



Creating sustainable energy solutions
through community service

NCAT MISSION

National Center for Appropriate Technology

Helping people by championing small-scale, local and sustainable solutions to reduce poverty, promote healthy communities, and protect natural resources.



ENERGY CORPS AMERICORPS PROGRAM



Helping to address unmet community energy needs by providing hands-on energy assistance, promoting sustainable energy consumption and education, fostering community sustainability and helping to mitigate the effects of global climate change.



AmeriCorps Today

Three Programs



**AmeriCorps
State/National**

**AmeriCorps
VISTA**

**AmeriCorps
NCCC**

PROGRAM CALENDAR

- × Timesheets
- × Weekly progress reports
- × Mid-term evaluation
- × Monthly conference calls
- × Mid-term training
- × National Days of Service
- × Host site visits
- × Final evaluation and exit forms

MEMBER SUPPORT AND RECOGNITION

- × All members assigned supervisor at host site
- × Encourage weekly meetings with supervisor
- × Develop service plan with performance targets
- × NCAT Support – technical energy assistance, AmeriCorps specific questions, problems at host site
- × Mentoring and guidance – check in calls

MEMBER BENEFITS

- Living allowance
- Student loan deferment
- Health care and child care for full time members [Video](#)
- Training and career development
- Segal AmeriCorps Education Award to pay for college or pay back student loans
- Eligible for public programs such as food stamps and heating assistance (LIEAP)



PERFORMANCE MEASURES

- ✘ Hands on energy assistance to 1,000 individuals
- ✘ Energy education and outreach to 4,000 individuals
- ✘ 50 hours of green jobs/energy training for every member

PROHIBITED ACTIVITIES

- × Political Engagement
- × Religious Activities
- × Providing Direct Benefit to For-Profit Businesses
- × Displacing Regularly Paid Employees
- × Safety Risks
 - + Participating in activities that pose a significant safety risk to clients or self.

SERVICE HOURS

- 1700/900 hour minimum over service term
- Direct Service Hours
 - Time spent directly meeting human needs at your host site
 - At least 70% of your service
- Member Development Hours
 - Time spent working toward personal/professional goals (workshops, training, etc.)
 - No more than 20% of overall service commitment
- Fundraising Hours
 - Raising funds or donations for events or specific projects is allowed
 - No more than 10% of overall service commitment
 - Not a service requirement
- Community Service Outside of Program

COMMUNICATION NETWORKS

- Become an Energy Corps fan on Facebook!



- Help us keep Twitter up to date and let everyone know what the Energy Corps is up to



- Take photos and share them with us!

[Facebook](#)

REFLECTION AND REPORTING LOGS

- × Weekly progress reports every Friday
- × This is really important!!
- × Get numbers – get names – get addresses
- × Report on performance measures, project progress, goals, share great stories
- × Mid-term and final evaluations by supervisors

TIMESHEET PROCEDURES

- ✘ Dut to NCAT on the 1st and the 16th of each month
- ✘ Submit timesheets electronically through America Learns System
- ✘ Pay days on the 7th and 22nd of each month
- ✘ Late timesheets will result in withholding checks
- ✘ Recurring late timesheets will result in use of disciplinary actions

Purpose:

- Make the time sheet process less painful, less time consuming & more convenient for you
- Give you more time to focus on what **really matters**: **your mission**

