

Client Name: _____

NEDP ID: _____

Community Volunteer Activities Portfolio Answer Form

The client utilizing the Community Volunteer Activities Portfolio must prepare a portfolio of evidence that documents volunteer work that could convince an employer to view the client as having real-world job experience. The Community Volunteer Assessment Portfolio serves to outline the level of skill demonstration accepted for verification of the CCC.

The following evidence is required for presentation in the Community Volunteer Activities Portfolio:

1. Community Volunteer Activities:

- Name of the organization where the volunteer work took place, including the address and website address, if applicable
- Name of the organization supervisor and the contact phone number and email address
- Dates of volunteer work (must be a minimum of 10 hours per week for 6 months) as verified by the organization's coordinator.
- The job title found in O*NET, *My Next Move* that best matches the knowledge, skill, and abilities used in the volunteer work.

Assessor: ☐ D ☐ ND

Portfolio Reviewer: ☐ D ☐ ND

2. Description of the Volunteer Work

In a 250-word essay, the client is required to provide a description of the volunteer work that best describes the duties and activities performed with the organization that may be usable in a paid position in a related career pathway. This description should clearly outline how the duties performed as a volunteer relate to the job title identified in O*NET. The description and dates of volunteer work must be verified by the organization's coordinator. The essay must be written with no errors in grammar, punctuation, or spelling as it will be used as an official document with content to be verified by the organization's coordinator.

- The 250-word essay fulfills all requirements listed above.

Assessor: ☐ D ☐ ND

Portfolio Reviewer: ☐ D ☐ ND

- The organization's coordinator verified the dates of volunteer work and the job description as outlined in the 250-word essay.

Assessor: ☐ D ☐ ND

Portfolio Reviewer: ☐ D ☐ ND