



FLORIDA DEPARTMENT OF JUVENILE JUSTICE VOLUNTEER/MENTORING REPORTING FORM

(ALL REPORTS ARE DUE TO DJJ HEADQUARTERS NO LATER THAN 12:00 PM, ON THE 10TH DAY OF THE MONTH FOLLOWING THE REPORTING PERIOD)

FACILITY INFORMATION

Reporting Period: From: _____
To: _____

Name of Program/Facility _____
Location _____

Liaison's Name _____
Telephone Number _____ SUNCOM _____
Location _____

BRANCH

<input type="checkbox"/> Administration	<input type="checkbox"/> Chief of Staff	<input type="checkbox"/> Detention
<input type="checkbox"/> General Counsel	<input type="checkbox"/> Health Services	<input type="checkbox"/> Inspector General
<input type="checkbox"/> Office of the (Deputy) Secretary	<input type="checkbox"/> Prevention	<input type="checkbox"/> Probation
<input type="checkbox"/> Residential	<input type="checkbox"/> Research & Planning	<input type="checkbox"/> Staff Development

VOLUNTEER, MENTOR AND INTERN HOURS

___ # of Volunteers	___ # of hours worked	___ # of youth served
___ # of Mentors	___ # of hours worked	___ # of youth served
___ # of Interns	___ # of hours worked	___ # of youth served
___ # of Faith Based Volunteers	___ # of hours worked	___ # of youth served
___ # of DJJ Employee(s)	___ # of Volunteer hours worked	
	___ # of Mentor hours worked	
	___ # of youth served	

- Please report **both** the number of people and the number of hours.
- Mentor hours must involve direct contact with youth.
- Faith/Community Based hours must be performed under the auspices of a faith-based organization.
- All DJJ employees must record their volunteer and mentor hours in the People First System.