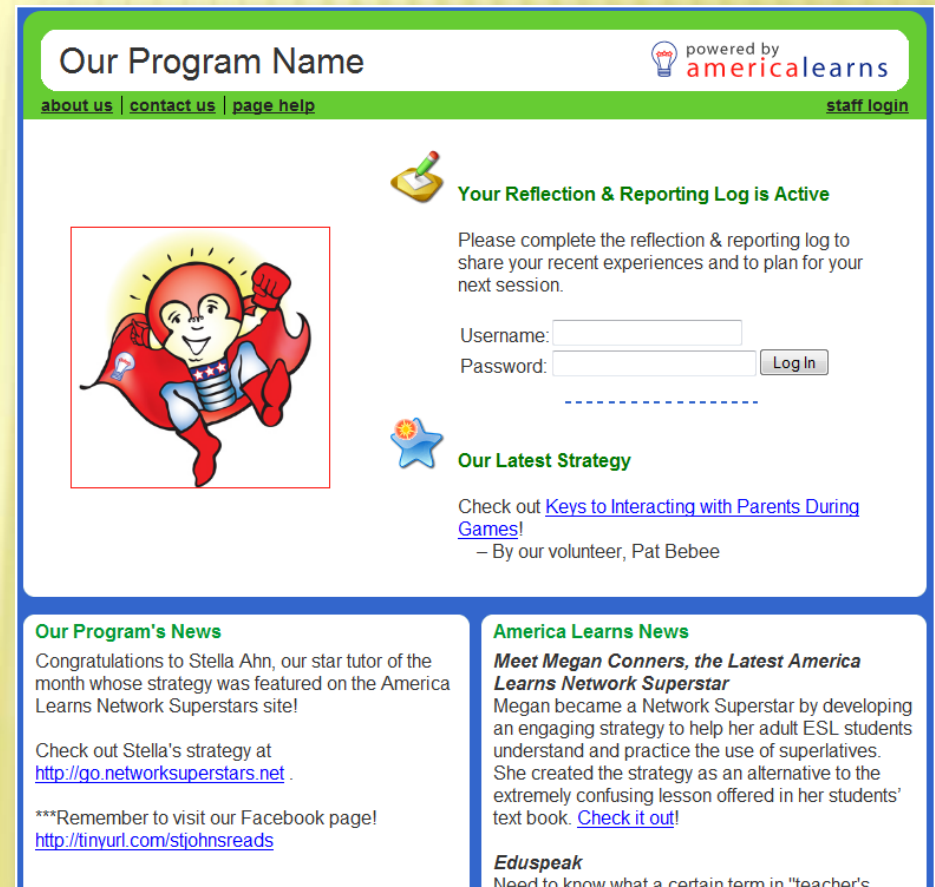


How Members Will Use It



Step 1: Log In

- <http://americalearns.net/energycorps> OR
- www.energycorps.org



The screenshot shows the America Learns website interface. At the top, there is a header with "Our Program Name" and the "americalearns" logo. Below the header, there are navigation links: "about us", "contact us", "page help", and "staff login".

