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IN-SERVICE PAPERWORK



REPORTING REQUIREMENTS DURING SERVICE



Check the time and service logs to ensure they are complete before submitting them to CNVS!



In-Service Checklist

Members using paper forms:

- ✓ Monthly Time Logs
- ✓ Monthly Service Logs
- ✓ Mid-Term Performance Evaluations
(required for full and half-time members)

Members using BWBRS:

- ✓ Hour Log Reports
- ✓ Online Logging of Service Activities
- ✓ Mid-Term Performance Evaluations
(required for full and half-time members)

BWBRS

- What is it? The Bonner Web-Based Reporting System is an online reporting system that members can use to log hours and service activities online.
- This is the first program year that will be using BWBRS.
- Be sure to check with your program, as some programs will not be using it this year.
- Member instructions for using BWBRS can be found:
www.cnvs.org/americorps/bwbrs_members.php

AmeriCorps Service Hours

- **Direct Service:** Working directly with people to address a need. Refers to main service activity provided to an individual (client) or a community. Also any admin work related to the direct service activity can be counted as direct service.
 - Ex: teaching, serving meals, coaching a team, cooking, treating patients, lesson planning, etc.
- **Training and Enrichment 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.
 - Any staff or weekly planning meetings at your service site are not considered T&E. Unless a training is being conducted, these meetings count as direct service.
- No fundraising activities of any kind will be credited for members enrolled after 07/31/09.

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.

Reporting Hours

How long? How many?

- The **Reporting Period** is the month for which hours are reported.
- You should have a time log and a service log for each month you are active in AmeriCorps-even if you have met the minimum hour requirement.
- Members may have up to two distinct position descriptions, and you need to complete 1 time and 1 service log for each distinct position description for each month you are active in AmeriCorps.

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: 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*: For members enrolled before 07/31/09, see instructions in Member Handbook. Fundraising hour description must show how funds raised are to be used.

The Time Log Rules

1. Time logs are required for each month of service for which you are active, even if you have already reached the minimum hour requirement for your term of service.
2. Service Logs are required paperwork. We should have a service log for each month of service you have completed.
3. Cannot log more than 18 hours in any one day.
4. If using paper forms, no photocopies, no faxes, no copies are accepted.
5. All signatures must be original and in ink (preferably blue or black). **If you can erase it, we will send it back.**
6. All corrections must be initialed and dated by the author.
7. If enrolled prior to 07/31/09, fundraising hours must be documented and they must meet the eligibility criteria for allowable fundraising: funds used to support a specific service or project.

Fundraising activities that support operational expenses cannot be counted. If we cannot trace where every cent of funds raised will be spent; we cannot credit the hours.

If enrolled after 07/31/09, no fundraising hours will be credited.
8. Training and Enrichment (T&E) hours must be documented—what type? What topic? **Undocumented hours will be not credited.**
9. We will not credit hours entered after the signature dates.
10. Hours are to be signed and dated by the member and site supervisor no less than 30 days after the end of the reporting period (on a monthly basis).
11. If using paper forms and you have two distinct AmeriCorps positions, you must submit hours for each position separately each month.

The Time Log Rules

- Can be found online:

<https://www.cnvs.org/americorps/timelogrules.php>

The Time Log Rules also cover:

- Time Log Errors
- Members seeking to submit hours signed after the reporting period has closed
 - Conditions apply.

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
- Logs should be signed **no later than 30 days** from the end of the reporting period—or your hours will not be credited.
- **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.

Troubleshooting

- What to do if your Site Supervisor is not around to sign your Time Log or BWBRS Hour Log Report?
 - 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.

***Example:** Kristen Wolford (signature of temp) for Ana Carrion (name of site supervisor)*

- This should be a temporary arrangement.
- If your Site Supervisor will be out for more than 30 days, please contact the AmeriCorps Program Director to arrange for a new site supervisor.

