

Sample Instruments

VETERANS ENGAGED IN SERVICE OPPORTUNITIES

Veterans and Military Families Focus Area

Output: Number of unduplicated veterans engaged in service opportunities (other than mentoring economically disadvantaged students). (V2).

Sample Instruments

Participant Daily Service Log

Veterans engaging in service opportunities will complete a “Participant Daily Service Log” each month providing the dates of service, location where the service takes place, type of service activity, and number hours served in this activity. Veterans should submit the completed logs to a designated program staff person at the end of each month, and be provided with a new log for the following month.

Monthly Summary Output Log

This instrument can be used to track the number of unduplicated veterans who participate in service opportunities each month.

- Use one row of the summary output log for each veteran who engages in service opportunities. Develop a list of codes to identify each type of service opportunity, and track this information under “types of service opportunities.” State the beneficiaries who received service.
- Enter the number of hours the veteran engaged in service.
- Only count each veteran once no matter how often he or she engages in service.
- You may want to use this same instrument to conduct an *annual* aggregation of the data from all “Monthly Summary Output Logs”.
- Developing the log as an Excel spreadsheet will allow you to sort the output data and easily identify if the same veteran has been listed more than once.

Participant Daily Service Log

Instructions

What is the purpose?	To determine the number and type of service activities each veteran engages per month.
Who should complete this instrument?	Veterans engaged in service opportunities will complete this instrument.
When should we complete this instrument?	Each time the veteran engages in service activities. Veterans should use a new “Participant Daily Service Log” each month.
What should we do to prepare?	Veterans should understand how to complete this log, including the information at the top of the log, the dates and activity information, and where to submit the log each month. If veterans are placed in different organizations to engage in service opportunities, these organizations will need training on the importance for veterans to use this log, how the veterans need to complete the log, and what to do with the logs if the veterans submit the forms to the organizations.
What should we do afterwards?	Transfer the “Participant Daily Service Log” data for each veteran to the “Monthly Summary Output Log” each month. Keep all the logs together in a safe place. These are your raw data that will support the data in the “Monthly Summary Output Log”.
Can I use an alternative instrument?	Different forms can be developed/used to document veterans engaged in service opportunities. For example, you may want to develop a database so that veterans can enter their monthly activity data using an Excel spreadsheet. However, whether your instrument is in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to document the output.

Participant Daily Service Log

Name of Program: _____

Organization: _____

Placement Supervisor: _____

Name of Veteran: _____

Month: _____ **Year:** _____

Instructions: Track your service activities for each day that service was provided by date, location, service activity, beneficiaries of service, and hours. Initial each day of service. Complete one row each day you engage in a service activity. Submit this Participant Daily Service Log to _____ at the end of each month.

Date of Each Service Effort	Location of Service	Service Activity	Beneficiaries	Hours	Initials of Veteran
Total hours of Service					

Supervisor Verification of Hours Completed: _____

Monthly Summary Output Log

Instructions

What is the purpose?	To summarize the number of veterans engaged in service opportunities each month (other than mentoring economically disadvantaged students).
Who should complete this instrument?	Project Director or staff designee should complete this instrument.
When should we complete this instrument?	At the end of each month when you collect the "Participant Daily Service Logs" from the veterans.
What should we do to prepare?	<p>Develop a template of the "Monthly Summary Output Log" that includes the names of the veterans and the date enrolled; you can use this template to document data for the following month.</p> <p>Develop a list of typical service opportunities and code them for entry under "types of service opportunities" (e.g. 1=employment counseling, 2=transportation services, 3=health services, etc.).</p>
What should we do afterwards?	Keep all the logs and verifying documentation together in a safe place; these are your data . You will aggregate the data later to determine if you met your output target.
Can I use an alternative instrument?	Different forms can be developed/used to document veterans engaged in service opportunities. For example, you may want to develop a database using an Excel spreadsheet. However, whether your instrument is in paper format or electronic format, remember to save the "raw" data as proof that a systematic process was used to document the output.

Monthly Summary Output Log

Name of Program: _____

Person completing this Log: _____ **Month/Year:** _____

Instructions: Enter the name of the veteran participant who will provide service opportunities along with date enrolled in the national service program, type of services provided, and the beneficiaries receiving the service. (You may want to develop a list of codes for “type of service opportunity” and “beneficiaries” and enter codes in the columns.) Each month, collect the “Participant Daily Service Log” from each veteran and transfer the data to this “Monthly Summary Output Log.” State the hours served for each month. If the veteran will not continue with service opportunities, state the date of completion. If the veteran will continue, note that in the last column.

VETERAN		SERVICE OPPORTUNITIES				
Last Name	First Name	Date Enrolled	Types Of Service Opportunities	Beneficiaries of Service	Service Hours Completed	Date completed services or “Continue” if will serve the following month.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10. <i>Add rows</i>						

Output Total: Number of veterans who engaged in service opportunities: _____.