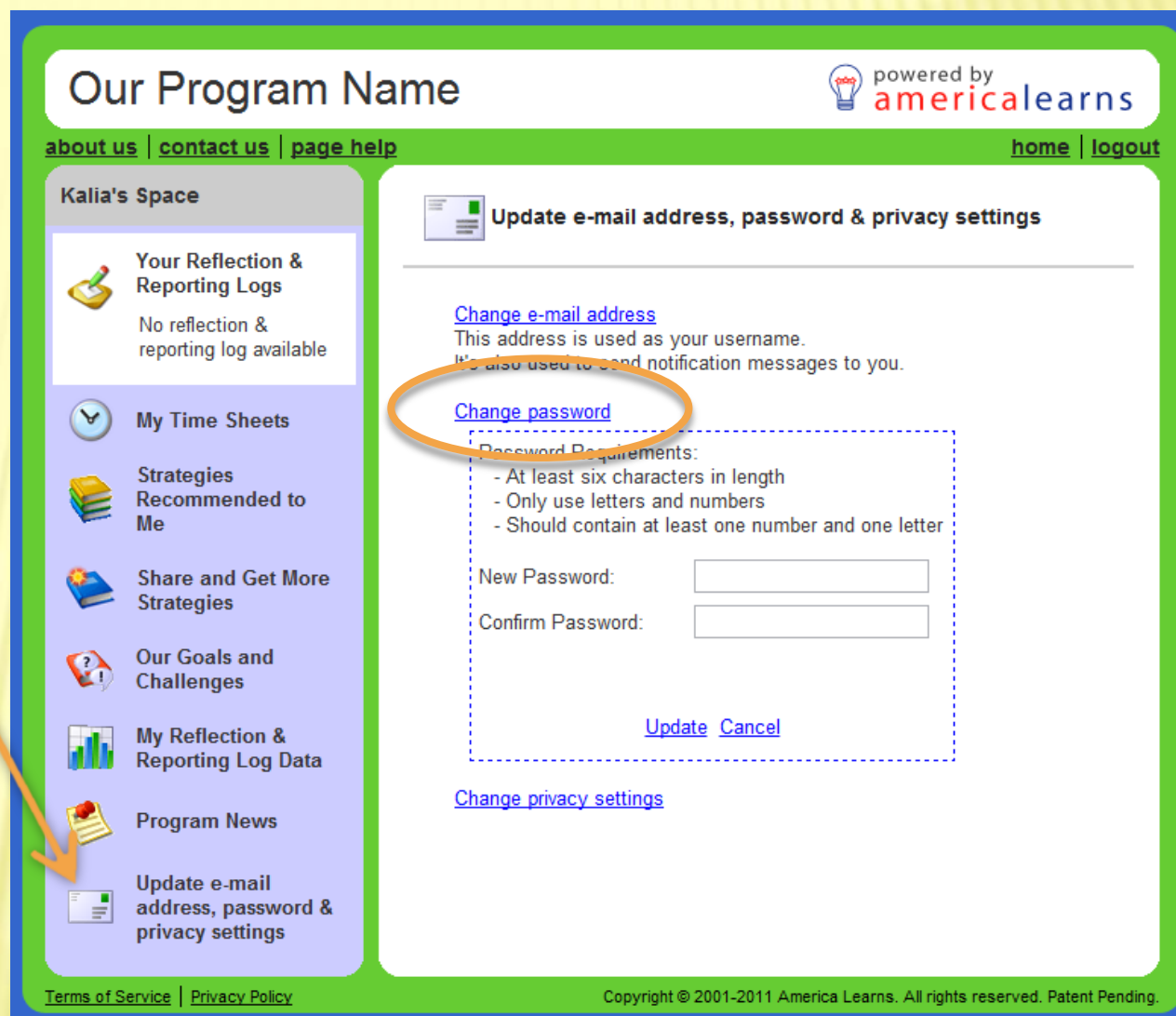
The main content area features a central message: "Your Reflection & Reporting Log is Active". To the left of this message is a cartoon superhero character. To the right, there is a text prompt: "Please complete the reflection & reporting log to share your recent experiences and to plan for your next session." Below this prompt are input fields for "Username:" and "Password:", followed by a "Log In" button.


Below the login form, there is a section titled "Our Latest Strategy" with a star icon. It contains the text: "Check out [Keys to Interacting with Parents During Games!](#) – By our volunteer, Pat Bebee".

At the bottom, there are two columns of news. The left column is titled "Our Program's News" and contains a congratulatory message to Stella Ahn, a link to her strategy at <http://go.networksuperstars.net>, and a reminder to visit the Facebook page at <http://tinyurl.com/stjohnsreads>. The right column is titled "America Learns News" and features a "Meet Megan Conners, the Latest America Learns Network Superstar" article, describing her strategy for helping adult ESL students understand and practice the use of superlatives.

Step 2:









- Click **Update e-mail address, password & privacy settings**.
- Click **Change password** to update their password.



Our Program Name 

[about us](#) | [contact us](#) | [page help](#) [home](#) | [logout](#)

Kalia's Space

-  **Your Reflection & Reporting Logs**
No reflection & reporting log available
-  **My Time Sheets**
-  **Strategies Recommended to Me**
-  **Share and Get More Strategies**
-  **Our Goals and Challenges**
-  **My Reflection & Reporting Log Data**
-  **Program News**
-  **Update e-mail address, password & privacy settings**

Update e-mail address, password & privacy settings

[Change e-mail address](#)
This address is used as your username.
It's also used to send notification messages to you.

[Change password](#)

Password Requirements:

- At least six characters in length
- Only use letters and numbers
- Should contain at least one number and one letter

New Password:

Confirm Password:

[Update](#) [Cancel](#)

[Change privacy settings](#)


[Terms of Service](#) | [Privacy Policy](#) Copyright © 2001-2011 America Learns. All rights reserved. Patent Pending.

Step 3:

- Click My Time Sheets









Your Time Sheet Period


- Contains a list of each year they've served with our program.
- Select earlier years to see those years' time sheets.

