



OnCorps Timesheets Marshfield Clinic Health System AmeriCorps

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.
6. AmeriCorps requirements
 - a. Activities that are part of your AmeriCorps program responsibilities that do not fit into a category listed above. Some examples might include; OnCorps timesheets, exiting paperwork, Serve Wisconsin surveys, community AmeriCorps educational opportunities such as presentations to community organizations, registration for midterm, 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 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. Capacity building activities that benefit the nonprofit but would generally be outside the role of a volunteer coordinator. These activities would not fit into any of the eight volunteer management practice areas of the Member Service Plan, nor would these activities be a standard expectation of every staff person for job effectiveness (like attending staff meetings or cleaning up computer files). Examples of Other Capacity Building Service include: doing mission-based research, providing direct service for a Child Abuse Prevention campaign, assisting or leading a weekly senior resident activity, or staffing a resource table at community events or conferences. These should be more occasional activities that do not distract from the member's primary focus of increasing the effective management and engagement of volunteers.
5. AmeriCorps requirements

- a. Activities that are part of your AmeriCorps program responsibilities that do not fit into a category listed above. Some examples might include; OnCorps timesheets, exiting paperwork, Serve Wisconsin surveys, community AmeriCorps educational opportunities such as presentations to community organizations, registration for midterm, etc.

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.
5. AmeriCorps requirements
 - a. Activities that are part of your AmeriCorps program responsibilities that do not fit into a category listed above. Some examples might include; OnCorps timesheets, exiting paperwork, Serve Wisconsin surveys, community AmeriCorps educational opportunities such as presentations to community organizations, registration for midterm, etc.

Narratives:

YOU MUST HAVE narrative for each day. 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, volunteer management, or recovery coaching). 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. A description is also required for sick days, vacation days or any other supervisor-approved time off (why did you not serve that day?)

Avoid words like:

Administrative, admin, cleaning, front desk support, secretarial, etc. Any words that trigger a question about prohibited activities or unallowable activities.

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.