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[Memo Re: Agency Programs & Activities Relating to National & Community Service] [loose]

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MEMO RE: AGENCY PROGRAMS AND ACTIVITIES RELATING TO NATIONAL AND
COMMUNITY SERVICE

TO: ALL CHIEFS OF STAFF

FROM: CHRISTINE VARNEY
ELI SEGAL

DATE: MARCH 8, 1993

The Office of National Service is compiling information on community service initiatives in the federal government. Eli Segal, Director of the Office of National Service, has asked Peter Edelman, Josie Heath, and Kate Fruhauf to meet with you to discuss these issues. They will be in touch with you to arrange a meeting if they have not already. Prior to their visit, you could assist them by obtaining or at least beginning to develop the following information, which, in some cases, follows up on information you have already provided Eli Segal's office:

1. The name of individual in your department or agency who is designated as the Community Service representative. Please include address and phone number.
2. Pursuant to a November 5, 1992 Executive Order (12820), the heads of departments and agencies are required to report their community service activities to the President. If this report is available, please furnish Eli's office with a copy of your report as soon as possible.
3. If this report is not available or is incomplete, please outline current community service or related programs funded by your agency including program description, time line for applications (if relevant), budget, focus, and information regarding wages or stipends for participants.
This is an area to be discussed in detail at our forthcoming meeting with you, especially regarding future possibilities.
4. Do you have specific volunteer programs for your employees? If so, please tell us about them and how they work.

In reporting, please distinguish programs which are external community service (i.e. volunteers working with Adopt-a-School or DC Cares) from internal programs which are your department or agency initiative.

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COMMUNITY SERVICE.

5. Do you have a cooperative agreement for community service with any other dept. or agency? If yes, please describe.

6. National Volunteer Week is April 18-24, 1993. National Volunteer Day is April 22, 1993. Does your Agency have plans to recognize employees who are volunteers for community service on this day or during this week?

7. If yes, please describe plans.

8. Did you do a volunteer recognition in 1992? If yes, describe activity.

9. Do you calculate total hours and value of volunteer community service time donated by your employees? If so, please furnish us a copy.

Please fax this information to the Office of National Service at (202)-456-6420.

Thanks in advance for your help with this matter.

For more information, please contact Josie Heath or Kate Frucher, Office of National Service (202)-456-6444.

FORMAT FOR PRESIDENT'S DEPARTMENTAL SERVICE INITIATIVES REPORT

I. Summary Memo

A. Agency Sponsored Programs -- Highlights

Briefly describe strongest programs -- i.e. programs which receive greatest financial and/or public support or those which serve as models for future development.

B. Employee Voluntary Programs -- Highlights

Briefly describe strongest programs -- i.e. those which receive greatest support from both your employees and the entities they serve.

C. Total Amount Spent on Service Initiatives

An approximation is fine. Please include overhead used to fund voluntary activities.

D. Ideas for Program Development

Describe ways in which your office could further the "ethic of service" as we all move forward.

II. Spreadsheets (see attached)

Please use the spreadsheets to inventory four different types of service programs sponsored by your Department:

- 1). Year-round service programs (participants paid)
- 2). Summer service programs (participants paid)
- 3). Programs of the sort described in #1 and 2 above which primarily depend on a voluntary work force.
- 4). Employee Voluntary Activities (Eg. Adopt-a-School, blood drives, other activities which do not necessarily relate to the Dept's mission).

In addition to the information on the spreadsheets, please send us any materials you might have which describe the programs in more detail. We will use these supplemental memos as appendices to our report.

III. National Volunteer Week

Describe plans, even if they are still in rough form.