Our Program Name
powered by americanlearns 

[about us](#) | [contact us](#) | [page help](#)
[home](#) | [logout](#)

Kalia's Space

-  Your Reflection & Reporting Logs
No reflection & reporting log available
-  **My Time Sheets**
-  Strategies Recommended to Me
-  Share and Get More Strategies
-  Our Goals and Challenges
-  My Reflection & Reporting Log Data
-  Program News
-  Update e-mail address, password & privacy settings

 **My Time Sheets**

Your Time Sheet Period

May 13, 2011 - May 6, 2012 ▾

Where You're At

Please remember that you need to continue serving after you earn your Education Award.

Remaining Hours / Weeks to Earn Your Education Award	1,700 / 52
Approved Hours:	0
Service	0
Training	0
Fundraising	0
Weekly Average:	0
Pending Hours:	0

View Submitted Sheets

Approved
None Available

Pending Review
None Available

Submit Time Sheets


May 13, 2011 - May 15, 2011

New time sheets launch at 12:01 AM U.S. Pacific.

Where You're At


- Summarizes their **approved hours** and **pending hours**.
- Summarizes the number of hours they still need to serve in order to earn their Education Award, along with the number of weeks they have to earn those hours.


Our Program Name





about us | contact us | page help
home | logout


Kalia's Space


 **Your Reflection & Reporting Logs**
 No reflection & reporting log available


 **My Time Sheets**


 **Strategies Recommended to Me**


 **Share and Get More Strategies**

 **Our Goals and Challenges**

 **My Reflection & Reporting Log Data**

 **Program News**

 **Update e-mail address, password & privacy settings**

 **My Time Sheets**

Your Time Sheet Period

May 13, 2011 - May 6, 2012

Where You're At

Please remember that you need to continue serving after you earn your Education Award.

Remaining Hours / Weeks to Earn Your Education Award	1,700 / 52
Approved Hours:	0
Service	0
Training	0
Fundraising	0
Weekly Average:	0
Pending Hours:	0

View Submitted Sheets

Approved
None Available

Pending Review
None Available

Submit Time Sheets


May 13, 2011 - May 15, 2011

New time sheets launch at 12:01 AM U.S. Pacific.

View Submitted Sheets


- Provides them with access to any approved and pending sheets that they've submitted.


Our Program Name





[about us](#) | [contact us](#) | [page help](#)
[home](#) | [logout](#)


Kalia's Space


 **Your Reflection & Reporting Logs**
No reflection & reporting log available


 **My Time Sheets**


 **Strategies Recommended to Me**


 **Share and Get More Strategies**

 **Our Goals and Challenges**

 **My Reflection & Reporting Log Data**

 **Program News**

 **Update e-mail address, password & privacy settings**

 **My Time Sheets**

Your Time Sheet Period

May 13, 2011 - May 6, 2012

Where You're At

Please remember that you need to continue serving after you earn your Education Award.

Remaining Hours / Weeks to Earn Your Education Award	1,700 / 52
Approved Hours:	0
Service	0
Training	0
Fundraising	0
Weekly Average:	0
Pending Hours:	0

View Submitted Sheets

Approved
None Available

Pending Review
None Available







Submit Time Sheets

May 13, 2011 - May 15, 2011

New time sheets launch at 12:01 AM U.S. Pacific.

Edit and Resubmit Time Sheets

- Lists any sheets that have been returned to the member
- They'll receive an e-mail when you or we reject a sheet.

-  [Strategies Recommended to Me](#)
-  [Share and Get More Strategies](#)
-  [Our Goals and Challenges](#)
-  [My Reflection & Reporting Log Data](#)
-  [Program News](#)
-  [Update e-mail address, password & privacy settings](#)

WHERE YOU'RE AT

Please remember that you need to continue serving after you earn your Education Award.

Remaining Hours / Weeks to Earn Your Education Award	1,700 / 52
Approved Hours:	0
Service	0
Training	0
Fundraising	0
Weekly Average:	0
Pending Hours:	0

View Submitted Sheets

Approved
None Available

Pending Review
None Available

Submit Time Sheets

[May 13, 2011 - May 15, 2011](#)

New time sheets launch at 12:01 AM U.S. Pacific.


