



Toolkit Items

Tool Name: Examples of Collecting Baseline Data

Definition: This is an example of both manual and automatic collection methods that can be used to gather information on WBRS or directly from grantees to create the documentation on placement of AmeriCorps members and partnership with community organizations (secular and faith-based).

Purpose: This provides an example of how to gather baseline data and can be used as a starting point for determining the most optimal method for collecting this information.

Community Partners Survey – Massachusetts Service-Learning Youth Councils

Faith and Community-Based Partners

Program _____ **Contact Person** _____

There are three main purposes of this survey. We are trying to obtain:

Section 1:

Legislative information – addresses of your office and where participants come from...

- We are looking to gather exact addresses street *and* mailing (if they are different) for your organization's office, and the names of the cities and towns from which you recruit at least five participants.

Section 2:

Program partners – for *your* program, the Massachusetts Service Alliance-funded program only...

- Please provide all of your community partners. By supplying detailed information about your community partners, we will gain a better understanding of the role service plays in these organizations. This information (from sections 1 and 2) will allow us to work more effectively with the State Legislature, as we will be able to more accurately represent the service being performed in each community.

Section 3:

Faith- and Community-Based Organizations in your area and those that you work with.

- We are also trying to establish baseline data regarding the involvement of faith and community-based organizations in service.
- Examples of ways to be involved with a **Faith-Based** or **Community-Based** organization include, but are not limited to:
 - Recruiting youth participants from a religiously-affiliated or community-based organization
 - Partnering with a faith or community-based agency for participant training
 - Distributing your Request for Proposals through a religiously-affiliated or community-based organization
 - Awarding grants to a Faith- or Community-Based Organization

* For these purposes, we are considering a **Community-Based** Organization to be one with an operating budget of less than one million dollars that is deeply rooted in the community.

**** PLEASE NOTE extra Faith-Based/Community-Based question on the last page.**

Examples of Collecting Baseline Data

Establishing a baseline that documents the level of current resources being allocated to community organizations (secular and faith-based) is the first step to implementing the FACES initiative. There are currently no systematic methods of collecting the data already in place. Efforts are being made to develop an internal mechanism using the Web-Based Reporting System (WBRs) to document the placement of members at the host site level. State Commissions will be kept apprised as a systematic data collection mechanism is developed

The following strategies are examples of ways State Commissions are collecting information the good old-fashioned way:

Manual Survey of AmeriCorps Programs

1. Massachusetts Service Alliance staff surveyed all Alliance funded programs to determine the number of community organizations (secular and faith-based) that grantees were partnering with. This survey was available both electronically as well as in hard-copy form. Prior to the survey, most grantees did not know about the initiative. Steps that staff took included:
 - Determined definition of community-based organizations as “an organization whose mission and services are deeply rooted in the community.”
 - Designed the survey (attached).
 - The FACES initiative was explained at every grantee meeting or event, along with the survey, the importance of completing the survey, answering questions about definitions, and thanks for their cooperation.
 - All programs that had not completed the survey were called until all programs had reported.
2. Volunteer Florida, the Florida State Commission used an electronic survey to document the following information about the number of FBOs partnering with grantees: Name of the program, Name of the partnering FBO, Services Provided/Performed, and what county the partner is located in. As with MA, getting programs to complete the survey required significant follow-up from staff to reach 100% completion. Florida grantees currently partner with 43 FBOs. Commissions might consider including reporting on secular community-based organizations as well.
3. State Commissions might also add specific reporting requirements identifying key data from grantees to be supplied on grant applications and/or grant reports. Data collected from grantees might include the following types of information:
 - Name and address of community organizations (secular and faith-based).
 - Designation of the host site as faith-based and/or community-based.
 - Services provided/performed by the host site or members*.
 - Number of members located at each site*.
 - Description of partnership (may include host site, but could be other type of partnership)*.

*Optional questions to consider, but the less burdensome the better

Please return this form by October 4th to:

Jillian Oberfield and Beth Fleurant
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100 North Washington Street, 3rd Floor
Boston, MA 02114
(617) 542-0240 – fax

Please feel free to call us with any questions at 617 542 2544 ext. 220 for Jillian Oberfield, and ext. 226 for Beth Fleurant.

SECTION 1:

Please list your organization's main address and any other office maintained by the organization.

Main: _____

Other: _____

Please list all cities and towns where you recruit at least five participants.

Please indicate whether your organization would fit the criteria for a Faith- or Community-Based Organization as defined above.

