



Marshfield Clinic Health System AmeriCorps OnCorps Timesheets

Afterschool Timesheet Categories:

1. Fundraising (Limited to 10% of hours or 170 hours)
 - a. Any fundraising activities, sales, supporting run/walks, gala's.
2. Training (Limited to 20% of hours or 340 hours)
 - a. Attending AmeriCorps trainings and webinars, staff training events, conferences, organizational training
3. In School
 - a. Providing in school classroom support, chaperoning, homework assistance, playground
4. Afterschool
 - a. Any afterschool programming after normal school hours, on school or off school grounds. Chaperoning, recreational, social, and academic.
5. Case management
 - a. Completing Academic Plus surveys (Parent, teacher and youth), Redcap, Personal Learning Plans, lesson planning/prep, etc.

Volunteer Wisconsin Timesheet Categories:

1. Fundraising (Limited to 10% of hours or 170 hours)
 - a. Any fundraising activities, sales, supporting run/walks, gala's. Cannot fundraise for general operating costs of the host site.
2. Training (Limited to 20% of hours or 340 hours)
 - a. Attending AmeriCorps events, trainings and webinars, staff training events, conferences
3. Effective Volunteer Management Practices (this is your main emphasis)
 - a. All volunteer management efforts
4. Other Capacity Building Service
 - a. Periodic service to better understand and benefit the member's community which falls outside their role as volunteer coordinator. Also assisting other AmeriCorps members with volunteer events. This mission driven work should be occasional and should not distract from the member's primary focus of increasing the effective management and engagement of volunteers. Activities should *not* include general administrative/front desk responsibilities or routine, maintenance cleaning. Anticipated activities should be noted on the last page of the Member Service Plan under Other Capacity Building Service.

Recovery Corps Timesheet Categories

1. Fundraising (Limited to 10% of hours or 170 hours)
 - b. Any fundraising activities, sales, supporting run/walks, gala's. Cannot fundraise for general operating costs of the host site.
2. Training (Limited to 20% of hours or 340 hours)
 - a. Attending AmeriCorps trainings and webinars, staff training events, conferences
3. Coaching (no limit on hours)
 - a. Case management, wellness planning, activities or events with clients,

4. Information & Education (no limit on hours)
 - a. Information dissemination via web, social media, handouts, flyers, program materials, presentations, speeches, educational events, etc.

Narratives:

Members must record a narrative in the “Description” portion of their OnCorps timesheet. Narratives should focus on activities related to the program’s scope of work (closing student achievement gap –or- volunteer management). Be sure sufficient narrative is provided so that both the Host Site Supervisor who approves timesheets and the State Commissioner who reads timesheets for audit purposes have a clear picture of the service that was performed. Keep it brief, but one word descriptions are typically not sufficient. Extra detail is required whenever more than eight hours are served on any given day.

Host Site Supervisors are responsible for ensuring that all activities are in accordance with the Member Service Plan, do not include any prohibited activities, and are recorded in the proper timesheet category (see above). Members should not reference time or number of hours within the narrative.

Examples:

Afterschool

		Training		Service		
Day	Fund raising	Training	In School	After School	Case Management	Total Hours
Mon Oct 12	0	0	4	3	1	8
Description:		During in school, updated daily homework, organized and researched geography activities for upcoming tests, and read Academic Plus research. During after school, tutored students in separate homework room.				
Tue Oct 13	0	0	6.5	2.5	.5	9.5
Description:		During in school, met with 4th grade teachers, created homework logs, organized math activity for homework room, and started creating geography activity for homework room. During after school, tutored in quiet homework room, helped lead FFF (kickball), and met with two parents to enroll their students in Academic Plus.				

Volunteer Wisconsin (two different members)

		Training	Service		
Day	Fund raising	Training	Effective Volunteer Management Practices	Other Capacity Building Service	Total Hours
Mon Apr 18	0	0	6	4	10
Description: Update volunteer log; oversee 7 tutors; research community partnership ideas; help with evening conferences					
		Training	Service		
Day	Fund raising	Training	Effective Volunteer Management Practices	Other Capacity Building Service	Total Hours
Fri Jul 08	0	1	6.5		7.5
Description: Check flyers on campus, chapter chair packet mailings, thank you notes, Facebook and website updates, webinar on recruitment					