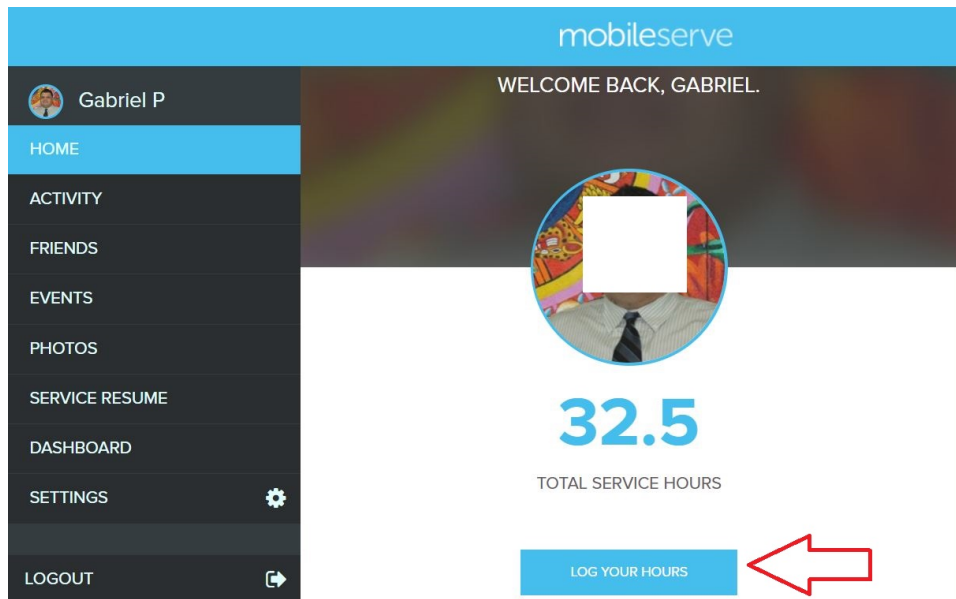


Mobile Serve – VOCAL AmeriCorps Service Log Instructions



- Click on “Log Your Hours”
- Select the date of the last day of your service week (ask your supervisor if you are not sure)

LOG YOUR HOURS

RECORD YOUR HOURS HERE

October 18, 2018

0.00

TOTAL SERVICE HOURS

SERVICE DETAILS

SERVICE ORG

VOCAL AmeriCorps 2018-2019

CATEGORY

LOG YOUR HOURS

RECORD YOUR HOURS HERE

October 14, 2018

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

SERVICE

VOCAL AmeriCorps 2018-2019

CATEGORY

- We suggest using the Sunday of your service week as the last day of service for the week.

- This represents the end of the week and you may report hours from the previous Monday

- EXAMPLE: The calendar above displays an end date of 10-14-2018

- You will report hours from 10-08-2018 to 10-14-2018 using this log entry

RECORD YOUR HOURS HERE

October 14, 2018

32.50

TOTAL SERVICE HOURS

SERVICE DETAILS

Type the name of the HOST-SITE you serve at

VOCAL AmeriCorps 2018-2019

CATEGORY

TELL YOUR STORY

- CATEGORY
- Fundraising
- Service
- Training

- NOTE: You must click on the "VOCAL AmeriCorps 2018-2019" check box to report hours to our program
- Then click on the "CATEGORY" drop down menu to select the type of log activity you are reporting on
- NOTE: There are three categories: Fundraising, Service, and Training

VOCAL AmeriCorps 2018-2019 Service

10/08/2018 9 a.m. to 5 p.m. (8 hours) Assisted in the compilation of member orientation materials which included binders and name tags. I participated in the weekly meeting in

[WANT TO GEO-VERIFY?](#)

[ATTACH MY LOCATION](#)

[LOOP IN YOUR LEADERS](#)

Enter your supervisor's name and email, and we'll send them a chance to confirm your hours.

