



SECTION I: Introduction

Table of Contents

I. Introduction	Yellow Tab: "Introduction"
II. Instructions for Using the Manual	Red Tab: "Instructions"
III. Data Processes	White Tab: "Processes"
IV. Appendices: A. Technical Guidelines B. Technical Notes Form C. Annual Report Template D. Sample Annual Report	Green Tab: "Appendices"
V. Miscellaneous	Blue Tab: "Miscellaneous"

Introduction

The purpose of this *Manual for Producing Numeric Data* (Manual) is to provide a standardized and valid process to produce the numerical data that the Mississippi Commission for Volunteer Service (MCVS) publishes as part of its annual report or otherwise.

The use of this Manual will help MCVS:

- Minimize data inaccuracies;
- Make informed decisions on when to exclude data due to inaccuracies;
- Bring clarity, documentation and transparency to its numerical data collection, compilation, analysis and reporting;
- Standardize the process of producing data from year to year, thus increasing reliability.

By following the processes in this Manual, the MCVS will create three products:

1. Ready-for-publication numerical data produced with industry-accepted, transparent, replicable methods;
2. Documentation on the methods used to generate each item of data; and
3. An updated Manual (ready to serve as a “how-to” guide during the next occasion for producing numerical data).

Although, to begin with, the Manual only details the processes for collecting the principal data sources, it should be used in the collection of any numerical data for publication. This will ensure documentation on methodology of all published numerical data. This in turn, will help ensure replicability, transparency, validity and reliability of the numerical data. In other words, with use this Manual will evolve to cover the production of all numerical data. This is not a product to sit on the shelf, but one that is closely integrated into the data generation work, both affecting such work and being continually revised by it.

This Manual has five sections:

- This is Section I. It consists of the Introduction.
- Section II has the instructions for using this Manual.
- Section III has the data processes, that is the steps to be taken to generate each data item. Each process has up to three items: a) established steps for generating the data, presented in three formats; b) a the list of contacts; and c) completed Technical Notes Forms (from previous occasions of generating this data). These three items, or whichever of them exist for a particular

data item, make up the documentation and guidance on how to generate such data. In general, the established steps have the bulk of the guidance and the Technical Notes Forms serve to update the steps or provide additional information.

- Section IV contains the appendices. The appendices are listed below.
 - A. Technical Guidelines. These are the general guidelines that the MCVS follows in producing data.
 - B. Technical Notes Form. This is the form used to document each data item and how it was produced.
 - C. Annual Report Template. This is a template in which the user can insert the produced numerical data plus descriptive information and pictures to produce, through an easy “fill-in-the-blanks” process, an annual report of the Commission’s work. The template is a Pagemaker 6.5 file.
 - D. Sample Annual Report. This is a report created by MCVS in 2000 using the template in Appendix C.
- Section V is for placing miscellaneous materials.

SECTION II:
Instructions for Using the Manual

Instructions for Using the Manual

In order to reach the results described in the Introduction, it is necessary to follow the steps listed below in using this manual.

1) Staff Follow Documented Process to Generate Each Data Item. Each responsible person (see Section III for listing of who is responsible for what processes) produces numeric data following, as closely as possible, the documentation detailed in this Manual. The existing documentation consists of the process steps detailed Section 3 of this Manual, if there is one for the data item, and/or the Technical Notes Form most recently completed, if any. Some data processes also include a list of contacts. Unless there is good reason not to (and this reason needs to be specified in the Technical Notes Form), staff need to follow the same process followed on the previous occasion their data item was generated (e.g. follow the process described in the Manual and updated by any Technical Notes Forms). Staff should follow the process described in whatever documentation exists. Some processes only have the steps in the Manual and some only have a Technical Notes Form. Of course, if there is no documentation, then they need to create the first (see step 2, below).

2) Staff Update Documentation. Each person responsible for generating data completes the Technical Notes Form for each process. The completed forms are placed in the section of the manual describing the process. Technical Report Forms for processes not contained in the manual are placed in the section "All Other Data Items" (O-01).

