

2008-2009 IN-SERVICE PAPERWORK



REPORTING REQUIREMENTS DURING SERVICE



Check your timesheets to ensure they are complete before submitting them to CNVS!



In-Service Checklist

- ✓ Monthly Time Logs
- ✓ Monthly Service Logs
- ✓ Service Site Mid-Term Performance Evaluations (required for ALL terms of service)
 - Completed by Member and Site Supervisor
- ✓ Mid-Term Member Assessment (full and half-time members only)
 - Completed by Member only

Monthly Time Logs

- Record AmeriCorps service hours.
 - Direct service
 - Training and Enrichment
 - (same as indirect service)
 - Allowable fundraising
- Record only hours spent in AmeriCorps allowable activities.
- Keep a weekly record of hours on the monthly time log. The log must accurately reflect hours served.
- If you have two distinct service positions, you must submit a time log for each position. This is to ensure accurate recordkeeping.

AmeriCorps Service Hours

- **Direct Service:** Working directly with people to address a need. Refers to a main service activity provided to an individual (client) or a community.
 - Ex: teaching, serving meals, coaching a team, cooking, treating patients, etc.
- **Training and enrichment (indirect service activities):** Refers to any orientation, on-the-job training, seminars, workshops, etc. that members receive during their service term. Training must be service-related to count.
- **Allowable fundraising activities:** Fundraising in support of service activities that meet a local need.
 - Raising funds for a specific service project.
 - Writing a grant to a private foundation* to secure resources for volunteer training.
 - Seeking in-kind donations for a specific service project.

* Grant writing for any federal grant is prohibited.

Required Minimum Hours for Ed Award

- Full-time term of service:
 - 1700 minimum-hour requirement
- Half-time term of service:
 - 900 minimum-hour requirement
- Minimum-term of service:
 - 300 minimum-hour requirement

You must complete the minimum hour requirement in order to earn the education award. If you fall short, you will not be eligible for any portion of the education award.

Restrictions on Hours

- Direct Service: At least 80% of your total service hours must be direct service.
 - Example: If you have 2000 total hours, at least 1600 hours need to be direct service.
- Training and enrichment (T&E): No more than 20% of your total hours can be indirect service.
 - Example: If you have 2000 total hours, no more than 400 hours can be credited to indirect service.
- Allowable Fundraising: No more than 10% of the required minimum hours for your term of service can be fundraising.
 - Example: If you are a minimum-time member (300 minimum-hour requirement), you cannot have more than 30 hours of hours credited to fundraising.

Recording Hours: Do's and Don'ts

- This is a legal record of your hours so it is important to pay attention and ensure the forms are as complete and accurate as possible.
- Reporting period is monthly.
- No pencils! Ink only.
- Send originals to CNVS. No faxes or photocopies will be accepted. Signatures must be originals.
- Any correction (white-out, scratches) need to be initialed and dated by the author.
- Time Logs must be signed and dated by Member, Site Supervisor, and Program Director within 30 days of the reporting period.

Recording Hours: Do's and Don'ts

- Enter total hours served and record time in 15 minute increments:
 - 15 minutes= 0.25
 - 30 minutes= 0.50
 - 45 minutes= 0.75
- If you serve more than 18 hours in a 24 hour period, you need to include a brief description of activities for that day on the back of the time log.
- If logging T&E (indirect service hours) you must include a brief description of activities on the back of the time log.
- If logging Allowable Fundraising hours, you must include a brief description of activities on the back of the time log.
- Time Logs should be signed within 30 days of the reporting period.
- Carefully review the Time Log before sending it in to CNVS.
 - In an audit, hours could be questioned if there is missing information or forms are incomplete.

Timesheet Troubleshooting

- What to do if your Site Supervisor is not around to sign your timesheet?
 - Have someone at the site who can verify your hours sign for the site supervisor.
 - The person signing must indicate they are signing “for” the site supervisor.
 - This should be a temporary arrangement.
- If your Site Supervisor will be out for more than 30 days, please contact your volunteer program to arrange for a new site supervisor.

