

WBRS Transition to My AmeriCorps Time Log Database Development Worksheet

My AmeriCorps will be used to track: Member recruitment, Member Enrollment, Member Exits

Creation of new online database for purpose of tracking time logs. Can incorporate “wish list” of functions you only dreamed WBRS could do!

Fields	Duplicate Entry	Function/Purpose	Yes/No
Name (first and last)*	•		
Middle (initial)	•		
Current address/city/state/zip	•	Download list of addresses into Excel/Print out mailing labels	
Permanent address/city/state/zip	•		
Phone	•	Download phone list into Excel	
Email address	•	Download list of email addresses into Excel	
Social Security number	•		
Birth Date	•		
Term of Service (300, 450, 675, 900, 1700)	•	Tally of how many of each by subsite/by program as a whole by grant year	
Start Date	•		
Exit Date	•	Print End of Year Evaluation Form	
Contract End Date	•	Report of how many days remaining for Members – automatic field	
Status: Active/Suspended/Reinstated/Exited	•	Download list of current Members	
Status (Dates Suspended and Reinstated)	•	Track new contract end date	
Exit with full award or no award	•	Calculate actual amount of scholarships earned	
Grant Year	•	Download list of Members by Grant Year	
Time Logs		Track time logs (ensure Member Development Hours do not exceed 20%, and Fundraising Hours do not exceed 10%)	
Member Development Hours			
Direct Service Hours			
Fundraising Hours			
Check off that Reflections turned in			
Criminal Background Check Date submitted			
Criminal Background Check Date results returned		Print Criminal Background Check Verification Form	
Location of Criminal Background Check report		Print Criminal Background Check Verification Form	
Site placement (organization)			
Site placement address/city/state/zip			
Site Supervisor			
Site Supervisor email address			

Fields	Duplicate Entry	Function/Purpose	Yes/No
Priority area (Education, Health, Community Strengthening)		Download a list of Members by service type	
Service State (UT, CO, AZ, NM, MT)		Download a list of Members by state (i.e. statewide conference in Utah)	
Date of Orientation			
Congressional District (By service site placement)		Automatic field. Inform legislators about UCAN Serve service in their congressional district.	
Congressional Representative name		Automatic field	
Congressional Representative address/city/state/zip		Automatic field	

*If enrolled in two terms, then no second entry – use same record for second enrollment on another page

Fields - Automatic Calculation / Automatically filled in fields	Yes/No
Monthly Time Log Totals (Direct Service, Member Development, Fundraising Hours)	
Cumulative Time Log Totals (Direct Service, Member Development, Fundraising Hours)	
Percentage Fundraising Hours – alert in RED if over 10%	
Percentage Member Development Hours – alert in RED if over 20%	
Number of Hours Remaining	

Functions	Yes/No
Login for Program Managers	
Login for Coordinators to their particular subsite – all access	
Login for Coordinators to their particular subsite – read only	
Login for Members to their record – read only	
Categorized by Subsite	
Find a Member	
List of Members by Subsite (alpha order) – Assembled by alpha order A-Z, not page numbers	
Separated by grant year	

Forms	Information Contained form	Yes/No
Criminal Background Check Verification Form	Member name, date results returned, location of results, Subsite/ Site Placement	
Mid-Year Evaluation Form	Member name, Term of service, Cumulative Time Log Totals, Subsite	
End of Year Evaluation Form	Member name, Term of service, Cumulative Time Log Totals, Subsite	

Reports (list Members in alpha order)	Information Contained in Report	Yes/No
List of Members by subsite (or program as a whole) by grant year	Member Name, Subsite, Grant Year, number of 300s, number of 450s, number of 675s, number of 900s, number of 1,700s (by subsite, or as a program as a whole)	
List of Members by subsite (or program as a whole) by month	Name, Subsite, Grant Year, number of 300s, number of 450s, number of 675s, number of 900s, number of 1,700s (by subsite, or as a program as a whole) for the month	
Actual amount of scholarships earned per subsite (or program as a whole), by grant year and aggregate	Subsite, grant year, scholarships actually earned (excludes those exited with no award)	
Actual amount of hours recorded by subsite (or program as a whole), by grant year and aggregate	Subsite, grant year, number hours served (includes those exited with no award)	
Download list of Members/Site Placements by Congressional District	Congressional district, Congressperson, address, city, state, zip, Site placements, Total hours served in that district (by grant year), Amount of scholarships awarded in that district (by grant year)	
List of Members by contract end date.	List on home page those Members within 30 days of contract end date. Member name, contract end date.	
List of Members who have not turned in hours for 2 months or more	List on home page those Members who have not turned in hours for 2 months or more. Member name, last time log entered.	
Report on number of hours by priority area by subsite.	Subsite, priority area, number of hours.	
List of Active Members who have completed 100% of their term of service.	List on home page those Members who have completed 100% of their hours, just need to exit. Member name.	

Downloads (list in alpha order)	Information Contained in download	Yes/No
Download list of contact information: address, phone, email address (use for mailing labels, phone list, correspondence by email) by grant year, by "active" status, by service state, by subsite	Member name, address, city, state, zip, phone, email address	
Download a list of Members by service priority area (education, health, community strengthening), by state or by subsite (or program as a whole)	Member name, address, city, state, zip, phone, email address, service priority area	