The Paper Time Log



Monthly Time Log

MONTH AND YEAR: _____

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Member Name: _____ Program Name: _____ **Your Volunteer Program, not the service site!**

Site Supervisor Name: _____ Position Title: _____ **name must match record/sign.**

DATE	DIRECT SERVICE	TRAINING/ ENRICHMENT	T&E TYPE Enter # from List "Required"	Write-in T&E TOPIC "Required"
1				
2	Direct Service Hrs	T&E Hrs		
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31	DirectSvc Total	T&E Total		
TOTAL				

If these columns are not filled in, your T&E Hours will NOT be credited.

We will only accept minutes rounded to the nearest quarter hour

We cannot stress this enough! Please follow these directions to ensure your hours are properly credited.

- For T&E Type, choose from:**
- orientation
 - skills training
 - service training
 - seminar
 - workshop
 - class
 - retreat
 - reflection
 - community activity
 - other

Enter time in 15 minute increments as follows:
15 min = 0.25
30 min = 0.50
45 min = 0.75

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

STOP
Logs should be signed within 30 days of the reporting period.

Service Log on back must be filled out for you to receive credit.

Member Signature: _____ Date _____
Site Supervisor Signature: _____ Date _____
Program Director Signature: _____ Date _____

Service Logs

What is this? CNVS collects information on individuals served. *This information tells us about the impact of the program and is part of your required paperwork.*

- Members reports on five service areas:
 - Education
 - Health
 - Nutrition
 - Social Services/Other Human Needs
 - Community Volunteer Generation
- These areas are broken down into service activities.
- Members are required to report # of unique (new) individuals served each month in various service areas/activities.

Service Activities Defined

#1 PRIMARY SERVICE AREA: EDUCATION

Specific Service Activities:	Definition	Measure	Output Measure: # of New People Served	Data Collection Tool/Responsible
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).	Output	Children (birth to 9 years) Youth (10-23 years) Adults (24-55 years) Seniors (56+ years)	Service Activity Log (monthly) completed by member
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.	Output	Children (birth to 9 years) Youth (10-23 years) Adults (24-55 years) Seniors (56+ years)	Service Activity Log (monthly) completed by member
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.	Output	Children (birth to 9 years) Youth (10-23 years) Adults (24-55 years) Seniors (56+ years)	Service Activity Log (monthly) completed by member
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.	Output	Children (birth to 9 years) Youth (10-23 years) Adults (24-55 years) Seniors (56+ years)	Service Activity Log (monthly) completed by member
Educational Enrichment programs	Activities that take place in after-school or recreational programs at the service site.	Output	Children (birth to 9 years) Youth (10-23 years) Adults (24-55 years) Seniors (56+ years)	Service Activity Log (monthly) completed by member

Example: If you teach a classroom of 20 2nd graders, you will report 20 **children** in the primary service area of **education** under the specific activity of **education**.

You report the 20 students only **once** and you report any new students you may serve during your term of service only **once**.

For a complete listing of definitions:

https://www.cnvs.org/americorps/members_orientation.php

Recording Service Activities

- Members report on the number of **new** individuals served for each service activity performed during the reporting period.
- Members complete a service log for each **month** they are active, and for each **position description** they have.
 - If you did not serve any individuals in a given month, write zero!
- 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!

Tips on Recording Service Activities

- You can track this data 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.

Recording Community Volunteer Information

- CNVS also 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.
- These numbers demonstrate the impact of members on community volunteers.
- This information is also recorded on the service log.

Service Logs

This is the back of the time log-don't forget to complete, or hours will **NOT** be credited!

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Monthly Service Logs

Enter the number of new individuals served each month in each specific area of service and service activity. For more information, please refer to the section in your Member Handbook on Logging Service Activities. If you did not serve any new individuals this month, check the box below. **This form must be completed for you to receive credit for AmeriCorps hours.**

I did not serve any new individuals, nor did I recruit, train or supervise any non-AmeriCorps volunteers.

EDUCATION					
Population Served	Education	Literacy	Tutoring	Mentoring	Educational Enrichment Programs
# of <u>new</u> Children					
# of <u>new</u> Youth					
# of <u>new</u> Adults					
# of <u>new</u> Seniors					



POPULATION SERVED:
Children: 0-9 years.
Youth: 10-23 years.
Adults: 24-55 years.
Seniors: 56+ years.