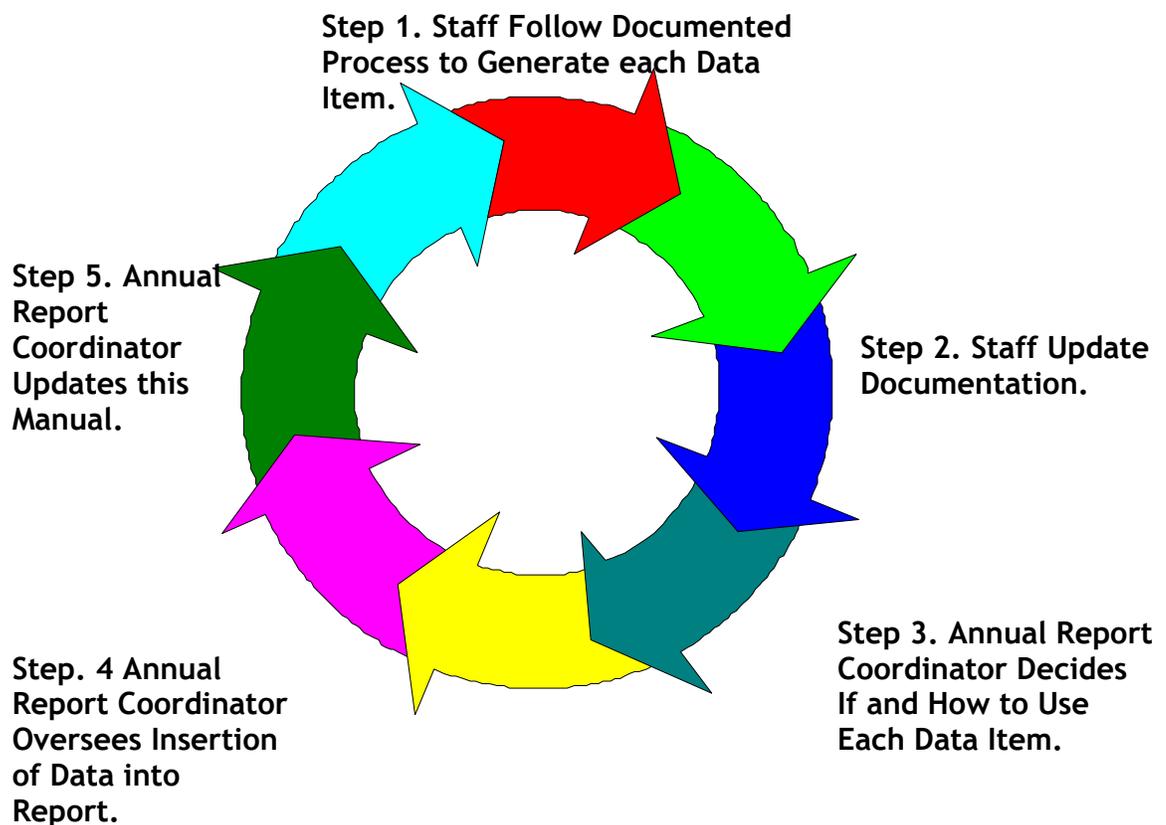
3) Annual Report Coordinator Decides If and How to Use Each Data Item. The Annual Report Coordinator (or other appropriate person/group) reviews the Technical Notes Form for each data item and talks to responsible staff, as needed, to decide:

- a) To the best of our knowledge, can we be reasonably certain that the data item is accurate and, thus, publish it?
- b) If our answer to "a)" above, is "no", what can we do to try to ensure accuracy prior to publishing this data item? do we need to exclude certain data from publication, given the accuracy of it?
- c) What corrections or additions do we need to make to the Manual to have it reflect the most current data collection procedures (to be recorded in the appropriate Technical Notes Form) for the next occasion for producing numerical data.

4) Annual Report Coordinator Oversees Insertion of Data into Report. If desired, the template in the Appendix C and the sample report in Appendix D can serve as a “fill-in-the-blanks” way to generate an annual report.

5) Annual Report Coordinator Updates the Manual. Per the decisions made under step 3, the Annual Report Coordinator corrects the processes in the Manual (for the next data publication occasion), if desired, and places the completed Technical Notes Forms behind the corresponding section to keep complete documentation on the data generation process.

Figure A. Steps to Using this Manual (Annual Cycle)



SECTION III: Data Processes

Responsible Individual(s) by Data Item

- | | |
|---|--------------------|
| <p>1. AC-01 Number Of AmeriCorps State Members Currently Serving (In Program Year Report Will Be Available) And Projected Education Awards Dollars At The Completion Of Their Service</p> | <p>JS</p> |
| <p>2. AC-02 Number Of AmeriCorps State Members Who Served/ Participated/Got Things Done In Mississippi, Number Of Hours They Served, Number Of Volunteers Recruited By Members And Hours Such Volunteers Served, And Number Of Dollars Members Earned In Education Awards: Most Recent Complete Program Year</p> | <p>JS</p> |
| <p>3. AC-03 Number Of Promise Fellows Members Currently Serving (In Program Year Report Will Be Available) And Projected Education Awards Dollars At The Completion Of Their Service</p> | <p>MBP</p> |
| <p>4. AC-04 Number Of Promise Fellows Who Served/ Participated/Got Things Done In Mississippi, Number Of Hours They Served, Number Of Volunteers Recruited By Fellows And Number Of Dollars Fellows Earned In Education Awards: Most Recent Complete Program Year</p> | <p>MBP</p> |
| <p>5. AC-05 Number Of AmeriCorps NCCC Members Who Served/ Participated/Got Things Done In Mississippi, And Number Of Hours They Served: Most Recent Complete Program Year</p> | <p>MBP</p> |
| <p>6. AC-06 Number Of AmeriCorps VISTA Members Who Served/ Participated/Got Things Done In Mississippi, And Number Of Hours They Served: Most Recent Complete Program Year</p> | <p>MBP</p> |
| <p>7. AC-07 Number Of AmeriCorps National Direct Members Currently Serving (In Program Year Report Will Be Available) And Projected Education Awards Dollars At The Completion Of Their Service</p> | <p>MG & SS</p> |
| <p>8. AC-08 Number Of AmeriCorps National Direct Members Who Served/ Participated/Got Things Done In Mississippi, And Number Of Dollars They Earned In Education Awards: Most Recent Complete Program Year</p> | <p>MG & SS</p> |
| <p>9. F-01 Dollars Received By MCVS From Income Tax Check Of, And The Sale Of, Specialized Tax: Most Recent Complete Fiscal Year</p> | <p>HD & HJ</p> |