Monthly Time Log Form-P1



Monthly Time Log

Member Name: _____

Position Title: _____

Site Supervisor Name: _____ Month and Year: _____

Volunteer Program: _____

	DAY OF THE WEEK	DATE (dd/mm/yyyy)	DIRECT SERVICE HOURS	TRAINING/ ENRICHMENT (T&E) HOURS	ALLOWABLE FUNDRAISING HOURS	TOTAL
W	SUN					
E	MON					
E	TUE					
K	WED					
1	THU					
	FRI					
	BAT					
<hr/>						
W	SUN					
E	MON					
E	TUE					
K	WED					
2	THU					
	FRI					
	BAT					
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W	SUN					
E	MON					
E	TUE					
K	WED					
3	THU					
	FRI					
	BAT					
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W	SUN					
E	MON					
E	TUE					
K	WED					
4	THU					
	FRI					
	BAT					
<hr/>						
W	SUN					
E	MON					
E	TUE					
K	WED					
5	THU					
	FRI					
	BAT					

Enter time in 15 minute increments as follows:

15 min = 0.25
30 min = 0.50
45 min = 0.75



If you record more than 18 hours, you must fill out #1 on the back of this page.

If you record T&E and/or fundraising hours, you must fill out #2 and/or #3 on the back of this page in order for those hours to count.

Corrections (white-out, scratched out entries) must be initialed AND dated by the author.

Member Signature: _____ Date _____

Site Supervisor Signature: _____ Date _____

Program Director Signature: _____ Date _____

Ensure signatures are originals and are dated correctly.

Monthly Time Log Form-P2

Make sure these are filled out (as applicable) for your hours to count towards the minimum hour requirement.

1) If logging more than 18 hours, please describe the activity or activities on which this time was spent:

2) If logging Training and Enrichment hours, please describe the activity or activities on which this time was spent.

Description:

Topic areas covered (e.g. AmeriCorps rules, service reflection, time management, program requirements, skill training, etc.) * Topic areas must be service-related for T&E hours to count towards AmeriCorps.

2) If logging Allowable Fundraising hours, please describe the activity or activities on which this time was spent.

Description:

Service Activities

What is this? CNVS collects this information as part of the program's performance measures and reports it to the Corporation for National and Community Service at the end of the year. *This information tells us about the impact of the program and is part of your required paperwork.*

- CNVS reports on five service areas

Depends on position descr:

- Education
- Health
- Nutrition
- Social Services/Other Human Needs

All members:

- Community Volunteer Generation

- For each service area, there is a set of pre-defined service activities.

Primary Service Areas and Service Activities

#1 PRIMARY SERVICE AREA: EDUCATION

Specific Service Activities:	Definition
Education	A teaching or instruction activity that takes place in a school or educational program at the service site (except for literacy programs, health education, and environmental education).
Literacy	An activity in a literacy program that increases or improves an individual's ability to read, write, speak in English, compute and solve problems at levels of proficiency necessary to function on the job, in the family of the individual and in society.
Tutoring	An activity that increases academic achievement in core subjects through planned, consistent, one-to-one or small-group activities and sessions, which build on students' academic strengths and target students' academic needs.
Mentoring	Number of formal, sustained relationships established between an older or more experienced person and a younger or less experienced person for the purpose of academic, social, or career support. This does not include the relationship between a teacher and his or her students in a classroom setting.
Educational Enrichment programs	Activities that take place in after-school or recreational programs at the service site.

#2 PRIMARY SERVICE AREA: HEALTH

Specific Service Activities:	Definition
Delivery of Health Services	Any health care service delivery, health education, or health-related service activity, including physical, mental, and emotional health.

Primary Service Areas and Service Activities

#3 PRIMARY SERVICE AREA: NUTRITION

Specific Service Activities:	Definition
Nutritional Services	Food production, food preparation, food distribution and related activities.

