

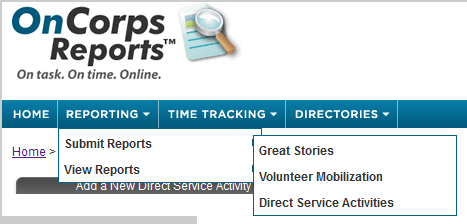
**2016-2017**

*Greetings JV AmeriCorps members! Please review the instructions below and let us know if you have any questions.* ***Accurate and regular timekeeping and reporting*** *are essential for us to keep our program going and make sure everything stays on track for a successful program year!*

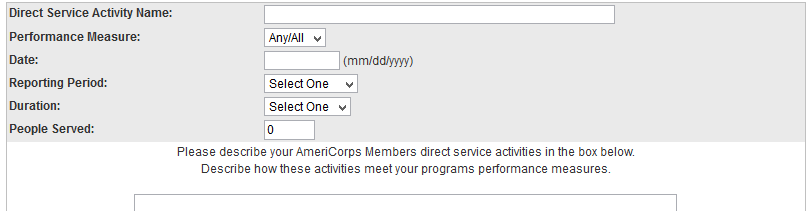
**Direct Service Activity**

*Direct Service Activity Reports need to be submitted EACH MONTH OF SERVICE to complement your timesheets! These reports are to be a 2-3 sentence summary of your service activities for the month. These reports* ***verify*** *that you are doing service activities as outlined in your position description that steer clear from prohibited activities.*

Here's how you submit direct service reports:



After you've logged into OnCorps, go to **Reporting > Submit Reports > Direct Service Activities > Add a New Direct Service Activity**.



* The **Direct Service Activity Name** is simply called "August" (or whichever month you are reporting).
* Put in the **Date**.
* Add the number of **People Served**.
  + This should be an **unduplicated count** for the entire length of the year. That means, if you have served and counted clients/students/patients in August, they would not again be counted in September or later months. You only count ‘new’ clients each month.
* The **Duration** is monthly.
* From the **Reporting Period** menu, select **Q1**.
* **THEN** you get to share **a few lines** of text about what you've been doing over the past month.  This should be a brief overview of your service for the month- think **3 sentences**! *DON’T* copy and paste the same text every month – we know different things happen!!

This is where you need to...**WATCH YOUR LANGUAGE $##&%(%)$#%$!!!!!!!!**

**Watch Your AmeriCorps Language**!! It's essential that, in case of an audit, none of your reporting could be misinterpreted as "prohibited" AmeriCorps activities. This means **no non-approved fundraising,** other prohibited activities, or anything that sounds like employee displacement. Generic office activities such as answering phones and sitting at the front desk are often put into question when not framed in a way that describes how they support your specific program and its beneficiaries. For example, spending time at **the front desk could be reported as directing clients to\_\_\_\_\_\_\_\_ services**.

**Other important AmeriCorps terms:**

**MEMBER** ***not* staff, employee, or volunteer**

**SERVICE *not* work or shift**

**PLACEMENT OR AGENCY *not* office, job, or workplace**