10. F-02 Estimated Monetary Value Of Volunteer Service In Mississippi: Most Recent Complete Program Year	HD & HJ
11. F-03 MCVS Budget And Financials: Most Recent Fiscal Year, Current Fiscal Year And Projected Upcoming Fiscal Year	HD & HJ
12. F-04 Financial Partnering Data: Most Recent Complete Program Year	HD & HJ
13. F-05 National Service Scholarship Dollars Spent in Mississippi: Most Recent Complete Fiscal Year	MBP
14. LS-01 Number Of Participants In Learn And Serve School Based Who Served/ Participated In Mississippi And Number Of Hours Served: Most Recent Complete Program Year	RB
15. LS-02 Number Of Participants In Learn And Serve Higher Education Who Served/ Participated In Mississippi And Number Of Hours Served: Most Recent Complete Program Year	RB
16. LS-03 Number Of Participants In Learn And Serve Community-Based Who Served/ Participated In Mississippi, Number Of Hours Served, And Number Of Volunteers Recruited By Participants: Most Recent Complete Program Year	RB
17. LS-04 Number Of Participants In Community Higher Education School Partnership (CHESP) Who Served/ Participated/Got Things Done In Mississippi, Number Of Hours Served, And Volunteers Recruited By Participants: Most Recent Complete Program Year	RB
18. P-01 Number Of Businesses, Agencies And Organizations That Collaborated With MCVS And Local Programs: Most Recent Program Year	JS, MMK, MBP, RB, MAG
19. SC-01 Number Of SeniorCorps Volunteers Who Served/ Participated In Mississippi, And Number Of Hours Served: Most Recent Program Year	MBP

- | | |
|--|-----|
| 20. T-01 Total Attendance In All MCVS Training Events And Number Of Hours Offered: Most Recent Complete Program Year | MG |
| 21. V-01 Number Of Make A Difference Day Volunteers: Most Recent Complete Program Year | JS |
| 22. Y-01 Number Of Participants In Mississippi Ambassadors Growing In Service (MAGS) Who Served/ Participated, Number Of Hours Served, And Number Of Volunteers Recruited By Participants: Most Recent Program Year | RB |
| 23. O-01. All Other Data Items | All |

AC-01 Number Of AmeriCorps State Members Currently Serving (In Program Year Report Will Be Available) And Projected Education Award Dollars At The Completion Of Their Service

Objective:

To obtain the number of members and education award dollars of the program year in progress for AmeriCorps State.

Responsible Individuals:

JS

Annual Report Coordinator

**AC-01 Number Of AmeriCorps State Members Currently And Projected
Education Award Dollars At The Completion Of Their Service**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- | | |
|---|--|
| <ul style="list-style-type: none"> • JS | <ol style="list-style-type: none"> 1. Check if budgeted number of members from grant award is available. (Sept. 1) 1.1 Request budgeted number members from GARP or check out grant application (Sept. 1) 1.2 Obtain budgeted number of members from GARP or grant application (Sept. 1) 2. Complete Technical Notes Form (Sept. 10, and Nov. 1) 3. Submit Technical Notes Form to Annual Report Coordinator containing number of members and education award dollars (Sept. 15 and Nov 15) |
| <ul style="list-style-type: none"> • Annual Report Coordinator | <ol style="list-style-type: none"> 4. Receive Technical Notes Form containing number of members and education award dollars (current year) (Sept. 15 and Nov. 15) |

AC-02 Number Of AmeriCorps State Members Who Served/ Participated/Got Things Done In Mississippi, Number Of Hours They Served, Number Of Volunteers Recruited By Members And Hours Such Volunteers Served, And Number Of Dollars Members Earned In Education Awards: Most Recent Complete Program Year

Objective:

To obtain the number of members, education awards and hours for the most recent complete program year for AmeriCorps State.

Responsible Individuals:

JS

Annual Report Coordinator

**AC-02 Number Of AmeriCorps State Members Who Served/ Participated/Got Things Done In Mississippi, Number Of Hours They Served, Number Of Volunteers Recruited By Members And Hours Such Volunteers Served, And Number Of Dollars Members Earned In Education Awards:
Most Recent Complete Program Year**

RESPONSIBLE INDIVIDUALS**ACTIVITIES**

- | | |
|---|--|
| <ul style="list-style-type: none"> • JS | <ol style="list-style-type: none"> 1. Request number of members that completed their service from WBRS (Oct. 30) 2. Obtain number of members that completed their service from WBRS (Oct. 30) 3. Complete Technical Notes Form (Nov. 15) 4. Submit Technical Notes Form to Annual Report Coordinator (Nov. 15) |
| <ul style="list-style-type: none"> • Annual Report Coordinator | <ol style="list-style-type: none"> 5. Receive Technical Notes Form containing number of members, education awards and hours for most recent complete program year (Nov. 15) |

AC-03 Number Of Promise Fellows Members Currently Serving (In Program Year Report Will Be Available) And Projected Education Awards Dollars At The Completion Of Their Service

Objective:

To obtain the number of members and hours of Upcoming Program Year for AmeriCorps Promise Fellows.

Responsible Individuals:

MBP

Annual Report Coordinator

**AC-03 Number Of Promise Fellows Members Currently And Projected
Education Awards Dollars At The Completion Of Their Service**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- | | |
|--|--|
| <ul style="list-style-type: none"> • MBP | <ol style="list-style-type: none"> 1. Check out whether he/she has budgeted number of members from grant award (Nov. 1) 1.1 If the answer is no: request budgeted number members from GARP or grant application (Nov. 1) 1.2 Obtain budgeted number members from GARP or grant application (Nov. 1) 3. If the answer is yes: complete Technical Notes Form (Nov. 15) 4. Submit Technical Notes Form containing number of members and hours to Annual Report Coordinator (Nov. 15) |
| <ul style="list-style-type: none"> • Annual Report Coordinator | <ol style="list-style-type: none"> 5. Receive Technical Notes Form containing number of members and hours (Nov. 15) |

AC-04 Number Of Promise Fellows Who Served/ Participated/Got Things Done In Mississippi, Number Of Hours They Served, Number Of Volunteers Recruited By Fellows And Number Of Dollars Fellows Earned In Education Awards: Most Recent Complete Program Year

Objective:

To obtain the number of members and hours for the most recent complete program year for AmeriCorps Promise Fellows.