HEALTH	
Population Served	Delivery of health services
# of <u>new</u> Children	
# of <u>new</u> Youth	
# of <u>new</u> Adults	
# of <u>new</u> Seniors	

NUTRITION	
Population Served	Nutritional Services
# of <u>new</u> Children	
# of <u>new</u> Youth	
# of <u>new</u> Adults	
# of <u>new</u> Seniors	

FIND DEFINITIONS OF SERVICE AREAS & ACTIVITIES:
www.cnvs.org/ameri corps/members.php

SOCIAL SERVICES/OTHER HUMAN NEEDS					
Population Served	Community Outreach	Economic Development	Environment	Disaster Prep/Rec/Relief	Housing or Shelter
# of <u>new</u> Children					
# of <u>new</u> Youth					
# of <u>new</u> Adults					
# of <u>new</u> Seniors					

SOCIAL SERVICES/OTHER HUMAN NEEDS (continued)					
Population Served	Public Safety	Social Work/Case management	Transportation	Volunteer Coordinator/Manager	Other Human Needs
# of <u>new</u> Children					
# of <u>new</u> Youth					
# of <u>new</u> Adults					
# of <u>new</u> Seniors					

COMMUNITY VOLUNTEER GENERATION: Non-AmeriCorps Volunteers	
# of Non-AmeriCorps Community Volunteers recruited, trained, or supervised by you	
# of hours contributed to the site by the non-AmeriCorps volunteers	

Logging Service Activities in BWBRS

- You will log activities under “service accomplishments” in the Member Menu.

- Follow the instructions in the BWBRS site:

<https://www.cnvs.org/americorps/bwbrs.php>

- You do not need to print out service accomplishments after logging online.

Logs Due

- Your AmeriCorps Program Director will notify you when logs are due.
 - Logs are due to CNVS generally within the first two weeks following the end of the reporting period.
- **BWBRS Users, refer to the BWBRS Schedule:**
 - Member hour logging due 5 calendar days from the end of the reporting period.
- Find BWBRS Schedule here:
<https://www.cnvs.org/americorps/bwbrs.php>

**The “reporting period” is the month for which hours are being credited.*

Mid-term Performance Evaluation Form

- This form is required for full (1700 hrs) and half-time (900 hrs) 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.

Mid-term Performance Evaluation Form

Service Site Mid-Term Performance Evaluation

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Required for Full (1700 hrs) and Half-time (900 hrs) Members Only

Member Name: _____ Program Name: _____

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 grow. Therefore, providing candid responses is very important. The following areas in which members can continually strive to better themselves. Evaluate the member based on her/his day-to-day performance at the Service Site and "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)

1. Demonstrates knowledge and preparation to provide service
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 program
13. Creative and/or resourceful in problem solving
14. Demonstrates concern for the quality, accuracy, and completion of tasks performed

Service Site Mid-Term Performance Evaluation

Site Supervisor's narrative evaluation:

AmeriCorps Member's self-evaluation:

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

Comments:

Member's Signature

Date

Supervisor's Signature

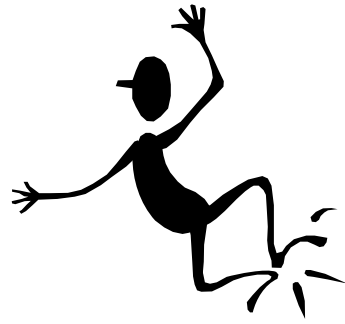
Date

Other Mid-year Information

- During the year, there may be changes in sites and positions and other *unforeseen* contingencies that can affect your education award.
- Visit the CNVS AmeriCorps Members' Site for information on policies and procedures.
- Be sure to let your AmeriCorps Program Director know of any change that could affect your eligibility to successfully complete AmeriCorps and earn the education award.

<https://www.cnvs.org/americorps>

CONGRATULATIONS!



- **Keeping track** of your service hours is your responsibility.

Remember, if you do not complete the minimum hour requirement, you receive **no portion** of the education award.

- Members can download forms at <https://www.cnvs.org/americorps/members.php>

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