

## Observer-Collected Contacts Log for Paid and Volunteer Staff

*Joseph R. Hunnings, CALS Planning and Reporting Manager, Virginia Tech*

This form is to document demographic information of program participants when circumstances do not allow for self reporting by clientele.

Program Name		Location						Date
Gender	Age	Race or Ethnicity						
		American Indian or Alaskan Native	Asian	Black or African American	Hispanic or Latino	Native Hawaiian or other Pacific Islander	White	
Female	≤ 18							
	19-64							
	≥ 65							
Male	≤ 18							
	19-64							
	≥ 65							

Number of Volunteers: \_\_\_\_\_

Number of Volunteer Hours: \_\_\_\_\_

Planned Program: \_\_\_\_\_

VCE Staff Member Names: \_\_\_\_\_

- **American Indian or Alaskan Native:** A person having origins in any of the original peoples of North America, an who maintains cultural identification through tribal affirmations or community recognition.
- **Asian:** A person having origins in any of the original peoples of the far east, southeast Asia, or the Indian subcontinent including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa.
- **Hispanic or Latino:** A person of Mexico, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

[www.ext.vt.edu](http://www.ext.vt.edu)



Produced by Communications and Marketing, College of Agriculture and Life Sciences, Virginia Polytechnic Institute and State University  
 Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.  
 An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Mark A. McCann, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; Alma C. Hobbs, Administrator, 1890 Extension Program, Virginia State, Petersburg.



VIRGINIA STATE UNIVERSITY