

March 20, 2009

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 08-34
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.  
National Director  
Office of Job Corps

SUBJECT: Quarterly Center Volunteer Speaker, Tutor, and Mentor Survey

1. Purpose. To provide advance notice about an upcoming requirement to complete the quarterly Center Volunteer Speaker, Tutor, and Mentor (CVSTM) survey to obtain data on an ongoing basis on the use of volunteers to support Job Corps students. A detailed Program Instruction will be issued during the first week of April 2009.

2. Background. Speakers, Tutors, Achievement, Retention, and Success (STARS) is a major component of Job Corps' Vision for the 21st Century and aids students in strengthening their literacy, numeracy, personal, and social development skills. STARS is designed to increase student retention in Job Corps, ensure student completion of their chosen course of study, and ultimately prepare them for the 21st century workplace.

Program Instruction No. 07-25 (Speakers, Tutors, and Mentors Data/Information Collection) was issued in February 2008 to determine the use of volunteers on Job Corps centers. Responses to this Program Instruction indicated that there are a large number of Job Corps centers that utilize speakers, mentors, and tutors, regardless of their involvement in STARS. The National Office of Job Corps will benefit from the continued collection of data from all centers, to better understand the level of involvement of such volunteers throughout Job Corps and, as a result, to formulate appropriate strategies for supporting center efforts. For this purpose, the CVSTM survey was created to obtain data from all centers on the use of volunteers on an ongoing basis.

3. Definitions.

a. Volunteer is defined, under the Fair Labor Standards Act (1985), as individuals or groups who (1) perform hours of service for civic, charitable, or humanitarian

reasons, without promise, expectation, or receipt of compensation for services rendered; although a volunteer can be paid expenses, reasonable benefits, or a nominal fee to perform such services; (2) offers services freely and without pressure or coercion; and (3) is not otherwise employed by the same entity to perform the same type of services as those for which the individual proposes to volunteer.

- b. Speaker is a volunteer who delivers a motivational or educational public speech to Job Corps students, either on or off center.
- c. Tutor is a person who volunteers to assist students in meeting academic, career technical, and/or career success standards through one-on-one or group settings.
- d. Mentor is a person who volunteers to provide students with encouragement and guidance to support them in their personal, educational, and professional endeavors through one-on-one or group settings.

4. Action.

- a. Beginning April 2009, all Job Corps centers, including federal agencies, will be required to respond to the CVSTM survey, via the Internet, to submit data on volunteer activity for each calendar quarter.
- b. The first quarterly submission will be due by close of business (COB) on **April 30, 2009.**
- c. To establish a baseline, centers are advised to begin compiling data on the use of volunteers as of January 1, 2009. The first submission will cover January 1, 2009 through March 30, 2009.
- d. In the first submission, due on April 30, 2009, centers will be required to submit data on active mentors, tutors, and speakers on center. The Job Corps Data Center will send a notice when the survey is available for data input. Data will be collected on the following:

*Use of mentors at your center*

- (1) How many volunteers have you signed up to provide mentoring services?
- (2) How many volunteers were newly signed up to provide mentoring services during the reporting quarter?
- (3) How many mentors provided mentoring services during the reporting quarter?
- (4) How many total hours did volunteer mentors donate during the reporting quarter?
- (5) How many students were served by mentors during the reporting quarter?

*Use of tutors at your center*

- (1) How many volunteers have you signed up to provide tutoring services?
- (2) How many volunteers were newly signed up to provide tutoring services during the reporting quarter?
- (3) How many tutors provided tutoring services during the reporting quarter?
- (4) How many total hours did volunteer tutors donate during the reporting quarter?
- (5) How many students were served by tutors during the reporting quarter?

*Use of speakers at your center*

- (1) How many speakers have lectured during the reporting quarter?
- (2) How many of these speakers were external (i.e., not an employee of the center)?

- e. Subsequent submissions will include the number of newly recruited volunteers and the number of volunteers that are no longer actively participating for the reporting quarter. Centers will be required to submit information by COB on July 15, 2009, October 15, 2009, January 15, 2010, and April 15, 2010 for the previous calendar quarter.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Elizabeth Destreza at (202) 693-8008 or [destreza.elizabeth@dol.gov](mailto:destreza.elizabeth@dol.gov).