**JV AMERICORPS MEMBER**

**IMPORTANT TASKS!**

**2017-2018**

***Ya gotta absolutely, positively, unequivocally, do the following for a successful service year!***

**17-18 JVC Northwest AmeriCorps Program Service Year Tasks**

**OnCorps Reporting** - http://jvcnorthwest.oncorpsreports.com/

* Timesheets must be submitted and approved for *each month of service* to reach at least 1700 hours
  + Due by the 5th of each month
* Direct service activity reports must be submitted for *each month of service*
  + Due by the 5th of each month
* Volunteer mobilization reports must be submitted for *each month of service, even if you do not mobilize/recruit volunteers.* (Just put 0’s in the boxes and in the comments section, write “I do not manage volunteers)
  + Due by the 5th of each month
* *One or more* Great Story/Impact Snapshot must be submitted for the service year
  + Due by May 1

**Performance Measures** - Submit performance measure data for your assigned measure

* **Capacity Building** – Two capacity building projects must be completed and forms submitted. One Organizational Pre Assessment and one Organizational Post Assessment must be submitted.
  + [Organizational Pre Assessmen](http://r20.rs6.net/tn.jsp?f=001HuL6BSXLdSZwVfmwWdnGsuSZeXZyItMGLEjXEt7fMl8xgnfBhn4b5pac1wZ1bwSsyWvqRGRFYU4V7QFmHNGhFWBgu8h4lb8Gu9RIgMEjJll4HCC_GsjSDK2Stbf_jOyO2XDhZ6yLWtMW3ToI1mCZVAIDPhFL23pFHslr4-tWtJ225450xpa40WiNgN4TmCen&c=cSalraOTFGVZrtKpdydh27NSkBFQoKVigampLn_O9wUQC21GPLHefQ==&ch=5h33_dg83vOkUFGBgaeZzrW_5NACj3OLJtSrp-UAC5miy4LDxHO3zQ==)t- dueNov. 10
  + Project 1 [Planning Form](https://docs.google.com/forms/d/e/1FAIpQLSfzamNRBhc-HxHunkf_U48qaT2YnMwdDw2iaqcOsGgSNpgSyw/viewform)- due Nov. 10
  + Project 1 [Completion Form](https://docs.google.com/forms/d/e/1FAIpQLSdO4sUmAE2er4Z7TSCKAwFp8DpJCqA91F01LjRvN5cOW0mjyQ/viewform)- due Feb. 16
    - Once completion form is submitted, JV must notify site supervisor to submit confirmation form
  + Project 2 [Planning Form](https://docs.google.com/forms/d/e/1FAIpQLSfzamNRBhc-HxHunkf_U48qaT2YnMwdDw2iaqcOsGgSNpgSyw/viewform)- due Feb. 16
  + Project 2 [Completion Form](https://docs.google.com/forms/d/e/1FAIpQLSdO4sUmAE2er4Z7TSCKAwFp8DpJCqA91F01LjRvN5cOW0mjyQ/viewform)- due May 18
    - Once completion form is submitted, JV must notify site supervisor to submit confirmation form
  + Organizational Post Assessment- May 31 (form available closer to due date)
* **Education** **(Academic Support)** - Monthly tracking forms must be emailed to AmeriCorps Program Manager, Rebecca Sutton-Kanyako at [rsutton@jvcnorthwest.org](mailto:rsutton@jvcnorthwest.org), through service end with follow up rating forms due in April/May
  + Due by the 5th of each month

**Education (Teacher & Academic Support)** - Complete the Fall Baseline Student Rating Form and the Spring Follow Up Student Rating Form

* + Email forms to AmeriCorps Program Manager, Rebecca Sutton-Kanyako at [rsutton@jvcnorthwest.org](mailto:rsutton@jvcnorthwest.org)
* **Health** - Monthly tracking forms must be emailed to AmeriCorps Program Manager, Rebecca Sutton-Kanyako at rsutton@jvcnorthwest.org, through service end
  + Due by the 5th of each month

**Evaluations** -Your Site Supervisor will receive an evaluation form one month before form is due. You will need to fill out the form with them, sign, and date the document

* **Mid-Term Evaluation submitted to AmeriCorps Program Manager by Friday February 16th**
* **Year-End Evaluation submitted to AmeriCorps Program Manager by:**
  + Mid-May, if your term of service ends in May
  + Mid-June, if your term of service ends in June
  + Mid-July, if your term of service ends in July

**Tasks to Compete at END OF THE YEAR in the AmeriCorps Portal *to officially exit*** (<https://my.americorps.gov/mp/login.do>)

* Fill out your portion of the Exit Form and *certify your hours* of service
* Complete the AmeriCorps Member Exit Survey (this should be automatically prompted after you exit the portal and/or via your person email)

**Resource Website** – To access AmeriCorps related instructions and documents throughout your service year, please visit <http://jvcnorthwest.org/jvresources>. Password is **NeverGiveUp**