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**National Days of Service Guidance**

1. There are two Reports and each asks different questions, so do not use one for the other.
   1. **Preliminary Report:** Captures the most up-to-date information on the event/initiative that the GOVS and CNCS may request for reporting purposes.

Due 2 weeks prior to the service day/initiative.

* 1. **Summary Report:** Captures summary details of the service day/initiative. Requested two business days after the service day/initiative.

1. The templates for each report are located on [www.servealabama.gov](file:///\\isdfilesrv\ServeAlabama\AmeriCorps\AmeriCorps%20Training%20-%20New%20Program%20Start-up\2018%20New%20Program%20Flash%20drive%20contents\Nat'l%20Days%20of%20Service\www.servealabama.gov%20) under the AmeriCorps Program and Member Management Resources tab.
2. Links should not be listed to reference where requested information can be found.
   1. The reports should be sent electronically in a Word document or a PDF. **Do Not** scan a document, save it as a PDF, and send it.
3. When reporting, programs should:
   1. Provide brief statements when paragraphs are requested.
   2. Not delete, add, or modify what is being requested in the report.
   3. Not list links where information can be referenced.
4. At least 1 (one) AmeriCorps Program staff member must be present when members are serving during a National Day of Service.
5. When planning and celebrating/recognizing a day of service:
   1. Projects/activities should not include activities or projects that are a regular part of the member’s service. At most, service projects/activities should be an extension of member service activities.
6. **Pictures** for National Service Days
   1. Pictures will only be accepted in a jpeg file. **Do Not** photoshop an A.
   2. All members should be in AmeriCorps gear or wearing a Very Visible AmeriCorps button or pin if dressed in professional attire.
   3. Members should adjust or remove outerwear when taking photos if the logo is not visible.
   4. AmeriCorps Program staff should wear at least an AmeriCorps lapel pin or button if being photographed.
   5. Group photos are fine, but please try and take action pictures of members serving.
   6. For each picture include the name of the program, the individuals in the pictures, where they are serving, and what they are doing.
   7. Logos and other branding items can be found on the CNCS website.
      1. <https://www.nationalservice.gov/newsroom/outreach-resources/logos>