

April 1, 2009

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 08-25
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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: Instructions for Quarterly Center Volunteer Speaker, Tutor, and Mentor
 Survey

1. Purpose. To provide instructions to all Job Corps centers for completion of the quarterly Center Volunteer Speaker, Tutor, and Mentor (CVSTM) survey to obtain data on an ongoing basis on the use of volunteers to support students in the program.

2. Background. Information Notice No. 08-34 (Quarterly Center Volunteer Speaker, Tutor, and Mentor Survey) was issued in March 2009 to inform and prepare the Job Corps community about required data collection on the use of volunteers. In that Information Notice centers were informed they will be required to complete a survey providing data on volunteer mentors, tutors, and speakers on a quarterly basis. Instructions for accessing the survey are below.

3. 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. Centers may wish to use the information from Information Notice No. 08-34 as a worksheet prior to online submission. To access the survey, users will open a Web browser and navigate to the following URL:
<http://www.zoomerang.com/Survey/?p=WEB228FZTRHKXT>.

- b. Users **must** connect to the Internet from outside the Job Corps Citrix environment. This means opening up your local browser (e.g., Internet Explorer from your C:\ drive or your local desktop) and pasting the URL for the survey into your browser's address bar. If you have difficulty accessing or submitting the survey, contact Janis Pearson at pearson.janis@jobcorps.org.
- c. The first quarterly submission must be completed by close of business (COB) on **April 30, 2009**, with information for the period January 1, 2009 – March 31, 2009. Centers must also complete the quarterly survey by COB on July 15, 2009, October 15, 2009, January 15, 2010, and April 15, 2010. Notices will be disseminated when surveys are available for data input.

Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

- 4. Expiration Date. Until superseded.
- 5. Inquiries. Inquiries should be directed to Elizabeth Destreza at (202) 693-8008 or destreza.elizabeth@dol.gov.