SERVICE HOUR RECORD GUIDANCE

Service Hour Records on IPT function as the official documentation of service hours for your AmeriCorps term. Recording hours accurately and according to this guidance is a requirement. Please review carefully and reference this throughout your term.

Screenshots of a Service Hour Record on IPT

Utah AmeriCorps Service Hour Record

Member Name: Wallis, Arthur   Month: October

Member development hours (training/education) are only applicable when they reflect the AmeriCorps service that the member credits to the education award he or she will receive. Only 20% of the entire member's credited service hours can be dedicated to education and training, even if more hours have been spent in this area.

Direct service hours are when a member is working directly with people to make change, or doing work that is involved in making that ~~~~~~~~~~~~~~ ~~~~te 70% or more of an AmeriC~~~~~~

**Fun~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~gram Director. A member m~~~~~~~~~~~~~~ servic~~ performing fundraising activities.

> *Prepopulated with dates of this month*

> *Record hours in appropriate column(s)*

> *Dropdown menu with set description categories*

Day	Description of Days Activities	Member Development	Direct Services	Fund Raising	Total
10/01/15	No Hours Served		0		
10/02/15	Volunteer Recruitment/Coordination/Management Environmental Education		2		2
10/03/15	Volunteer Recruitment/Coordination/Management Environmental Education		4		4
10/04/15	No Hours Served		0		
10/05/15	No Hours Served		0		
10/06/15	Volunteer Recruitment/Coordination/Management Environmental Education				
10/07/15	Volunteer Recruitment/Coordination/Management Environmental Education		2		2
10/08/15	No Hours Served		0		
10/09/15	Volunteer Recruitment/Coordination/Management Environmental Education		6		6
10/10/15	Volunteer Recruitment/Coordination/Management Environmental Education		6		6
10/11/15	No Hours Served		0		
10/12/15	No Hours Served		0		
10/13/15	Member Development/Training Volunteer Recruitment/Coordination/Management Environmental Education	1	2.5		3.5
10/14/15	Volunteer Recruitment/Coordination/Management Environmental Education		4		4

Date	Description			
10/18/15	No Hours Served		0		
10/19/15	Volunteer Recruitment/Coordination/Management Environmental Education		2.5		2.5
10/20/15	Volunteer Recruitment/Coordination/Management Environmental Education		4		4
10/21/15	Member Development/Training Environmental Education		4		4
10/22/15	No Hours Served		0		
10/23/15	Volunteer Recruitment/Coordination/Management Environmental Education		4.5		4.5
10/24/15	No Hours Served		0		
10/25/15	No Hours Served		0		
10/26/15	Volunteer Recruitment/Coordination/Management Environmental Education		3		3
10/27/15	Member Development/Training Volunteer Recruitment/Coordination/Management Environmental Education	.5	2.5		3
10/28/15	Member Development/Training Volunteer Recruitment/Coordination/Management Environmental Education	.5	4		4.5
10/29/15	No Hours Served		0		
10/30/15	Member Development/Training Volunteer Recruitment/Coordination/Management Environmental Education	1	3		4
10/31/15	No Hours Served		0		
	Totals	3	60.75		63.75

[SAVE WORK] ← **Save entries through the month**

Electronically sign at the end of the month

Member Electronic Signature: (Wallis, Arthur): Arthur Wallis Nov 2, 2015 4:07 PM

Supervisor Electronic Signature: (Mesner, Nancy): nancy mesner Nov 2, 2015 4:31 PM

Office Reviewer Signature: (Lindsay Thalacker): *Click to sign Completed Document*

Office Reviewer 2 Signature: (Sean Damitz):

Your site supervisor will note here any corrections that need to be made when they review your hours.