#4 PRIMARY SERVICE AREA: SOCIAL SERVICES/OTHER HUMAN NEEDS

Specific Service Activities:	Definition
Community outreach	Any activity related to community organizing or outreach.
Economic Development	An activity that support economic or community development or revitalization, including thrift store services.
Environment	Any service activity that engages in environmental education, clean-up activities, land conservation, or restoration.
Disaster recovery/relief	An activity that engages in disaster mitigation, preparedness, recovery, or response.
Housing or shelter	Any service activity related to shelter, housing, or homelessness including residential assistants, house managers, construction, housing advocacy, etc.
Other human needs	Other activities that meet an unmet local need.
Public safety	Any activity related to family or domestic violence, abuse or neglect of children or elderly, victim/witness assistance, conflict resolution or mediation, fire prevention/safety, crime awareness, neighborhood watch, delinquency, Homeland Security, or etc.
Social work/case management	Social service planning, delivery, client advocacy, etc.
Transportation	An activity involving transportation of goods or clients as a direct service.
Volunteer coordinator/manager	An activity related to the recruitment, training, or supervision of non-AmeriCorps community volunteers.

Primary Service Areas and Service Activities

#5 Community Volunteer Generation

- Number of non-AmeriCorps, community volunteers that are recruited, trained or supervised by AmeriCorps members.
- Number of hours that these non-AmeriCorps, community volunteers contribute to the service site.

Recording Service Activities

- During the enrollment process, members identify a **primary service area** that they will report on during the year. The primary service area is identified by the main service activity that the member will be performing— described in the position description.
- Members report on the number of new individuals served for service activities under their designated **primary service area**.
- New individuals are counted as
 - Children (0-9 years)
 - Youth (10-23 years)
 - Adults (24-55 years)
 - Seniors (56+ years)
- Make sure you do not double-count!
 - Example: If you are a teacher serving 20 students, you will write in 20 under education on your first timesheet. Unless you receive additional students in the middle of the year, you do not need to keep entering number of students in this area.

Recording Service Activities

Example 1:

Your position is as a teacher. Your primary service area is #1 Education. You can report individuals served (children, youth, adults, or seniors) under literacy, tutoring, mentoring, and educational enrichment programs. You will always report under the primary service area of education, but for each reporting period you should choose the service activity(ies) that best reflect the actual activities you performed during the reporting period.

Monthly Service Logs 08-09

Member Name: _____

Position Title: _____

EDUCATION				
Specific Service Activities:	New children (birth to 9 years)	New youth (10-23 years)	New adults (24-55 years)	New seniors (56+ years)
Education				
Literacy				
Tutoring				
Mentoring				
Educational Enrichment programs				

Recording Service Activities

Example 2:

You work in a position that includes activities in more than one primary service area. If you are unable to identify your main service activity, you can report under #4 in “other human needs.”

SOCIAL SERVICES/OTHER HUMAN NEEDS				
Specific Service Activities:	New children (birth to 9 years)	New youth (10-23 years)	New adults (24-55 years)	New seniors (56+ years)
Community Outreach				
Economic Development				
Environment				
Disaster preparedness/recovery/relief				
Housing or shelter				
Public Safety				
Social Work/Case management				
Transportation				
Volunteer Coordination/Manager				
Other Human Needs				

Recording Service Activities

Community Volunteer Generation:

All members should fill this section out, regardless of their service activities. CNVS tracks the impact of “leveraged volunteers”—that is the number of non-AmeriCorps community volunteers that are engaged in service as a result of, or with the support of, AmeriCorps member service.

Community Volunteer Generation: Non-AmeriCorps Community Volunteers	
# of Non-AmeriCorps Community Volunteers recruited, trained, or supervised by you	
# of hours contributed to your service site by the Non-AmeriCorps Community Volunteers	

- For all members, regardless of their position description, CNVS tracks:
 - the number of non-AmeriCorps community volunteers that are recruited, trained or supervised by you during your term of service.
 - The number of hours these volunteers contributed to the service site.