Responsible Individuals:

MBP

Annual Report Coordinator

**AC-04 Number Of Promise Fellows Who Served/ Participated/Got Things
Done In Mississippi, Number Of Hours They Served, Number Of
Volunteers Recruited By Fellows And Number Of Dollars They Earned In
Education Awards: Most Recent Complete Program Year**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- | | |
|--|---|
| <ul style="list-style-type: none"> • MBP | <ol style="list-style-type: none"> 1. Request number of members and hours from WBRS (Oct. 30) 2. Obtain number of members and hours from WBRS (Oct. 30) 3. Complete Technical Notes Form (Nov. 10) 4. Submit Technical Notes Form containing number of members and hours to Annual Report Coordinator (Nov. 15) |
| <ul style="list-style-type: none"> • Annual Report Coordinator | <ol style="list-style-type: none"> 5. Receive Technical Notes Form containing number of members and hours (Nov. 15) |

AC-05 Number Of AmeriCorps NCCC Members Who Served/ Participated/Got Things Done In Mississippi, And Number Of Hours They Served: Most Recent Complete Program Year

Objective:

To obtain the number of participants and hours of the most recent complete program year for AmeriCorps NCCC.

Responsible Individuals:

MBP

Annual Report Coordinator

**AC-05 Number Of AmeriCorps NCCC Members Who Served/ Participated/Got
Things Done In Mississippi, And Number Of Hours They Served:
Most Recent Complete Program Year**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- **MBP**
 1. Call regional office to request report with participants (members who served in MS) and hours in MS (Nov. 1)
 2. Receive report from Regional Office (Nov. 10)
 3. Complete Technical Notes Form (Nov. 15)
 4. Submit Technical Notes Form containing number of participants and hours to Annual Report Coordinator (Nov 15)

- **Annual Report Coordinator**
 5. Receive Technical Notes Form containing number of participants and hours (Nov. 15)

**AC-06 Number Of AmeriCorps VISTA Members Who Served/
Participated/Got Things Done In Mississippi, And Number Of Hours They
Served: Most Recent Complete Program Year**

Objective:

To obtain the number of participants of the most recent complete program year in progress for AmeriCorps Vista.

Responsible Individuals:

MBP

Annual Report Coordinator

AC-06 Number Of AmeriCorps VISTA Members Who Served/ Participated/Got Things Done In Mississippi, And Number Of Hours They Served: Most Recent Complete Program Year

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- | | |
|--|---|
| <ul style="list-style-type: none"> • MBP | <ol style="list-style-type: none"> 1. Call CSO and request number of slots allocated in most recent complete program year (to be considered from October 1 till September 30) (Oct. 1) 2. Receive number of slots allocated and hours in most recent complete program year from CSO (Nov. 15) 3. Complete Technical Notes Form (Nov. 20) 4. Submit Technical Notes Form containing number of AmeriCorps VISTA participants and hours to Annual Report Coordinator (Nov. 20) |
| <ul style="list-style-type: none"> • Annual Report Coordinator | <ol style="list-style-type: none"> 5. Receive Technical Notes Form containing number of AmeriCorps VISTA participants and hours (Nov. 20) |

**AC-07 Number Of AmeriCorps National Direct Members Currently
Serving And Projected Education Awards Dollars At The Completion
Of Their Service**

Objective:

To obtain the number of members of the program year in progress for
AmeriCorps National Direct.

Responsible Individuals:

MG and SS

Annual Report Coordinator

**AC-07 Number Of AmeriCorps National Direct Members Currently
Serving And Projected Education Awards Dollars At The Completion Of
Their Service**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- | | |
|--|--|
| <ul style="list-style-type: none"> • MG & SS | <ol style="list-style-type: none"> 1. Request list of National Directs operating in Mississippi from CNS Program Officer (Aug. 15) 2. Obtain list of National Directs operating in Mississippi from CNS Program Officer (Sept. 1) 3. Call, fax and interview each National Direct operating in Mississippi to obtain number of members and hours in Mississippi in current program year. (Sept. 15) 4. Complete Technical Notes Form (Nov. 15) 5. Submit Technical Notes Form containing number of members to Annual Report Coordinator (Nov. 15) |
| <ul style="list-style-type: none"> • Annual Report Coordinator | <ol style="list-style-type: none"> 6. Receives Technical Notes Form containing number of AmeriCorps National Direct members and hours (Nov. 15) |

**AC-08. Number Of AmeriCorps National Direct Members Who Served/
Participated/Got Things Done In Mississippi, And Number Of Dollars
They Earned In Education Awards: Most Recent Complete Program Year**

Objective:

To obtain the number of participants and hours of the most recent complete program year for AmeriCorps National Direct.

