# Appendix C.8 – Sample VSY Worksheet

This sample VSY Worksheet is a visual representation of a VSY Calculator that is functional in Excel. See the full list of Handbook Appendices on the [Manage AmeriCorps Seniors Grants](https://www.nationalservice.gov/programs/senior-corps/managing-senior-corps-grants) page for the Excel version.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Cumulative** | **Cumulative** | **Monthly** | **Monthly**  | **Monthly** | **Monthly** | **Annual** |
| **Month** | **Hours** | **Hours**  | **VSY** | **VSY** | **Hours** | **Volunteers** | **VSY** |
|  | **Actual** | **Goal** | **Actual** | **Goal** |  **Actual** | **Active** | **Goal** |
| **July** |  |  |  |  |  |  |  |
| **August** |  | **0** |  |  |  |  |  |
| **September** |  | **0** |  |  |  |  |  |
| **October** |  | **0** |  |  |  |  |  |
| **November** |  | **0** |  |  |  |  |  |
| **December** |  | **0** |  |  |  |  |  |
| **January** |  | **0** |  |  |  |  |  |
| **February** |  | **0** |  |  |  |  |  |
| **March** |  | **0** |  |  |  |  |  |
| **April** |  | **0** |  |  |  |  |  |
| **May** |  | **0** |  |  |  |  |  |
| **June** |  | **0** |  |  |  |  |  |
| **TOTAL** |  |  | **0.00** | **0.00** | **0** |  |  |
|  |  |  | **Total VSYs Achieved** |  |  | **VSY Shortfall=** | **0.00** |

|  |
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| **INSTRUCTIONS FOR USE:** |
| **1. Only enter data into the yellow boxes.** |
| **2. Don't enter data in the white, green or the red boxes. They will automatically change as you enter data in the yellow boxes.** |
| **3. Use this VSY tracking sheet each month when you tally up the hours of volunteers.** |
| **4. This VSY tracking sheet can be adapted if your VSY goals change. Just replace the number of annual VSYs in column H to a new VSY goal number.** |
| **5. The graph below will change as you enter data into the yellow boxes.** |
| **6. The password for the white, green or red password protected cells is VSY.** |
| **7. When password protection is off, be careful not to change the formulas embedded in the white cells.** |
| **8. If you turn password protection off, always remember to turn it back on when you are finished entering data.**  |
| **9. Again: Never enter anything in the white, red or green cells in the spreadsheet below. If you do this, it will erase the embedded formulas** |