[SUBMIT HOURS](#)

- Enter the date of activities, the time range they were done and the amount of hours they were per day of activity.
- EXAMPLE: 10/08/2018 – 9 a.m. to 5 p.m. (8 hours)
- Enter your supervisor’s name as it appears on the organization’s roster, identification or business card
 - For example. (Gabriel Perez, not Gabe Perez)
- Enter your supervisor’s e-mail
 - Make sure your spell it correctly
 - Make sure your supervisor approves e-mails being sent there
 - Confirm your supervisor receives them when sending them the first couple of times

1.00
TOTAL SERVICE HOURS

[SERVICE DETAILS](#)

[Literacy Volunteers of Illinois](#) ✕

VOCAL AmeriCorps 2018-2019 Fundraising

09/02/2018 5 p.m. to 6 p.m. (1 hour) I assisted staff with receiving gifts of bottled water from local vendors for use in our night time GED program.

[LOOP IN YOUR LEADERS](#)

- Fundraising activities may occur from time to time that directly benefit classes, volunteer efforts you assist in coordinating, etc.
 - Refer to your program orientation binder for details on allowable fundraising activities

8.50

TOTAL SERVICE HOURS

SERVICE DETAILS

Literacy Volunteers of Illinois ✕



VOCAL AmeriCorps 2018-2019

Training

09/07/2018 (9 hours) I participated in my VOCAL AmeriCorps Member orientation. Hours include my travel time in and back from the event.



VOCAL AmeriCorps 2018-2019

Service

10/08/2018 9 a.m. to 5 p.m. (8 hours) Assisted in the compilation of member orientation materials which included binders and name tags. I participated in the weekly meeting in

WANT TO GEO-VERIFY?

ATTACH MY LOCATION

LOOP IN YOUR LEADERS

Enter your supervisor's name and email, and we'll send them a chance to confirm your hours.

- Training hours are counted weekly (if you attend them) for AmeriCorps training, training offered by or with your organization, events with VOCAL AmeriCorps (such as Opening Day) and any service related activity demonstrating approaches to National Service duty or your host-sites procedures related to your service
- Training hours are counted for events you participate in as the audience/learner
- If you are unsure that your training opportunity is allowable or a potential prohibited activity (detailed in your orientation binder) contact VOCAL AmeriCorps for activity verification
- The bulk of your log entries will be for direct service activities with vary from host-site placements to others
- You will be reporting on your allowable activities
- Activities range from tutoring, coordinating, facilitating, coaching, and assisting to proctoring, creating, distributing, etc.
- If you are unsure that your service activity is unallowable or a potential prohibited activity (detailed in your orientation binder) contact VOCAL AmeriCorps for activity verification before you do it

Below is an example of a week of service (taken from some of your logs and edited for content and allowable reporting).

- Note the date/time format for one week of service (reporting 32.5 hours here)
- Two to three sentences per day is sufficient. One sentence may work if accompanied by the number of participants served. Example: I assisted 30 people...

10/08/2018 9 a.m. to 5 p.m. (8 hours) Assisted in the compilation of member orientation materials which included binders and name tags. I participated in the weekly meeting in which I discussed upcoming events in which I will be facilitating outreach and gift collection.

10/09/2018 1 p.m. to 9 p.m. (8 hours) I assisted a beginning Spanish literacy class with learning about math, such as addition and subtraction. I also taught High Level English Class with irregular verbs and how to create full sentences.

10/10/2018 10 a.m. to 6:30 p.m. (8.5 hours) I provided language translation and assisted participants with completing DACA applications. I assisted facilitating community know your rights workshops for community participants.

10/11/2018 9 a.m. to 5 p.m. (8 hours) I assisted staff with ESL registration and aided with grading assessment tests, filling out intake and family class registration forms, and created a database list for signing in to activities. I also entered new and updated existing profiles in the organization's database.

Who was served, what was accomplished, where was service provided?

- All your log entries should focus on who you served in your day/week
- What was accomplished for the day/week you were providing service?
- What service was provided for the day/week?
- If you attended a training or activity, report what was accomplished
 - What service did you learn about performing?
 - What was accomplished by attending a training or event?
 - What service was provided by attending a training or event?
- Avoid placing details on what was done the whole day
- Don't report on setting up and breaking down rooms for birthday celebrations, lunch, zero days for holidays, days off, contact VOCAL AmeriCorps if you have questions about allowable activities to report