

Direct Service Activity Reports

*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 JV AmeriCorps-related 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**.

Direct Service Activity Name:	<input type="text"/>
Performance Measure:	<input type="text" value="Any/All"/>
Date:	<input type="text"/> (mm/dd/yyyy)
Reporting Period:	<input type="text" value="Select One"/>
Duration:	<input type="text" value="Select One"/>
People Served:	<input type="text" value="0"/>

Please describe your AmeriCorps Members direct service activities in the box below.
Describe how these activities meet your programs performance measures.

- 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** share **a few lines** of text about what JV AmeriCorps-related service activities 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! Because of our grant recruitments and our audit, it's essential that 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 (subbing). 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*