

XYZ AmeriCorps OnCorps Timesheet Categories

Service Activities

These activities are service activities and will be found in your timesheet under service.

◆ **Campus Student Support**

- Any time/activity spent working directly with or planning for sessions with your students.
- Any time spent working on files, rosters, or entering data in XYZTMS
- Any time spent working with students in non-XYZ after school activities on your campus
 - Ex. ACE/21st Century, Athletics, Boys and Girls Club, etc.
 - These hours will require a HOF

◆ **Individual/Group Supervision**

It is expected that your Site Supervisor will provide at least one hour of individual supervision per week. Group Supervision should be done every other week.

◆ **Other XYZ/AMC Support**

- Any time spent participating in approved activities with other XYZ or AmeriCorps campuses or programs.
- Members may be notified of these opportunities via email and/or the AmeriCorps member newsletter.
- These hours will require a HOF. See below for more details regarding the HOF.

◆ **AmeriCorps Day of Service/Volunteer Recruitment**

- Use when fulfilling your AmeriCorps Day of Service or Volunteer Recruitment requirement
- AmeriCorps Days of Service are:
 - MLK Day of service (**Monday, January 18, 2021**)
 - AmeriCorps Week (**March 7-15, 2021**)
 - National Service Recognition Day (**Tuesday, April 6, 2021**)
 - 9/11 Day of Service (**September 11, 2021**)
- Volunteer Recruitment
 - This does not have a set length of time, but it must be pre-approved by your PC before it is completed
 - Requires a volunteer recruitment sign-in sheet that is turned in as proof of your time spent doing recruitment.
 - Your Program Coordinator will email this to you upon approval of your Volunteer Recruitment event.



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Training Activities

These activities are training activities and will be found in your timesheet under training.

◆ **XYZ/AmC Trainings**

All trainings hosted by XYZ or XYZ AmeriCorps. Any time spent at the **member retreat, pre-service orientation (PSO), resource days, intern trainings, and agency all-staffs.**

◆ **External Trainings/Field Seminar**

Any training **NOT** hosted by XYZ or XYZ AmeriCorps, **AND** not on your school campus. Some examples include: Social Work Conference, Austin Healthy Adolescent (AHA) trainings, YWCA trainings, etc.

All External Trainings require pre-approval from your PC.

All External Trainings and Field Seminar require an Hours Opportunity Form (HOF).

- **Seminar** - EAO Members may count hours for their seminar/internship class that is directly related to their internship.
 - Maximum of **6** hours per month.
 - **Up to 1.5 hour per class for weekly classes**
 - **Up to 3 hours per class for bi-weekly classes**
 - Hours may only be counted once the member has signed the Member Service Agreement; therefore *no classes prior to the Member Service Agreement may count towards the member's AmeriCorps hours.*

◆ **Reflection Trainings**

On your timesheet, the following activities will all be recorded as Reflection Trainings. The Member will enter the specific activity (Reflection Journal or Great Story) in the description.

- **Reflection Journal** - Write a personal reflection on your month of service, reflecting on successes and struggles.
 - Maximum of 1 per month.
 - Submit via OnCorps – go to submit report and select Reflection Logs
 - Entries should be 300-500 words.
- **Great Stories** – A wonderful way to share the true impact of your service with AmeriCorps staff and XYZ AmeriCorps funders.
 - Maximum of 1 per month.
 - Submit via OnCorps – go to submit report and select Great Stories
 - Members must submit between 1-2 pages with a maximum font of 12 pt.



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- Focus on the true impact of XYZ AmeriCorps and be specific (who, what, where, when, why, how). Do **not** use real student names or initials.
- Have a strong opening and closing line. Use the word “AmeriCorps” and use present tense (“I serve”)
- End on the “big picture” of why your story/service matters

Fundraising Activities

These activities are fundraising activities and will be found on the timesheet under fundraising.

◆ **Fundraising for XYZ AmeriCorps**

You will not use this category unless determined by your AmeriCorps Program Coordinator.

Lunch and Time-Off Activities

These activities are for lunch breaks and days you are not serving. Time recorded under these categories will not count toward your service, but helps AmeriCorps staff better track specific non-service activities during regular service times.

◆ **Lunch**

Use this code when you take a lunch break.

- Speak with your Site Supervisor to determine what is considered a working lunch and what is considered a lunch break.
- *You are not obligated to use this category **unless** you take a lunch break.*

◆ **Time-Off**

- **ISD Holiday** – Use this code to denote school district holidays and breaks during which you perform no service hours.
 - These holidays include Thanksgiving break, winter break, MLK Day, spring break, Memorial Day, etc. Clock in for 1 hour.
 - If you perform other service activities on an ISD Holiday (SC, MR, BR, MS, etc.) record these hours in addition to your 1 hour of ISD Holiday.
- **Sick** – Use this code when you are unable to complete your regular service hours due to illness.
 - Missing more than 3 consecutive days of scheduled service requires a doctor’s note.
- **Personal Leave** – Use this code when you take personal leave.

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- Personal Leave requires prior notice by completing and turning in a **Leave Request Form**. This form must be signed by your Site Supervisor and submitted to your Program Coordinator **at least 10 days prior** to the first day of requested leave. The AmeriCorps Director will review emergencies on a case-by-case basis.