Edit and Resubmit Time Sheets

You do not need to edit and resubmit any time sheets.

Step 4:


- Complete a Sheet


Our Program Name





[about us](#) | [contact us](#) | [page help](#)
[home](#) | [logout](#)


Kalia's Space


 **Your Reflection & Reporting Logs**
No reflection & reporting log available


 **My Time Sheets**


 **Strategies Recommended to Me**


 **Share and Get More Strategies**

 **Our Goals and Challenges**

 **My Reflection & Reporting Log Data**

 **Program News**

 **Update e-mail address, password & privacy settings**

 **Submit a New Time Sheet.**

Complete this page in three steps:

1. Complete the time sheet for each day that is listed below.
2. At the bottom of the sheet, enter your name.
3. At the bottom of the sheet, click "Authorize and Submit to Your Supervisor for Approval".

Friday, May 13, 2011

Sites you served at this day:

Available	Selected
Crow Tribal Health	
Head Start	
Montana Migrant Council	
Silicon Valley	
Teen Creations	

Saturday, May 14, 2011

Sites you served at this day:

Available	Selected
Crow Tribal Health	
Head Start	
Montana Migrant Council	
Silicon Valley	
Teen Creations	

Sunday, May 15, 2011

Sites you served at this day:

Available	Selected
Crow Tribal Health	
Head Start	
Montana Migrant Council	
Silicon Valley	
Teen Creations	

Select sites:

- For each day of the week, they'll select the site(s) they served at or were supposed to serve at.

Friday, May 13, 2011

Sites you served at this day:

Available		Selected
Silicon Valley	➔ ➜	Head Start
Teen Creations		
United Way Discover Zone		
Yellowstone County Council on Aging		

 [Update](#)

If they did **not** serve that day:

- Click “**I did not serve.**”
- Select the reason for not serving in the drop-down menu.
- If a member tells you that their reason **isn't listed**, before the member submits the sheet, let us know and we'll add that reason.

Friday, May 13, 2011

Sites you served at this day:

Available	Selected
Crow Tribal Health	Head Start
Montana Migrant Council	
Silicon Valley	
Teen Creations	
United Way Discover Zone	

Head Start on Friday, May 13, 2011

I did not serve.
Here's why: Please Select One Reason

Time In: select

Time Out: select

Service select Please describe your experiences here.
500 characters remaining

Training select Please describe your experiences here.
500 characters remaining

Fundraising select Please describe your experiences here.
500 characters remaining

Hours you won't receive credit for: **0.00 hours** Please be sure to describe how you spent any time that you are not receiving credit for.

Total hours you will receive credit for: **0.00 hours** 500 characters remaining

[Save](#)

If they did serve that day:

- Note **Time In** and **Time Out**.
- Note how much time they spent in each category.
- For each category that they enter hours in, they'll need to enter a description.
- If there are any “Hours you won't receive credit for” at the bottom of the form, they'll enter what they were doing during that time (e.g., lunch).

Friday, May 13, 2011

Sites you served at this day:

Available	Selected
Crow Tribal Health	Head Start
Montana Migrant Council	
Silicon Valley	
Teen Creations	
United Way Discover Zone	

Head Start on Friday, May 13, 2011

I did not serve.

Here's why:

Time In:

Time Out:

Service
500 characters remaining

Training
500 characters remaining

Fundraising
500 characters remaining

Hours you won't receive credit for: **0.00 hours**
Total hours you will receive credit for: **0.00 hours**

[Save](#)


Saving Their Work:

- **Save** links show up after each day.

Hours you won't receive credit for:	0.00 hours	Please be sure to describe how you spent any time that you are not receiving credit for. 500 characters remaining
Total hours you will receive credit for:	0.00 hours	

[Save](#)

Save Your Time Sheet

 **Save Your Time Sheet**

Option 1
 Save and continue completing your time sheet now.

Option 2
 Save and continue completing your time sheet later.

Please note that it may take awhile to save the entire form.

[Save](#) [Cancel](#)

Submitting Sheets to You:

- The bottom of the sheet summarizes their hours.
- When everything checks out, they'll sign the sheet at the bottom and then click the **Authorize and Submit** button.
- **THIS IS WHERE YOU COME IN:**
 - You'll receive an e-mail whenever a sheet has been submitted and is ready for your review.

