Instructions for Completing Station Roster List

1. The purpose of this form is to provide information about each active volunteer station. Please make every effort to provide complete and accurate data.
2. For each header item with a small red triangle in the upper right corner of the cell: if you place your cursor over the cell and wait a few seconds ("hover"), a "pop-up" comment box, with further description, will appear.
3. Note that the spreadsheet will "scroll" up and down, leaving the column names and station names visible at all times.
4. Please do not change the location of each data item (e.g., moving cells and columns or adding and removing cells or columns), as this standardized form will be combined with others from all projects to form a uniform database.
5. The formatting of the document is fixed, except for the ability to change the width of the columns and height of the rows. This may make for easier entry of information, but makes printing the document unwieldy.
6. Please only submit this form as an Excel file. Do not change it to a PDF.
7. After completion of this list, please submit it as instructed in the Grant Application Instructions.
8. Please continue to keep your station roster contact information accurate, as you will be asked to provide and updated list each year.

Note: Senior Corps will work with vendors of volunteer management software to provide them with the format of this new volunteer station roster. The vendors may incorporate to their software that allows transfer of the data directly from your database to this Excel format.

Project Information		Station Information: All fields are required													
Today's Date:		Volunteer Station Name	Volunteer Station Supervisor First Name	Volunteer Station Supervisor Last Name	Mailing Address Line 1:	Mailing Address Line 2:	City	State	Zip Code (5-digit)	Zip Plus 4	Area Code and Phone Number (123-456-7890)	Email Address	# of Unduplicated Volunteers	# Volunteers	Station Type (Hospital, School, govt, ...)
Application or Grant #:															
Sponsor:															
Project Title:															
Project Director First Name:															
Project Director Last Name:															
Project Director Mailing Address Line 1:															
Mailing Address Line 2:															
City:															
State:															
Zip:															
Area Code and Phone Number															
Project Director Email															

Veterans (Y/N)	Focus Areas and Objectives	Focus Areas and Objectives	Focus Areas and Objectives	Focus Areas and Objectives	Focus Areas and Objectives	Focus Areas and Objectives	Focus Areas and Objectives	Focus Areas and Objectives	Focus Areas and Objectives	Focus Areas and Objectives

Focus Areas and Objectives	Focus Areas and Objectives	Focus Areas and Objectives	Focus Areas and Objectives	Focus Areas and Objectives	Focus Areas and Objectives

Volunteer Station Types
Adult Correctional Agencies
Adult Day Care
All Others (specify)
Animal Welfare Programs
Area Agencies on Aging
Before and After School Care
Chambers of Commerce
Clinics (non-residential)
Community Development Non-Profits
Community-Based Environmental
Congregate Meals/Meals on Wheels
Courts
Day Care
Day Dare (Pre-elementary)
Developmental Disability Agencies (non-residential)
Food Banks/Gleaning Programs
Head Start
Home Health Agencies (public and private non-profit)
Hospices
Hospitals/Medical Centers
Juvenile Correctional Facilities
Libraries
Mental Health Programs (non-residential)
Multi-Purpose Centers (Including Senior Centers)
Multi-Purpose/Senior Centers
Museums
Native American Schools
Non-Head Start Pre-Schools (education focused)
Nursing homes/Convalescent Centers/Hospices
Other Community and Economic Development (specify)
Other Educational (specify)
Other Environmental (Specify)
Other Health Care Organizations (specify)
Other Public Safety (specify)
Other Social Service Agencies
Parks/Recreational Agencies
Police/Law Enforcement Agencies
Post-Secondary Institutions
Private School
Public Housing
Public School
Public/Congregate Housing
Public/Private Elementary Schools
Public/Private Secondary Schools
Rehabilitation Centers (excluding sheltered workshops)
Residential Long-Term Care Programs
Service Organizations (Lions, Elks, etc.)
Sheltered Workshops/Centers (vocationally focused)
Teen Pregnancy/Teen Parenting Programs
Thrift Shops/Coops
Total number of faith-based Stations / Volunteers
Transitional Shelters/Centers (e.g. homeless, abused, other short-term
Umbrella Environmental Orgs (EASI, Wildlife Society)
Veterans Hospital
Vocational Centers