



| <b>All JV AmeriCorps Members</b> |   |            |  |
|----------------------------------|---|------------|--|
| <b>What</b>                      | <b>Due</b>  | <b>How</b> | <b>Why</b>   |
| <b>Timesheets</b>                | Monthly<br>Due by the 5 <sup>th</sup> of the next month | OnCorps    | Verifies service hours and term of service; is supporting documentation for distribution of living allowances and education awards   |
| <b>Direct Services Reports</b>   | Monthly   | OnCorps    | Verifies service activities completed (that they match position description and do not include prohibited activities); brief factual statements about services rendered each month, include unduplicated counts of those served (i.e. clients/students/etc.) |
| <b>Volunteer Mobilization</b>    | Monthly   | OnCorps    | Provides unduplicated counts of the volunteers managed/recruited; this is an AmeriCorps priority area that all programs need to report on  |
| <b>Great Stories</b>             | 1+submissions   | OnCorps    | Provides stories about JV AmeriCorps member experience of service so that the JVC Northwest Office can know of the great things happening on the ground, share with stakeholders to honor and keep the program going   |

| <b>Capacity Building</b>           |            |  |   |
|------------------------------------|------------|--|---|
| <b>What</b>                        | <b>Due</b> | <b>How</b>                                     | <b>Why</b>  |
| <b>Organizational Assessment</b>   | Oct 31     | Paper - Submitted by SUPERVISOR                | Provides information about organization's; helps identify capacity building projects; used for evaluation.                                  |
| <b>Capacity Building Project 1</b> |            |  |   |
| <b>Planning Form</b>               | Oct 31     | Google form (paper as backup)                  | Confirms that project is being planned; collects information about intended project for evaluation; allows JVC Northwest to support effort. |
| <b>Completion Form</b>             | Feb 1      | Google form (paper as backup)                  | Confirms that project has been completed and provides vital detail for performance measurement and evaluation.                              |
| <b>Supervisor confirmation</b>     | Feb 1      | Google form (not needed if completed on paper) | Confirms that site supervisor has certified that the project was completed.   |
| <b>Capacity Building Project 2</b> |            |  |   |
| <b>Planning Form</b>               | Feb 1      | Google form (paper as backup)                  | Confirms that project is being planned; collects information about intended project for evaluation; allows JVC Northwest to support effort. |
| <b>Completion Form</b>             | May 1      | Google form (paper as backup)                  | Confirms that project has been completed and provides vital detail for performance measurement and evaluation.                              |
| <b>Supervisor confirmation</b>     | May 1      | Google form (not needed if completed on paper) | Confirms that site supervisor has certified that the project was completed.   |

Note: Supervisors and JV members will have one additional tool to help in developing capacity building projects: the Capacity Building Menu. This does not have to be filled out or submitted, it is just a helpful tool for determining possible capacity building projects.