Responsible Individuals:

MG and SS

**AC-08. Number Of AmeriCorps National Direct Members Who Served/
Participated/Got Things Done In Mississippi, And Number Of Dollars
They Earned In Education Awards: Most Recent Complete Program Year**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- | | |
|--|--|
| <ul style="list-style-type: none"> • MG & SS | <ol style="list-style-type: none"> 1. Request list of National Directs operating in Mississippi prior year from CNS Program Officer. (Sept. 1) 2. Obtain list of National Directs operating in Mississippi from CNS Program Officer (Oct. 30) 3. Call, fax and interview each National Direct operating in Mississippi per program directory to obtain number of members and hours in Mississippi in most recent complete program year (Nov. 10) 4. Complete Technical Notes Form (Nov. 30) 5. Submit Technical Notes Form containing number of members and hours to Annual Report Coordinator (Nov. 30) |
| <ul style="list-style-type: none"> • Annual Report Coordinator | <ol style="list-style-type: none"> 6. Receives Technical Notes Form containing number of AmeriCorps National Direct members and hours (Nov. 30) |

**F-01 Dollars Received By MCVS From Income Tax Check Of, And The Sale Of,
Specialized Tax: Most Recent Complete Fiscal Year**

Objective:

To obtain the total figure of dollars donated to MCVS in most recent complete program year.

Responsible Individuals:

HJ / HD

Annual Report Coordinator

**F-01 F-01 Dollars Received By MCVS From Income Tax Check Of, And The Sale
Of, Specialized Tax: Most Recent Complete Fiscal Year**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- **HJ / HD**
 1. Request figures for income-tax check off and car tag (Nov. 15)
 2. Get figures for income-tax check off and car tag (Nov. 15)
 3. Complete Technical Notes Form (Nov. 15)
 4. Submit Technical Notes Form containing year to date figure of dollars donated (11 month total) to Annual Report Coordinator (Nov. 15)

- **Annual Report Coordinator**
 5. Receive Technical Notes Form containing dollars donated to MCVS (Nov. 15)

**F-02 Estimated Monetary Value Of Volunteer Service In Mississippi:
Most Recent Complete Program Year**

Objective:

To obtain an estimate of monetary benefits of service for most recent complete program year.

Responsible Individuals:

MBP

Annual Report Coordinator

**F-02 Estimated Monetary Value Of Volunteer Service In Mississippi:
Most Recent Complete Program Year**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

• **MBP**

1. Get total number of AC State and AC Promise Fellows service hours, and total number of hours from AC State and AC Promise Fellows generated volunteer from AC-02 and AC-04 (Nov. 15)
2. Get total number of AC service hours (Nov. 15)
3. Get total number of L&S school-based, community-based, higher education and MAGS service hours from LS-01, LS-02, LS-03 and LS-04 (Nov. 15)
4. Get number of AC VISTA 's from V-01 and multiply by 2000 for the total number of AC VISTA hours (Nov. 15)
5. Contact appropriate staff and outside contacts, as needed, to determine if hours of SC, all L&S and AC VISTA generated volunteers are available (Nov. 15)
6. Obtain any of the following that are available: hours of SC generated volunteers, L&S (all types) generated volunteers and AC VISTA generated volunteers. (Nov. 30)
7. Check out if the number of hours is available for each of the processes. (Nov. 30)
- 7.1 If the answer is no: don't include processes for which there is missing data. (Nov. 30)
8. If the answer is yes: Add the total number of hours from steps 1-6 and multiply by independent sector value of volunteers (Nov.30)
9. Complete Technical Notes Form (Nov. 30)

- **Annual Report Coordinator**
 10. Submit Technical Notes Form containing estimate of monetary benefits of service. (Nov. 30)
 - 11 Receive Technical Notes Form containing estimate of monetary benefits of service. (Nov.30)

F-03 MCVS Budget And Financials: Most Recent Fiscal Year, Current Fiscal Year And Projected Upcoming Fiscal Year

Objective:

To obtain figures for most recent complete fiscal year, fiscal year in progress and next year.

Responsible Individuals:

HJ / HD

Annual Report Coordinator

F-03 MCVS Budget And Financials: Most Recent Fiscal Year, Current Fiscal Year And Projected Upcoming Fiscal Year

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- **HJ / HD**
 1. Request most recent fiscal year, current fiscal year and projected upcoming fiscal year figures from the State of Mississippi (Aug. 1)
 2. Obtain most recent fiscal year, current fiscal year and projected upcoming fiscal year figures from the State of Mississippi (Aug. 30)
 3. Complete Technical Notes Form (Sept. 30)
 4. Submit Technical Notes Form containing MCVS budget and financials (Sept. 30)

- **Annual Report Coordinator**
 5. Receive Technical Notes Form containing MCVS budget and financials (Sept. 30)

**F-04. Financial Partnering Data:
Most Recent Complete Program Year**

Objective:

To obtain information for Financial Partnering Data from AmeriCorps and Learn and Serve programs as well as State funds for most recent complete program Year.

Responsible Individuals:

HJ/ HD

Annual Report Coordinator

**F-04. Financial Partnering Data:
Most Recent Complete Program Year**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- | RESPONSIBLE INDIVIDUALS | ACTIVITIES |
|--|---|
| <ul style="list-style-type: none"> • HJ / HD | <ol style="list-style-type: none"> 1. Request match information from AmeriCorps monthly REIMB and FSR forms (Aug. 15) 2. Request match information from Learn and Serve monthly REIMB and FSR forms (Aug. 15) 3. Request State Funds figure from FSR State Budget Request (Aug. 15) 4. Obtain match information from Learn and Serve monthly REIMB and FSR (Sept. 20) 5. Obtain match information from AmeriCorps monthly REIMB and FSR (Sept. 20) 6. Obtain State Funds figure (Sept. 20) 7. Add data for closeout total (Sept. 30) 8. Complete Technical Notes Form (Oct. 10) 9. Submit Technical Notes Form containing MCVS budget and financials (Nov. 15) |
| <ul style="list-style-type: none"> • Annual Report Coordinator | <ol style="list-style-type: none"> 10. Receives Technical Notes Form containing MCVS budget and financials (Nov. 15) |

**F-05 National Service Scholarship Dollars Spent In Mississippi:
Most Recent Complete Fiscal Year**

Objective:

To obtain the Education Award Dollars Spent in Mississippi for the most recent complete program year.