Clear Student Signature
Supervisor - reason signature was cleared:

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

[CLOSE]   [SAVE]

- ✓ **Description of Days Activities**
  - • There are only 5 descriptors. Choose the descriptor(s) that <u>best</u> relates to your days' activities
  - • Follow guidance on next page for what descriptors correspond to the 3 hours category columns
- ✓ **Hours Category Columns**
  - • Follow guidance on next page for which column to record hours in
- ✓ All fields must have a text entry in order for the form to submit. Enter 0 or NA, as needed.
- ✓ <u>Save</u> your entries as you go using the "Save Work" button
- ✓ Sign and submit your hours by the **5th of the following month** using the blue signature link

How to Record Hours

Daily hours must be described using one or more of the categories in the dropdown menu. Certain descriptors correspond to certain types of hours:

Member Development Hours

Hours when YOU received training and professional development related to your UCC AmeriCorps position. These hours can only account for up to 20% of your total AmeriCorps hours. Use the following descriptor for ALL Member Development hours:

- "Member Development/Training"

Direct Service Hours

Hours when you are directly working with people and/or the environment to make a difference and create change related to the environmental/conservation goals of your position. Direct Service must account for at least 70% of your total service hours. Use one or more of the following descriptors for Direct Service Hours. Remember, use the one that best relates.

- Volunteer Recruitment/Coordination/Management
- Environmental Education
- Habitat Restoration
- Trail Building and Maintenance

Fundraising

The type of fundraising time you can count as AmeriCorps service hours is very restricted and must be approved by UCC staff. See your Member Service Agreement Addendum in your IPT forms list for reference. Approved fundraising can account for up to 10% of total hours.

Rules and Notes

- ✓ Service Hour Records are due by the 5th of the following month
- ✓ No recording of service hours ahead of time.
- ✓ Nearly all of your hours should be recorded as Direct Service
- ✓ Your site supervisor will be notified by email when you complete your monthly Service Hour record. They will review and sign if approved, or they will write corrections in the comment box and clear your signature, if needed.
- ✓ You can track cumulative hours towards your minimum service hour requirement using the "Dashboard" feature. See screenshot and notes on the next page.
- ✓ You are responsible for managing hours over the course of your service term in order to reach the minimum hours requirement by your end date.
- ✓ You must record at least the minimum number of service hours for your term in order to receive your AmeriCorps Education Award.

Service Hour Dashboard

Use this tool to keep track of your hours progress throughout your term of service. The link to this page is found at the top of your Student Detail page.

UServeUtah AmeriCorps Member Tracking System

Logged in: **Lindsay Thalacker**
AmeriCorps Program Director   Logout | Help | Forum **(New Posts)**

| Home | Service Site List | Site Supervisor List | **Student List** | Group List | Reports |

Student List > Student Detail > Dashboard

Dashboard
Jan 12, 2016

**Hours recorded in the dashboard reflect all hours entered into the system and may include hours that have not yet been approved. Please verify that your service hour records have all been signed and approved in order to get the most accurate reflection of your service on this dashboard.
Completion of your term requires that time and attendance record keeping be conducted by the individual who supervises the AmeriCorps member. This time and attendance record is used to document member eligibility for in-service and post-service benefits. Time and attendance records must be signed and dated both by the member and by an approved individual with oversight responsibilities for the member. **

Last Name	First Name	Member Development Total	Direct Service Total	Fund Raising Total	Total Hours	Total Required	Total Remaining	Terms of Service	End Date	Hrs per Wk
Arnold	Chandler	7	610	0	617	1700	1083	1700 hours	08/10/2016	36.0

Must be less than 20% of "Total Required" at the end of your term.

Must be at least 70% of "Total Required" at the end of your term.

This shows the average number of hours of week you need to put in to reach the minimum number of service hours by your end date. The number will adjust as you record hours. For an accurate average you will need to be up to date recording hours in your Service Hour Records.

Change of site supervisor, concerns about reaching your service hour requirement, and any other questions related to recording of service hours should be directed to Lindsay Thalacker, UCC AmeriCorps Coordinator, at Lindsay.thalacker@usu.edu, or (435) 797-0964 x1.