

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.

