009', and 'Grantor: Chris Macek 413-239-3564' with an email link 'chris@relvonmedia.com'. Below this is a navigation bar with tabs: 'E-Worksheet Status', 'Participants', 'Beneficiaries', 'Duration', 'Service Categories', 'Print Worksheet', and 'Help'. The main content area has three sections: 'Instructions for the E-Worksheet' with a 'Next Step' button circled in green; 'E-Worksheet Completion Indicator' with an 'I'm Done' button circled in green and a callout box below it saying 'Click this when you are done'; and 'E-Worksheet Progress' which is a table with columns 'E-Worksheet Questions' and 'Status'. A grey box on the right contains contact information for Chris Macek, with an arrow pointing to it from the text on the right.

E-Worksheet Questions	Status
Participants (12 of 12)	Complete
Beneficiaries (1 of 4)	In Progress
Duration (0 of 3)	Not Started
Service Categories (0 of 9)	Not Started

**Participants, Beneficiaries, Duration and Service Categories** are places to enter data.

You can also **Print the Worksheet** for your own use. And there is a **Help** section.

The contact information for your grant administrator can be found in the grey box. This is who you should contact if you have questions or need help using the E-Worksheets.

**The E-Worksheet Progress** area uses a color system so that you can quickly check your progress. Red means that a page hasn't been started, yellow means it's in progress, and green means it is complete.


When you are finished, click the **I'm Done** button.

Take a moment to review the elements of this page. When you are ready, click the **Next Step** button.



## Step Two: Using the E-Worksheets - Participants

When you click the **Next Step** button (see Step One), you will go to the **Participants** worksheet. This page asks you to provide the number of service-learners in your Learn and Serve funded activity.



**LEARN AND SERVE**  
Corporation for  
**NATIONAL & COMMUNITY SERVICE**

**E-Worksheet**  
 Logged In As: Tom Wolfe  
 Due Date: 6/1/2010  
 Grantor: Cathy Burack 777-777-7777  
[burack@brandeis.edu](mailto:burack@brandeis.edu)

E-Worksheet Status | **Participants** | Beneficiaries | Duration | Service Categories | Print Worksheet | Help

**Participants**

In this section we ask that you describe the demographic makeup of your LSA Funded Program Participants. Save Save & Next

Please provide demographic information on the service-learning participants who were engaged in Learn and Serve-supported activities from July 1, 2009 to June 30, 2010. If you have no students in a given category, enter "0" in the relevant box.

Note: For the purpose of this survey, a service-learning participant is a student, between the ages of 5 and 17, who is involved in service-learning programs or activities that engage service-learners in learning activities, assessment and reflection, and direct or indirect service to beneficiaries. Service-learning programs and activities include preparation and reflection, as well as direct service. Youth or adults engaged in one-time volunteer activities, as well as beneficiaries of the service-learning activities, should not be counted as service-learning participants.

LSA Funded Service-Learning Participants	Estimated Number
1. Total number of individual <a href="#">service-learners</a> in LSA supported activities/programs	25
<b>2. Grade Level of all LSA service-learning participants</b>	
a. K - 5 <sup>th</sup> grade	15
b. 6 <sup>th</sup> - 8 <sup>th</sup> grade	10
c. 9 <sup>th</sup> - 12 <sup>th</sup> grade	
d. <a href="#">School Dropout</a>	
e. Grade unknown	
<b>5. Ethnic background of service-learning participants</b>	
Estimated Number of <a href="#">service-learners</a>	
a. Hispanic	9
b. Non-Hispanic	9
c. Ethnicity Unknown	7
<b>6. Racial background of service-learning participants</b>	
Estimated Number of <a href="#">service-learners</a>	
a. American Indian / Alaska Native	
b. Asian	
c. Black or African-American	

Start by entering the **total number** of service-learners in your Learn and Serve funded activity or program.

You will then be asked about the participants': **Grade level, Ethnic background, Racial background, and Gender.**

The total number of participants in each of these sections must equal the **total number** of service learners you first entered.

There are reminders and checks built into the system. There is also a **Number Unknown** box in each section

Further down on this worksheet are questions about volunteers.



The numbers you report in the questions about youth volunteers and adult volunteers do not have to match the total number of volunteers that you reported.

g. Race Unknown		<input type="text"/>	
<b>7. Gender of LSA Higher Education Students</b>		<b>Estimated Number of service-learners</b>	
a. Male		<input type="text"/>	The total of these numbers must be 25
b. Female		<input type="text"/>	
c. Gender Unknown		<input type="text"/>	
<b>8. Other categories of LSA Higher Education Students</b>		<b>Estimated Number</b>	
a. Higher Education Student service-learners who are Federal Work-Study students		<input type="text"/>	
b. Higher Education Student service-learners with disabilities		<input type="text"/>	
<b>9. LSA Higher Education Students serving in Summer Service-Learning Projects</b>		<b>Estimated Number</b>	
a. Service learners serving in summer activities		<input type="text"/>	
Do not have summer programs:		<input type="checkbox"/>	
<b>10. Additional Youth Volunteers</b>		<b>Estimated Number of other youth volunteers</b>	
a. Approximately how many youth volunteers (defined as youth 5-17 years old) were involved in LSA supported service activities (i.e. one-time volunteers or volunteers recruited for service-learning activities). Do not include regular program participants reported above.		<input type="text"/>	
Don't Know:		<input type="checkbox"/>	
<b>11. Additional Adult Volunteers</b>		<b>Estimated Number of adult volunteers</b>	
a. Approximately how many adult volunteers (defined as 18 or older) were involved in LSA supported service-related activities (i.e. one-time volunteers or volunteers recruited for service-learning activities). Do not include program staff/faculty.		<input type="text"/>	
Don't Know:		<input type="checkbox"/>	
<b>12. Youth Participants from Disadvantaged Circumstances</b>		<b>Estimated Number</b>	
a. Approximately how many disadvantaged youth provided community service through your LSA supported service activities during the 2008-2009 program year?		<input type="text"/>	
Don't Know:		<input type="checkbox"/>	
		<input type="button" value="Save"/>	<input type="button" value="Save &amp; Next"/>

If you do not know the answer check the **Don't Know** box.

