

## **IDPH AmeriCorps Monthly Log and Volunteer Tracking Guidance**

Federal requirements mandate that AmeriCorps members complete reports. As a program, we collect required data on our program's accomplishment.

There will be three regular reports: a **Monthly Service Log** for the services you provide, a **quarterly progress report** summarizing what was accomplished and a **Volunteer Tracking Log** for documenting mentors recruited and attendees of IDPH approved substance abuse prevention training.

### **Data that you need to collect during the month in order to complete monthly report:**

- Day of Service and/or Service Project efforts or events
- Accomplishments towards sustainability of the substance abuse prevention/mentoring program
- Number of substance abuse prevention trainings conducted
- Number of attendees at substance abuse prevention training conducted
- Number of participants who had an increased knowledge of substance abuse based on results from the pre-and post-surveys.
- Number of volunteers/mentors recruited
- Number of community based resource material distributed in the community.
- Required trainings that were attended
- Community organizations or other AmeriCorps members you worked with this month
- Success story or lesson learned (**GREAT STORY**)

We want to hear about the great things you are doing!

- When did you "go above and beyond" during your AmeriCorps service this month? Did you take on extra responsibilities that made a difference?
- What are you going to remember about your AmeriCorps service this month? It can be anything that made an impression on you and/or was particularly significant.

### **Monthly Service Log Guidance**

#### **AmeriCorps Member Name and Month -**

In the top section of the report you will fill in your member name and the month each month.

## **Volunteer/Mentor Recruitment**

In this section, you will need to record separately the number of Mentors and Volunteers who you have recruited. You will also be asked to record the number of hours the Mentors and Volunteers and One-Time Volunteers served for that Quarter. You will also be asked to record the Cumulative hours (total number of hours since your start date for the IDPH AmeriCorps Substance Abuse Program) for the Mentors, Volunteers and One-Time Volunteers you recruited. This information is required by the Corporation for National and Community Service and also by the Iowa Commission on Volunteer Service.

- Mentors=Mentors who you recruited who will be or are matched with a mentee.
- Volunteers=People who regularly, or more than once, assist with your mentor or substance abuse prevention program who you recruited who do activities other than mentoring.
- One Time Volunteers=People who volunteer for one specific event one time. These volunteers have no intention to continue to volunteer for your agency.

In the narrative box, provide an overview of your experience in recruiting Mentors and Volunteers this month.

## **Substance Abuse Training**

One of your goals is to create and facilitate a total of 12 or 8 (depending on full time or half time member) Substance Abuse Prevention education trainings focusing on Opioids and Prescription Drug Use. You will also be asked to record the number of trainings conducted in the quarter, the numbers of attendees, and the number of attendees that had the intent to change behavior. You will also be asked to record the number of community based resources and materials that have been distributed in the community and to medical/pharmacy personnel this month. This information is reported on by the members each month.

In the narrative box, discuss your experience in working with other members and your host-site in creating and/or facilitating your Substance Abuse Prevention presentations.

## **Sustainability Plan**

One of your goals is to create a sustainability plan or to help update an existing one for your agency. You will record the amount of time spent on the sustainability plan during the previous month. In the narrative box in this section, discuss the status of your work in creating or updating the mentoring sustainability plan for your agency. In this section, also include any training or guidance provided by IDPH in regards to sustainability planning.

## **Recovery Community Organization Activities (Only for members serving at a RCO)**

During your term as an AmeriCorps member serving at a Recovery Community Organization (RCO), you are required to report on the number of hours spent on coordinating and planning RCO activities for the month and number of people engaged in RCO activities.

In the narrative box, discuss your experience with RCO activities for the month.

## **Member Progress and Feedback**

### Summary of Services Provided at the Host Site During the Reporting Month

Provide a summary of the mentoring or substance abuse prevention service activities you completed during the previous month.

### Monthly Success Story

Record “One Great Story” from your AmeriCorps service experience this month. It should reflect the positive impact you are having on the program and how you are making a difference for mentors, mentees, your agency or your community; or how the experience is making a difference for you.

### Challenges/Resolution

List any challenges you are experiencing this month and how you are working to address these challenges.

### Member Recommendations/Tips

List any recommendations or tips for other members currently serving or that may be serving in the future. This could include recommended trainings, timekeeping shortcuts, or even a restaurant to try.

### Training and/or Technical Assistance Needed

Enter any technical assistance or training you believe would be beneficial in helping you accomplish your goals or enhance your term of service.

### Upcoming Events

List any upcoming events at your agency or in your community that you will be involved in or interested in participating.

## **Volunteer Tracking Log Guidance**

Each month you will submit the AmeriCorps Volunteer Tracking Log **IF** you recruit any mentors, volunteers, or have a training with attendees during the month.

It is important to use sign in sheets with your mentors/volunteers/training attendees that you are able to collect the information you need to report on each month. You may use the sign-in sheet template given to you by the program director, or create your own, but make sure you are collecting the information you need.

**Community Volunteers:** Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”

**How to Collect/Measure/Calculate Data:** Only count community volunteers that were specifically recruited by the CNCS supported organization or the national service participant engaged in the capacity building activity for the intended purpose of supporting or enhancing the program delivery model may be counted. At the outset of the activity, the applicant/grantee should indicate a minimum number of days or hours, or other units of service, that must be performed by the individual in order for him or her to be counted as a recruited volunteer.

**Name/Email/Phone:** In the event someone does not want to leave their email or phone information, it is fine to leave it off of this log as long as it is recorded within your agency's information. Check with your supervisor to ensure all mentor/volunteer contact information is getting captured at the agency.

**Event/Activity:** This will be the name of the program the mentor/volunteer was working. This log can be used for a one-time sign-up sheet for an event, or it can be an accumulation of several events where you recorded the information on one form and transferred it to this log to submit with your monthly service report.

**Time In and Time Out:** It is not necessary to have your mentors record when they came in or left each time they volunteered.

The Time-In/Time-Out should be completed during Substance Abuse Trainings for attendees. It is a requirement that the trainings should be 30-45 minutes.

**Total Hours:** Document how many hours of service your mentors/volunteers provided on this form each month when you submit it to IDPH. IDPH's expectation for mentors is one hour per week or four hours per month.

**Demographics:** This information is collected by CNCS. If a mentor/volunteer falls into several categories, select all that apply. If the information was not collected do not make a guess, just enter N/A for these.

**Waiver on File at the Agency:** This is a mentoring/volunteer form which captures permission from your mentor/volunteer to use their photo, video or any information they create in the capacity as a mentor/volunteer and can be used by the agency or IDPH. Check with your supervisor to see what policy they have in place to have mentors/volunteers sign waivers and where they are stored. If they do not have a waiver, you may download the waiver at the IDPH AmeriCorps site under the Contractors section and use it. Be certain there is a signed waiver prior to submitting photos, videos or quotes to IDPH or using them in any promotional materials.

**Mentor/Volunteer/Training Attendee:** Indicate whether the individual is a mentor using the letter M, a volunteer using the letter V, or training attendee using the letter T

**Please note your mentors and volunteers recorded on you Monthly Log will not count unless you submit your AmeriCorps Volunteer Tracking Log with it.**