

AmeriCorps
ACCESS Project

2019-20
Timesheet
Handbook



Get familiar with the headings

Here is the complete list of the two categories and descriptions of the activities for each subcategory: Service and Training. For instruction and specific examples continue onto corresponding page numbers.

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Service

This is the “meat” of your service. Unless you are in training, doing fundraising, or not in service, you will use this category. All these topics are client centered, as your service should be. The items in bold are the descriptions you can choose from under Service. Below each item is an explanation of what service fits that item. The explanations are not all inclusive. If you have a question about a service activity, please contact any of the ACCESS staff.

Disaster Preparedness Outreach/Workshop

This category includes the following service activities: Conduct disaster preparedness outreach, Conduct a disaster preparedness workshop, & Preparation of workshop materials.

Education Services

This category includes the following service activities: individual literacy tutoring; facilitate family communication and engagement in child(ren)’s education; communicating with parents regarding child(ren)’s progress; educating parents on U.S. educational cultural norms; connecting parents and the local school to address student development and student concerns through visits to the school, ensuring communication between parents and teachers; and serving as language interpreters as needed.

Employment Services

This category includes the following service activities: Case Management (employment plan, skills assessment), Coaching (resume writing, cover letters, interviewing skills, mock interviews, etc.), Computer Training (basic computer skills, online job search, online job application), Placement (contact employers, applications, job screening, post-placement support), Teaching ESOL (English to Speakers of Other Languages)

Other Client Services, Volunteer Recruitment & Community Outreach

This category includes the following service activities: Assist clients w/human services case management (including applying for social services); Conduct volunteer recruitment outreach; Orient, train, supervise, email/call, or coordinate w/volunteer sites; Develop lesson plans/activities for clients to be carried out by volunteers; Organize and conduct volunteer service assessment & appreciation activities; Community Outreach; Conduct client intake/assessment/orientation for agency services; Interpretation; Jury Duty or National Guard Duty; Leading ongoing client meetings on human service topics (parenting, school, nutrition, etc.); Lesson Planning (i.e., employment, ESOL, citizenship, cultural orientation, etc.); National Identity Day Service Project; Scheduling Interpreters; Teaching Citizenship; Transportation of clients; Translation of documents; and Updating Client Files. In addition, this category

includes: Collaborating with other AmeriCorps members to plan National Identity Day service projects, Site agency meetings with supervisor and/or other staff to discuss client programming, Meeting with AmeriCorps Staff, Meeting with Partner Agency Staff, and Completing AmeriCorps program documentation.

Training

The Training Categories includes time spent not providing direct services to clients. Training and meetings fall under this category.

AmeriCorps Training

This category includes the following required service trainings: AmeriCorps Launch, AmeriCorps Spring Summit, Citizenship, Communication, Conflict Resolution, CPR & First Aid, Disability & Inclusion, Diversity, Graduation, Immigration Law, Life after AmeriCorps, Orientation, Professional Interpreter, Teaching ESOL, and Volunteer Recruitment/Management/& Retention.

Fundraising

The fundraising category includes any of the following allowable fundraising activities. (1) Planning and organizing fundraising events includes organizing and coordinating car washes, benefit concerts, drives (books, school supplies, furniture, cleaning supplies clothing, etc.) (2) Searching and writing non-federal grants to support program's service activities at the service site. (3) Soliciting donations of goods and/or monetary donations, developing promotional materials, and communicating & coordinating with community groups (churches, individuals, schools, etc.)

100% of all proceeds must benefit client programming. AmeriCorps members are not allowed to fundraise for organizational capacity.

Site Specific Training

This category includes the following service site specific trainings: Service Site Orientation and Service Site Specific Trainings (as required by site supervisor and PRE-APPROVED by ACCESS staff).

Travel Time to AmeriCorps Training or Service Project

This category includes travel time to and from any AmeriCorps trainings and/or service projects. Service site specific trainings do not qualify.

Comments

Each timesheet has a comment section. This section is to be used to identify days when a member is not in service, days the member serves that are outside of their regular schedule, and to explain any additional hours served. After each AmeriCorps training, an email will be sent out that will detail how to record hours and what comment to use. You will need to copy and paste the comment provided.

Below you will find examples of acceptable comments for different situations.

Examples:

Situation	Comment
Vacation Leave	10/15 to 10/18 – Pre-approved leave.
Sick Leave (pre-planned)	11/4 – Medical Appointments – pre-approved leave.
Sick Leave (unplanned)	11/4 – Sick – supervisor notified.
Emergency Leave	11/6 – Family Emergency – supervisor notified.
Service Site Specific Training	9/16 – Service Site Orientation. 10/22 – Site Training – Tutoring webinar.
Serving on a non-regular service day	10/26 – Make a Difference Day outreach event.
Not serving on a regular service day	10/28 – Not in service. Pre-approved schedule change.
Jury Duty	11/11 to 11/13 – Jury Duty.
National Guard Duty	11/11 to 11/13 – National Guard Duty.
Suspension	12/2 to 12/6 – Suspension.
Inclement Weather	12/10 – Inclement weather – service site closed.

For any leave situations, only list a comment if you were out of service for the entire day. You do not need a comment if you were only out for a short period of time and did earn service hours on that date.

Comments should be placed under the day of service to which it relates. For instance, if you were sick on 11/4, then the comment should be placed under 11/4 and not in the general comments at the bottom of the time sheet.

If you encounter a situation not listed above or have a question regarding what is an acceptable comment, please contact the ACCESS staff for assistance.