Once you are satisfied that the totals are correct and complete, click on the **Save & Next** button to go to the next worksheet.

You can use the **Save** button to save your work, and continue working on this page. The system will automatically save your work as well.

The totals will automatically be copied to this section in the LASSIE survey, and will replace information that is currently in this section of the LASSIE survey.

When complete, click **Save & Next**.



## Using the E-Worksheets - Beneficiaries

The Beneficiaries page contains four questions about youth beneficiaries of your Learn and Serve funded service-learning activity or program.

**Beneficiaries**

Please provide the following information on your LSA Funded Program Beneficiaries.

NOTE: youth included here may have also been reported in Participants Tab - Question 11 if they provided community service as part of their activities.

**1. Youth beneficiaries**

a. Did any of your LSA supported activities provide services to disadvantaged youth during the 2008-2009 program year?

Yes  
 No  
 Don't Know

**2. Approximately how many youth (ages 5-17) were mentored through your LSA supported service-learning activities?**

	Estimated Number	Don't Know
<input type="checkbox"/> Do not have mentoring activities	<input type="text"/>	<input type="checkbox"/>

**3. Approximately how many youth (ages 5-17) were tutored through your LSA supported service-learning activities?**

	Estimated Number	Don't Know
<input type="checkbox"/> Do not have tutoring activities	<input type="text"/>	<input type="checkbox"/>

**4. 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
<input type="checkbox"/> Do not have independent living service activities	<input type="text"/>	<input type="checkbox"/>

Enter the **estimated numbers**, or check the **"Don't Know"** box.

When complete, click **Save & Next**.



## Using the E-Worksheets - Duration

In this question we are trying to get information about the duration of your LSA programs and activities and the amount of time service-learners are engaged in preparation, reflection, and service.

First, check the box that best describes the duration of your service-learning activity: 2 months or less, most or all of a semester, the school year, or don't know.

Then fill in the numbers of program participants and average hours of preparation and service. If you do not know the exact number of participants and average hours, please estimate based on available information.

When complete, click **Save & Next**.



## Using the E-Worksheets – Service Categories

Start by filling in the percentage of your LSA-supported service-learning activities and/or programs that fall into a particular service category.

**Service Categories**

For each of the following service categories, fill in the percentage of your LSA-supported service-learning activity and/or program that falls into the category. Then, for each category, please check up to three of the most common types of service being conducted.

Save Save & Next

Total: 0 %

1. Community and Economic Development	<input type="text"/> % of Activities/Programs
2. Disaster Recovery/Relief	<input type="text"/> 0 % of Activities/Programs
3. Education	<input type="text"/> % of Activities/Programs
4. Environment	<input type="text"/> 0 % of Activities/Programs
5. Health/Nutrition	<input type="text"/> 0 % of Activities/Programs
6. Human Needs	<input type="text"/> 0 % of Activities/Programs
7. Independent Living	<input type="text"/> 0 % of Activities/Programs
8. Public Safety	<input type="text"/> 0 % of Activities/Programs
9. Youth Development	<input type="text"/> 0 % of Activities/Programs

Save Save & Next

Service Categories include:  
Community & Economic Development,  
Disaster Recovery/Relief,  
Education,  
Environment,  
Health/Nutrition,  
Human Needs,  
Independent Living,  
Public Safety,  
Youth Development.

Put the percentages into the boxes of the appropriate categories. The percentages have to equal 100%. The sum is displayed.



Once your categories equal 100%, each of the categories you selected will expand. You are then asked to check *up to* (you can have less) 3 options for each category.

**Service Categories**

For each of the following service categories, fill in the percentage of your LSA-supported service-learning activity and/or program that falls into the category. Then, for each category, please check up to three of the most common types of service being conducted.

Save Save & Next

Total: 100 %

**1. Community and Economic Development** 50 % of Activities/Programs

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)

**2. Disaster Recovery/Relief** 0 % of Activities/Programs

**3. Education** 50 % of Activities/Programs

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)

**4. Environment** 0 % of Activities/Programs

**5. Health/Nutrition** 0 % of Activities/Programs

In this example, half (50%) of our LSA service-learning activities were about **Community and Economic Development** and half were about **Education**.

Under **Community and Economic Development**, "**Civic/Community Organizing**" and "**Community Clean-up**" most closely describe our activities.

Under **Education**, we selected "**After School Programs**," "**GED**," and "**Tutoring - Elementary**."

When complete, click **Save & Next**



## Step Three: Submitting the E-Worksheets

When you have completed the E-Worksheets, the **Progress** section will note that the status is **“Complete”** and the indicators will be green.

**E-Worksheet**  
Logged In As: Sue teacher  
Grantor: Doug Demo 413-239-3564  
[Dan\\_McMartin@abtassoc.com](mailto:Dan_McMartin@abtassoc.com)

E-Worksheet Status | Participants | Beneficiaries | Duration | Service Categories | Print Worksheet | Help

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**E-Worksheet Progress**

E-Worksheet Questions	Status
Participants (10 of 10)	Complete
Beneficiaries (4 of 4)	Complete
Duration (3 of 3)	Complete
Service Categories (9 of 9)	Complete

**I'm Done**

To send your E-Worksheets to your grant administrator, click on the **I'm Done** button.