Responsible Individuals:

MBP

Annual Report Coordinator

**F-05 National Service Scholarship Dollars Spent In Mississippi:
Most Recent Complete Fiscal Year**

RESPONSIBLE INDIVIDUALS	ACTIVITIES
<ul style="list-style-type: none"> • MBP 	<ol style="list-style-type: none"> 1. Design survey with IHL office of financial aid (Nov. 1) 2. Survey, by calling each college, university, community college, trade school in MS for 2 items: <ol style="list-style-type: none"> 1) Number of ED awards used in given year 2) Total amount of ED awards and used (Nov.1) 3. Complete Technical Notes Form and submit with number of ED award dollars spent in Mississippi (Nov. 15)
<p style="text-align: center;"><u>OPTION 1</u></p>	
<p style="text-align: center;"><u>OPTION 2</u></p>	<ol style="list-style-type: none"> 1. Design survey with IHL office of financial aid (Nov. 1) 2. Get IHL office of Financial Aid to collect this (community college, office, etc.) (Nov. 1) 3. Complete Technical Notes Form and submit with number of ED award dollars spent in Mississippi (Nov. 15)
<p style="text-align: center;"><u>OPTION 3</u></p>	<ol style="list-style-type: none"> 1. Request data from Trust (Nov. 1) 2. Obtain data from Trust (Nov. 15) 3. Complete Technical Notes Form and submit containing number of ED award dollars spent in Mississippi (Nov. 15)
<ul style="list-style-type: none"> • Annual Report Coordinator 	<ol style="list-style-type: none"> 4. Receives Technical Notes Form containing number of ED Award dollars Spent in Mississippi (Nov. 15)

**LS-01 Number Of Participants In Learn And Serve School Based Who Served/
Participated In Mississippi And Number Of Hours Served:
Most Recent Complete Program Year**

Objective:

To obtain the number of participants and hours of the most recent complete program year for Learn and Serve School - Based.

Responsible Individuals:

RB

Annual Report Coordinator

**LS-01 Number Of Participants In Learn And Serve School Based Who Served/
Participated In Mississippi And Number Of Hours Served:
Most Recent Complete Program Year**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- **RB**
 1. Call SEA and request number of learn and serve participants and hours in most recent complete program year (Oct. 15)
 2. Receive report from SEA (Nov. 10)
 3. Complete Technical Notes Form (Nov. 15)
 4. Submit Technical Notes Form containing number of participants and hours to Annual Report Coordinator (Nov. 20)

- **Annual Report Coordinator**
 5. Receive Technical Notes Form containing number of participants and hours (most recent complete program year) (Nov. 20)

**LS-02 Number Of Participants In Learn And Serve Higher Education Who Served/ Participated In Mississippi And Number Of Hours Served:
Most Recent Complete Program Year**

Objective:

To obtain the number of participants and hours of the most recent complete program year in progress for Learn and Serve School Higher Education.

Responsible Individuals:

RB

Annual Report Coordinator

**LS-02 Number Of Participants In Learn And Serve Higher Education Who
Served/ Participated In Mississippi And Number Of Hours Served:
Most Recent Complete Program Year**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- | | |
|--|--|
| <ul style="list-style-type: none"> • RB | <ol style="list-style-type: none"> 1. Call grantee (higher education) and request number of participants and hours in most recent complete program year (Oct. 15) 2. Receive Technical Notes Form and report from grantee (Nov. 15) 3. Complete Technical Notes Form (Nov. 20) 4. Submit Technical Notes Form containing number of participants and hours to Annual Report Coordinator (Nov. 20) |
| <ul style="list-style-type: none"> • Annual Report Coordinator | <ol style="list-style-type: none"> 5. Receive Technical Notes Form containing number of Learn and Serve Higher Education participants and hours for most recent complete program year (Nov. 20) |

LS-03 Number Of Participants In Learn And Serve Community-Based Who Served/ Participated In Mississippi, Number Of Hours Served, And Number Of Volunteers Recruited By Participants: Most Recent Complete Program Year

Objective:

To obtain the number of participants, participant hours, and volunteers for community-based Learn and Serve for most recent complete program year.

Responsible Individuals:

RB

Annual Report Coordinator

LS-03 Number Of Participants In Learn And Serve Community-Based Who Served/ Participated In Mississippi, Number Of Hours Served, And Number Of Volunteers Recruited By Participants: Most Recent Complete Program Year

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- | | |
|--|---|
| <ul style="list-style-type: none"> • RB | <ol style="list-style-type: none"> 1. Send "Learn Serve" Community - Based programs survey (Oct. 1) 2a. Train program in completing survey (at first training) (Oct. 15) 2b. Send form to members (Oct. 15) 3. Receive complete form (Jan. 15, Jul. 15, Sep. 15) 4. Completes Technical Notes Form (Oct. 15) 5. Submit Technical Notes Form containing Learn and Serve Community-Based most recent complete year number of participants, number of participants hours, and number of volunteers to Annual Report Coordinator (Nov. 30) |
| <ul style="list-style-type: none"> • Annual Report Coordinator | <ol style="list-style-type: none"> 6. Receive Technical Notes Form containing Learn and Serve Community-Based most recent complete year number of participants, number of participants hours, and number of volunteers (Nov. 30) |

LS-04 Number Of Participants In Community Higher Education School Partnership (CHESP) Who Served/ Participated/Got Things Done In Mississippi, Number Of Hours Served, And Volunteers Recruited By Participants: Most Recent Complete Program Year

Objective:

To obtain the number of participants, participant hours, and volunteers for CHESP for most recent complete program year.

