

MEMORANDUM

Notice #: 102717-1-I-CFAL

TO: Area Agency on Aging (AAA) Executive Directors

FROM: Jeffrey S. Bragg, Secretary

DATE: October 27, 2017

SUBJECT: Notice of Instruction: Volunteer Activity Report Clarification

The purpose of this Notice is to provide responses to questions asked regarding Notice #080217-1-I-CFAL, which addressed the Volunteer Activity Report (VAR). It addresses new language added to sections of the instructions, and updates the VAR reference in the Older American Act (OAA) contract. This Notice includes two attached documents:

- Annual VAR Frequently Asked Questions (FAQs) and Tips, and
- Updated VAR Instructions.

The attached revised VAR document, containing definitions, survey questions, and service categories, hereby replaces the previous document issued with Notice #080217-1-I-CFAL and will be referred to as the Volunteer Activity Report Specifications. Changes include the following:

- Designation of a title – Volunteer Activity Report Specifications
- I. Categories & Definitions
- Episodic Volunteers: volunteers who participate in a specific, one-time event for a limited time, regardless of direct or indirect. NOTE: A volunteer can only be counted once. Select the category (direct, indirect, or episodic) that best describes the individual volunteer and his/her volunteer work.
- II. Survey Questions
- III. Service Categories

In Notice of Instruction #080217-1-I-CFAL, the OAA contract reference was Section II.D.2.b. This new reference will be Section II.E.1.

Thank you for your cooperation. If you have any questions, please contact Janice Harvey, Director, Office of Volunteer & Community Services, at harveyja@elderaffairs.org or (850) 414-2097.