CIRCLE ONE: Faith-Based Community-Based Neither

SECTIONS 2 AND 3:

Please list all of your partner organizations. Please indicate which organizations are faith-based or community-based.

Name of Partner Organization _____

Are they:

Faith-Based _____ Community-Based _____ Other (please indicate) _____?

Street Address _____

Phone Number _____

Description of relationship _____

Name of Partner Organization _____

Are they:

Faith-Based _____ Community-Based _____ Other (please indicate) _____?

Street Address _____

Phone Number _____

Description of relationship _____

Name of Partner Organization _____

Are they:

Faith-Based _____ Community-Based _____ Other (please indicate) _____?

Street Address _____

Phone Number _____

Description of relationship _____

Are there informal ways in which your program partners with or relates to Faith or Community-Based organizations? And please list any contacts at large known to you for Faith and Community-Based organizations in your geographical area.

Thank you!

Example of Database Format
MA SUMMARY AS OF 10/02..... TO BE ADDED TO **DRAFT**

Program Name	Type	Designation	Faith-Based Partners	Community-Based Partners	Not Applicable
AmeriCorps Cape Cod	AC				
BELL Foundation	AC	n/a	0	n/a	11
Cape & Islands Senior Corps	AC	n/a	0		14
City CORE/Lawrence Fam Deve	AC	C-Based	4		2
City Pride/Old Colony Y	AC	C-Based/F-Based	0		5
City Works	AC				
City Year	AC	n/a	2		10
Generations Incorporated	AC	C-Based	0		4
Greater Holyoke Youth Service	AC	C-Based	1		0
Greenfield AmeriCorps Program	AC	C-Based	1		1
Jumpstart	AC	n/a	2		0
Just a Start	AC				
Massachusetts Community Water	AC	n/a	0		3
Massachusetts Promise Fellows	AC	n/a	6		2
Peace Games	AC	C-Based	0		4
Roca, Inc.	AC	C-Based	1		4
SCA/Mass Forests and Parks	AC	n/a	0		11
Springfield College AmeriCorps	AC	n/a	0		1
Taunton Student Health Corps	AC	C-Based	4		3
YouthBuild Boston	AC	C-Based	0		0
Youth Build New Bedford	AC				
TOTAL			21		75
Hyde Square Language and Lite	AS	C-Based			
New Bedford 4-H CSL Afterscho	AS	C-Based	3		19
Rainbow Stewards	AS	C-Based			
SafeRides of Martha's Vineyard	AS	C-Based	0		2
TOTAL			3		21
BB of Massachusetts Bay	M	n/a			
BBBS of Hampden County	M	n/a	1		0 many
BBBS of Worcester County	M	n/a	3		4
BS of Greater Boston	M	n/a			
Center for Human Development	M	n/a			
Child and Family Services of Ne	M	n/a			
City of New Bedford	M	n/a			
Dunbar Community Center	M	C-Based			

Example of Database Format
DRAFT MA SUMMARY AS OF 10/02..... TO BE ADDED TO DRAFT

Program Name	Type	Designation	Faith-Based Partners	Community-Based Partners	Not Applicable
Girls Incorporated of Holyoke	M	C-Based			
Jewish BBBS Association of Gre	M	F-Based			
Massachusetts College of Art	M	n/a			
Old Colony YMCA Services Cor	M	F-Based			
Partners for Youth With Disabilit	M	n/a	n/a	n/a	all
Sociedad Latina	M	C-Based		1	5
Somali Development Center, Inc	M	C-Based			
Springfield School Volunteers	M	n/a		0	0
Ten Point Coalition (Boston Cha	M	F-Based			
TOTAL			5	5	7
Cape & Islands Youth Communit	YC	n/a		1	1
Holyoke Youth Commission	YC	n/a			
Rooted in Community Youth Cou	YC	C-Based			
Service Learning Youth Council	YC	n/a			
Springfield Cares CSL Youth Co	YC	C-Based			
Woburn CSL Youth Council	YC	C-Based		1	1
TOTAL			2	2	5

