OnCorps Reporting:

**Administrative Tasks**
Fielding telephone calls, receiving and directing visitors, filing.

**Community Outreach**
Time spent interacting with community partners, ie phone calls, emails, visits. Social Media, Marketing, Tabling, Attending networking events

**Curriculum/Training Development**
Time spent evaluating processes, creating standard operating procedures, Creating volunteer manuals

**Direct Service**
Retrieving/distributing food, Tutoring/mentoring, Water sampling

**Grant Writing**
Writing or assisting with the writing of a grant.

**In Service Training (IST)**
In person VISTA training organized by AmeriCorps.

**On Site Orientation**
The time that you've spent learning a new job/task at your site.

**Organizational Development**
Weekly VISTA meetings, Committee meetings, Interviewing Potential VISTAs

**Professional Development**
Webinars/online trainings, Conferences, UAB Statewide Meetings

**Resource Development**
Organizing/participating in fundraisers, Soliciting in kind donations, Creating sponsorship levels for private donations
OnCorps Reporting:

Resource Mapping
GIS Activities, Researching info about community partners/resources

Tracking Systems
Development of tracking systems, learning about data management, Creating Databases

Virtual Member Orientation (VMO)
Online orientation that you participate in on your 1st day of service. (This category should not be used after your 1st day of service.)

Volunteer Management
Time Spent Managing Volunteers

Volunteer Recruitment
Time spent on volunteer recruitment activities.