Recording Service Activities

- Remember you are reporting based on your main service activity as defined by your position description (your position title may offer clues).
- Just make sure that your reporting is consistent and encompasses the main service you are providing.
- **And yes,** you are required to fill out the Service Log to earn the education award.
- You are also asked to include a brief description of the month's activities in the lower right-hand corner box of the Service Log. **Please write CLEARLY!**

Tips on Recording Service Activities

- You can track the number of people served by using attendance logs or sign-in sheets provided by the service site, or keep a journal!
- Members working with large, transient populations may record number of total individuals served during the reporting period.

Service Activity Log

This MONTHLY LOG is part of the required paperwork!

Monthly Service Logs 08-09

Member Name: _____ Volunteer Program: _____ Month and Year: _____

Position Title: _____

EDUCATION				
Specific Service Activities:	New children (birth to 9 years)	New youth (10-23 years)	New adults (24-55 years)	New seniors (56+ years)
Education				
Literacy				
Tutoring				
Mentoring				
Educational Enrichment programs				

HEALTH				
Specific Service Activities:	New children (birth to 9 years)	New youth (10-23 years)	New adults (24-55 years)	New seniors (56+ years)
Delivery of Health Services				

NUTRITION				
Specific Service Activities:	New children (birth to 9 years)	New youth (10-23 years)	New adults (24-55 years)	New seniors (56+ years)
Nutritional Services				

SOCIAL SERVICES/OTHER HUMAN NEEDS				
Specific Service Activities:	New children (birth to 9 years)	New youth (10-23 years)	New adults (24-55 years)	New seniors (56+ years)
Community Outreach				
Economic Development				
Environment				
Disaster preparedness/recovery/relief				
Housing or shelter				
Public Safety				
Social work/case management				
Transportation				
Volunteer Coordinator/Manager				
Other Human Needs				

Briefly describe your activities for this month. What you did and the results. This area MUST be filled in for you to get credit for your hours.

Brief descr of activities here.

Community Volunteer Generation: Non-AmeriCorps Community Volunteers	
# of Non-AmeriCorps Community Volunteers recruited, trained, or supervised by you	
# of hours contributed to your service site by the non-AmeriCorps Community Volunteers	

Still have questions?

Contact your Program Director or call us!

Monthly Submission

- **Time and Service Logs** should be submitted monthly to CNVS.
- Your volunteer program will let you know when time logs are due.
- *Coming soon!* The Bonner Web-Based Reporting System (BWBRBS), an online time tracking system which will allow you to record your hours and service activities online.

Mid-term Performance Evaluation Form

- This form is required for all terms of service.
- Full-time members should complete this form within 6 months of their service start date.
- Half-time members should complete this form within 3 months of their service start date.
- Minimum-time members should complete this form within 1 ½ months of their service start date.

Mid-term Performance Evaluation Form

The forms can be found as an insert in the member handbook or on the CNVS AEAP Current Members' Site:

<http://www.cnvs.org/americorps/members.php>

Service Site Mid-Term Performance Evaluation 08-09

Member Name: _____ Volunteer Program: _____

Service Site: _____ Site Supervisor Name: _____

AmeriCorps member development is an important goal of CNVS AEAP. Performance evaluations are intended to be a mutual exchange of information, enabling members to progress toward their optimal performance potential. Therefore, providing candid responses is very important. The following competencies have been identified as areas in which members can continually strive to better themselves. Using the scales provided below, please evaluate the member based on her/his day-to-day performance and your observations as the Site Supervisor. Place an "X" in the rating area that best describes the member's performance.