Responsible Individuals:

RB

Annual Report Coordinator

**LS-04 Number Of Participants In Community Higher Education School
Partnership (CHESP) Who Served/ Participated In Mississippi, Number Of Hours
Served, And Number Of Volunteers Recruited By Participants:
Most Recent Complete Program Year**

RESPONSIBLE INDIVIDUALS**ACTIVITIES**

- | | |
|--|--|
| <ul style="list-style-type: none"> • RB | <ol style="list-style-type: none"> 1. Send CHESP programs survey (Oct. 1) 2a. Train program in completing survey (at first training) (Oct. 15) 2b. Send form to members (Oct. 15) 3. Receive complete form (Jan. 15, Jul. 15, Sep. 15) 4. Complete Technical Notes Form (Oct. 15) 5. Submit Technical Notes Form containing CHESP most recent complete year number of participants, number of participants hours, and number of volunteers to Annual Report Coordinator (Oct. 15) |
| <ul style="list-style-type: none"> • Annual Report Coordinator | <ol style="list-style-type: none"> 6. Receive Technical Notes Form containing CHESP most recent complete year number of participants, number of participants hours, and number of volunteers (Oct. 15) |

**P-01 Number Of Business Agencies And Organizations That Collaborated With
MCVS And Local Programs: Most Recent Program Year**

Objective:

To obtain the number of business and organizations that partner with MCVS and its programs.

Responsible Individuals:

JS

MMK - Give

MBP - Promise Fellows

RB - Learn & Serve, Youth Conference, MAGS

MG - Conferences

Annual Report Coordinator

**P-01 Number Of Business Agencies And Organizations That Collaborated With
MCVS And Local Programs: Most Recent Program Year**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- **JS, MMK, MBP, RB, MAG**
 1. Hand out and explain the supplemental progress report or other form requesting information to subgrantees(Aug. 15)
 2. Obtain completed forms (Oct 30)
 3. Complete Technical Notes Form (Nov. 30)
 4. Submit Technical Notes Form (Nov. 30)

- **Annual Report Coordinator**
 5. Receive Technical Notes Form containing total number of business agencies and organizations that collaborated (Nov. 30)

SC-01 Number Of SeniorCorps Volunteers Who Served/ Participated In Mississippi, And Number Of Hours Served: Most Recent Program Year

Objective:

To obtain the number of participants and hours of the most recent complete program year for Senior Corps.

Responsible Individuals:

MBP

Annual Report Coordinator

**SC-01 Number Of SeniorCorps Volunteers Who Served/ Participated In
Mississippi, And Number Of Hours Served: Most Recent Program Year**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- **MBP**
 1. Request the numbers from CNS Share Director for most recent complete year available (Nov. 1)
 2. Obtain the numbers from CNS Share Director for most recent complete year available (Nov. 15)
 3. Complete Technical Notes Form (Nov. 15)
 4. Submit Technical Notes Form containing number of participants and hours to Annual Report Coordinator (Nov. 15)

- **Annual Report Coordinator**
 5. Receive Technical Notes Form containing number of Senior Corps participants and hours (Nov. 15)

**T-01 Total Attendance In All MCVS Training Events And Number Of Hours
Offered: Most Recent Complete Program Year**

Objective:

To obtain the number of individuals trained and number of training hours offered for most recent complete program year.

Responsible Individuals:

MG

Annual Report Coordinator

**T-01 Total Attendance In All MCVS Training Events And Number Of Hours
Offered: Most Recent Complete Program Year**

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- **MG**
 1. Establish registration procedures at each training event (on - going)
 2. Obtain hours and participants from registrations at training event (on - going)
 3. Add hours and participants of training events (Sep. 15)
 4. Complete Technical Notes Form (Oct.. 15)
 5. Submit Technical Notes Form containing number of hours and participants in training events (Oct. 15)

- **Annual Report Coordinator**
 6. Receive Technical Notes Form containing number of hours and participants in training events (Oct. 15)

V-01 Number Of Participants In Mississippi Ambassadors Growing In Service (MAGS) Who Served/ Participated, Number Of Hours Served, And Number Of Volunteers Recruited By Participants: Most Recent Program Year

Objective:

To obtain the number of MAGS volunteers and volunteer hours for most recent complete program year.

Responsible Individuals:

JS

Annual Report Coordinator

Y-01 Number Of Participants In Mississippi Ambassadors Growing In Service (MAGS) Who Served/ Participated, Number Of Hours Served, And Number Of Volunteers Recruited By Participants: Most Recent Program Year

Objective:

To obtain the number of MAGS participants, participant hours, and volunteers for most recent complete program year.