GRAND TOTAL:			31	99	108

Florida Commission Faith Based Organizations Database

<u>Name of Program</u>	<u>Name of Organization</u>	<u>Services performed/provided</u>	<u>County</u>
Brevard Project Elderserve	Space Coast Interfaith Coalition	Respite to caregivers	Brevard
Community Integration Program	Korean Church of Boca Raton	lunch for members, walk a mile in my shoes program	St. John's
FIU	Goulds Temple of Christ	After-School Tutoring	Dade
FL Mentors! OWCC	Emerald Coast Promise	Community Service Projects, Recruitment for Mentors and Tutors	Okaloosa
FL Mentors! OWCC	Lutheran Services Florida, GANG Rescue, Right Choices, Youth Bring a Friend	after school tutoring, mentoring	Okaloosa
FL Mentors! OWCC	New Life Christian Ministries Youth, Bring a Friend	After-School Tutoring	Okaloosa
Fort Lauderdale Reads	Mount Bethel Human Services	After-School Tutoring	Broward
GAL	Mount Olive Baptist Church	After-School Tutoring	Broward
Hillsborough Reads!	ECHO	Clothing for Leon County children	Leon
Hillsborough Reads!	Habitat for Humanity	Work a local site	Hillsborough
Hillsborough Reads!	Metropolitan Ministries	prepare and served food for homeless	Hillsborough
Hillsborough Reads!	Salvation Army	sorted and packed donated food for holiday family food boxes	Hillsborough
Manateens	Director of Manatee Youth for Christ	Coordinate presentations to local church congregations and elementary school PTOs regarding the need for adult mentors to be connected with at risk children in Manatee County	Manatee
Manateens	First Baptist Church of Palmetto	Promise Fellows are recruiting, referring, tracking, and recognizing the efforts of youth who are participating in community events through the churches. Promise Fellows are scheduling speaking engagements to encourage families with young children to volunteer for a variety of community projects.	Manatee
Manateens	Holy Cross Church	Promise Fellows are recruiting, referring, tracking, and recognizing the efforts of youth who are participating in community events through the churches. Promise Fellows are scheduling speaking engagements to encourage families with young children to volunteer for a variety of community projects.	Manatee
Manateens	Manatee Religious Services	Assisting with distribution of goods and obtaining in-kind supplies for projects and services	Manatee
Manateens	Westside Christian Church	Promise Fellows are recruiting, referring, tracking, and recognizing the efforts of youth who are participating in community events through the churches. Promise Fellows are scheduling speaking engagements to encourage families with young children to volunteer for a variety of community projects.	Manatee
OWCC	Emerald Coast Promise	Alliance for youth, recruit volunteers at fair	Okaloosa
OWCC	Life Enrichment Center	MLK Project, Distribute food to needy families	Okaloosa
OWCC	Rockhill Baptist Church	Right Choices, tutor children	Okaloosa
OWCC	St. Mary School	Members tutor at the school	Okaloosa
OWCC	Waterfront Mission	Christmas Shoebox, Members fill shoeboxes with gifts for needy of all ages.	Okaloosa

Florida Commission Faith Based Organizations Database

Name of Program	Name of Organization	Services performed/provided	County
Palm Beach Reads!	Congregation B'nai Israel	MLK Project	Palm Beach
Palm Beach Reads!	Ebenezer Missionary Baptist Church	MLK Day Activities	Palm Beach
Palm Beach Reads!	Tabernacle Learning Center	Tutoring students after school	Palm Beach
St. John's Reads!	A Level Community Christian Church	Summer Program Assistance	St. John's
St. John's Reads!	Arnstrong Baptist Church	supplied 10 donated computers.	St. John's
St. John's Reads!	Historic St. cyprian Episcopal Church	After-School Tutoring and homework help	St. John's
St. John's Reads!	New James Missionary Baptist Church	After-School Tutoring	St. John's
Tallahassee	Faith Christian Family Center	as academic counselors and tutors during the center's summer camp	Leon
Habitat for Humanity of Miami	St. John Newman Catholic Church		Dade
Habitat for Humanity of Miami	Christ the King Lutheran Church		Dade
Habitat for Humanity of Miami	Coral Gables United Methodist Church		Dade
Habitat for Humanity of Miami	Coral Gables Congregational Church		Dade
Habitat for Humanity of Miami	Our Lady of the Lakes Catholic Church		Dade
Habitat for Humanity of Miami	St. Augustine Catholic Church		Dade
Habitat for Humanity of Miami	Venerable Bede Chapel		Dade
Habitat for Humanity of Miami	Kendall United Methodist Church		Dade
Habitat for Humanity of Miami	American Jewish Committee		Dade
Habitat for Humanity of Miami	Baptist Hospital		Dade
Habitat for Humanity of Miami	Church by the Sea		Dade
Habitat for Humanity of Miami	Humanity		Dade
Habitat for Humanity of Miami	Chinese Baptist Church		Dade