Please rate your AmeriCorps member in the areas listed below: (Mark your answers with an X in the appropriate box.)	Excellent	Good	Fair	Poor
1. Demonstrates knowledge and preparation to provide service effectively				
2. Fills out and submits all relevant paperwork in a timely manner				
3. Sets realistic goals and follows through with commitments				
4. Honors time commitments and demonstrates time/priority management skills				
5. Utilizes feedback and constructive criticism				
6. Represents the program professionally				
7. Shows initiative and self motivation				
8. Demonstrates decision-making and organizational skills				
9. Maintains a constructive and mature attitude throughout challenges				
10. Demonstrates resourcefulness in generating solutions to problems				
11. Accepts personal responsibility for learning and contributing				
12. Interacts appropriately with on-site personnel, clientele, or public				
13. Creative and/or resourceful in problem solving				
14. Demonstrates concern for the quality, accuracy, and completeness of tasks performed				

Make sure the member and the site supervisor sign and date these forms.

INCOMPLETE FORMS WILL DELAY THE PROCESSING OF PAPERWORK.

Service Site Mid-Term Performance Evaluation 08-09

Site Supervisor's narrative evaluation:

Ameri Corps Member's self-evaluation:

I agree with this evaluation I do not agree with this evaluation

Comments:

**Member's Signature* _____ **Date* _____

**Supervisor's Signature* _____ **Date* _____

MEMBER PERFORMANCE EVAL-PART 2 OF 2
INCOMPLETE FORMS WILL NOT BE PROCESSED

Mid-term Member Assessment

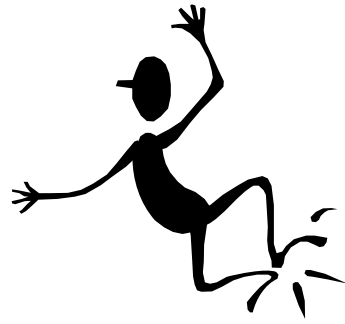
Full-time and half-time members only. This form provides information on your experience and satisfaction midway through your term of service.

Members can complete this form online through the CNVS AmeriCorps Current Members' site.

Members should send this together with the mid-term performance evaluation to CNVS midway through their service term.

Mid-Term Member Assessment 08-09	Name: _____ Volunteer Program: _____
This assessment provides feedback to CNVSAEAP on members' service experience and program and site support as they move through their term of service. This assessment is required <u>only</u> for full-time and part-time members.	
Please be candid in your responses. All responses are confidential and will only be shared with your Volunteer Program at an aggregate level. No one individual will be identified in aggregate responses reported to the Volunteer Program.	
Include all pages of the survey in the envelope marked "Mid-Term Member Assessment 08-09" (in your enrollment packet). Seal the envelope and sign your name across the seal. Give the sealed envelope to your Program Director for mailing to CNVSAEAP.	
Full-time Members (1700 hours minimum requirement) should send this form 6 months into their term of service. Part-time Members (900 hour minimum requirement) should send this form in 3 months into their term of service.	
This form is also available online through the CNVS website at http://www.cnvs.org/ameriCorps/members.php (login required)	
For questions, please contact your Program Director or CNVSAEAP.	
1. The service activities are meaningful and significant.	
<input type="radio"/> 3 Excellent, exceeds expectations	
<input type="radio"/> 4 Above average, very good	
<input type="radio"/> 3 Average, meets expectations	
<input type="radio"/> 2 Below average, needs help	
<input type="radio"/> 1 Unsatisfactory and needs improvement	
Include comments of the survey in back of (s):	
<input type="text"/>	
* 2. The service activities and training support the development of skills that will be beneficial in future employment.	
<input type="radio"/> 3 Excellent, exceeds expectations	
<input type="radio"/> 4 Above average, very good	
<input type="radio"/> 3 Average, meets expectations	
<input type="radio"/> 2 Below average, needs help	
<input type="radio"/> 1 Unsatisfactory and needs improvement	
Include comments of the survey in back of (s):	
<input type="text"/>	

CONGRATULATIONS!



- Keep track of your service hours and monitor the progress towards completion of required minimum hours for your term of service.
- Members can download forms at CNVS' AEAP Current Members' Site

<http://www.cnvs.org/amicorps/index.php>

- Questions should be directed to your Program Director or call us at 1-800-543-5046.