Responsible Individuals:

RB

Annual Report Coordinator

Y-01 Number Of Participants In Mississippi Ambassadors Growing In Service (MAGS) Who Served/ Participated, Number Of Hours Served, And Number Of Volunteers Recruited By Participants: Most Recent Program Year

RESPONSIBLE INDIVIDUALS

ACTIVITIES

- | | |
|--|--|
| <ul style="list-style-type: none"> • RB | <ol style="list-style-type: none"> 1. Set up MAGS database and maintain it (Oct. 1) 2a. Train subgrantee's in completing survey (at first training) (Oct. 15) 2b. Send form to subgrantee (Oct. 15) 3. Receive complete form (Jan. 15, Jul. 15, Sep. 15) 4. Completes Technical Notes Form (Oct. 15) 5. Submit to Annual Report Coordinator Technical Notes Form containing MAGS most recent complete year number of participants, number of participants hours, and number of volunteers (Nov. 30) |
| <ul style="list-style-type: none"> • Annual Report Coordinator | <ol style="list-style-type: none"> 6. Receive Technical Notes Form containing MAGS most recent complete year number of participants, number of participants hours, and number of volunteers (Nov. 30) |

SECTION IV: Appendices

Appendix A. Technical Guidelines

Technical Guidelines

(1) Reporting Period

Annual figures represent one year's worth of operations of the Mississippi Commission for Volunteer Service and its partners. The reports compile information from programs operating with various program and fiscal years. After exploring the various options, it was deemed that the data were more accurate if the reporting period used by each data source were kept intact, rather than creating calendar-year numbers out of various different years. Thus, different data represent a different 12 month period, although all cover at least six months corresponding to the calendar year in the title of the report. Furthermore, for some data, the reporting period is fewer than 12 months. For each data component, there is a documented process for collecting the data (either in the form of the processes in the manual combined with the completed Technical Notes Form or simply in the form of a completed Technical Notes Form). This documentation contains the exact period used in the report for each data component.

(2) Historical Versus Year in Progress Data

Unless otherwise specified, reported data are historical. That is, they cover the most recently completed available year at the time of publication. However, in order to provide the reader the most up-to-date information, the report also contains available information on the year in progress at the time the report is written. These data are specifically identified as such in the report. Please note that these year in progress data, while backed-up by legal commitments, may change before the completion of the year.

(3) Sampling

No sampling is used to generate reported data. However, occasionally, there will be missing responses in attempts to complete a census. When this happens, such missing cases is simply excluded from the data. Thus, many numbers are conservative.

(4) Data Accuracy

The MCVS is committed to collecting and reporting timely, accurate and useful information. Most data in the annual reports are not collected by the MCVS, but by grantees or partners, who then report it to the MCVS. However, the MCVS tries to ensure data accuracy through training, corroboration, and data checks. For each data component reported, the responsible individual completes a Technical Notes Form in which he/she expresses and concerns he/she may have with the data. A team reviews any concerns in the Technical Notes Form for each data component to determine if and how such data will be reported.

(5) Counting Individuals.

There are a number of challenges in counting individuals state-wide in various reporting categories. Below is a description of how the various challenges are managed.

a) Slots Versus Individuals

Some of the programs (e.g. AmeriCorps State, AmeriCorps National, SeniorCorps) have budgeted slots. However, a slot is not always one individual as sometimes a slot may go unfilled or, after the original individual leaves, may be filled by a second individual during the

year. We report number of total individuals who served. However, in the case of current-year data, only slots are available and, thus, this is what we report.

b) Potential for Double Counting

Because we collect data from various organizations and events, summing state-wide numbers of individuals over the period of a year (e.g. number of volunteers or training participants) has the potential for double counting. For example, one organization may report that it had 34 volunteers and another may report that it had 22 volunteers, but one of those volunteers may have served both organizations.

In cases where double-counting is expected to be significant, as is the case with training events, we use language in the report to indicate that we are counting “incidents” rather than individuals.

In cases where double-counting (or triple, quadruple, etc.) is expected to be minimal as is the case with total number of AmeriCorps Members, SeniorCorps Volunteers, Learn and Serve Volunteers, and other volunteers, we report total number of individuals. However, caution should be used in interpreting these numbers as total number of unique individuals.

Appendix B. Technical Notes Form

Mississippi Commission for Volunteer Service - Technical Notes Form

Dear MCVS Staff:

For every type of data you submit for publication (e.g. annual report, or other), please complete this form. This form is key in assuring that the MCVS has replicable, defensible and valid methods for producing the data. Thank you!

1. Description of data

2. Provide the numbers that you are submitting for publication with the appropriate language describing what they are. Feel free to attach documents with the numbers.

Number(s)	Of what? (be specific)

3. If the collection of these data source are covered in Manual, what is the data code (e.g. AC-03)? If not, write N/A.

4. Person completing this form.

5. Date this form was completed.

6. To what time period do these data correspond (e.g. first day of the year used and last day of the year used)?

First day	Last day

7. Please describe any steps taken to produce these data that differ from the steps in the pertinent process described in the Manual. If the data you are submitting are not covered in the, please describe the steps you took to produce the data (add sheets, if necessary) and explain any steps you took that differ from the most previously completed Technical Notes Form, if any. Include data cleaning, mathematical calculations, estimations, etc.

8. Please read the Technical Guidelines (Appendix A of the Manual for Producing Numeric Data) and describe any steps taken to produce these data that differ from the guidelines, if any.

9. Please list others who had a role in producing these data. Include title, organization, phone and email for each individual listed. If this information is already in the process contained in the Manual, you do not need to replicate it here. However, please make corrections to the Manual, below, as necessary.

10. Are any portion of the data not included in the numbers you are submitting here (e.g. missing survey respondents, programs, months, etc.)?

Yes _____ No _____

If “yes” please specify which cases and why.

11. Do you have any concerns not already covered elsewhere on this form about the accuracy of these data?

Yes _____ No _____

If "yes" please explain.

Thank you for taking the time to complete the form!

Appendix C. Annual Report Template