Totals for the Period

Service	14.25 hours
Training	3 hours
Fundraising	1.5 hours
Total Time to Receive Credit For:	18.75 hours

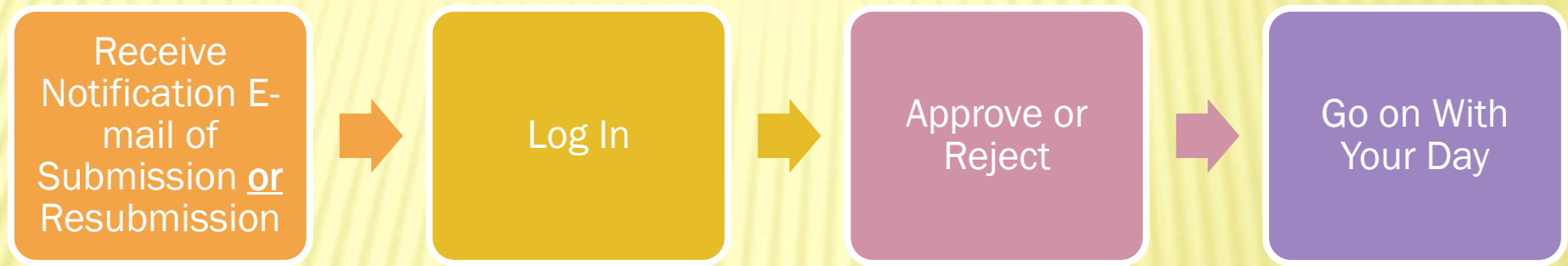
Authorize and Submit

Once you've entered your hours, please enter your full name below, and then click the button that reads, "Authorize & Send to Your Supervisor for Approval."

Enter your name in the same way that it's recorded in the America Learns Network (Kalia Kaye). This serves as an electronic signature.

How You'll Use It





Step 1: Log In


- <http://americalearns.net/>_____.


Keys to Interacting with Parents During Games!' and a byline: '- By our volunteer, Pat Bebee'." data-bbox="294 391 938 947"/>

Our Program Name

powered by americanlearns

[about us](#) | [contact us](#) | [page help](#) [staff login](#)




 **Your Reflection & Reporting Log is Active**

Please complete the reflection & reporting log to share your recent experiences and to plan for your next session.

Username:

Password:

 **Our Latest Strategy**

Check out [Keys to Interacting with Parents During Games!](#)

- By our volunteer, Pat Bebee

Step 2:


- Click **Manage, View & Screen Time Sheets.**



Our Program Name 

[about us](#) | [contact us](#) | [page help](#) [home](#) | [logout](#)

Mission Control

-  **Create & Manage Reflection & Reporting Logs**
-  **Manage Strategy Topics & Headings**
44 new strategies!
-  **Manage & View Strategies, Goals & Challenges**
-  **Manage Members and Staff**
-  **View Reflection & Reporting Log Data**
-  **Manage, View & Screen Time Sheets**
-  **Update Home Page Content & Photo**

Manage Your Time Sheet Association
[Manage Your Time Sheet Association](#)

Create & Manage Time Sheet Templates
[Create & Manage Time Sheet Templates](#)

View & Screen Submitted Time Sheets
[Individual member data](#)
[Site data](#)
[Program-wide data](#)

[Terms of Service](#) | [Privacy Policy](#) Copyright © 2001-2011 America Learns. All rights reserved. Patent Pending.

Step 3:

- Click **Individual member data**.



The screenshot displays the 'Our Program Name' dashboard, powered by americalearns. The interface includes a navigation bar with links for 'about us', 'contact us', 'page help', 'home', and 'logout'. A 'Mission Control' sidebar on the left lists various management tasks. The main content area features three primary actions: 'Manage Your Time Sheet Association', 'Create & Manage Time Sheet Templates', and 'View & Screen Submitted Time Sheets'. An orange arrow points from the text 'Click Individual member data.' to the 'Individual member data' link under the 'View & Screen Submitted Time Sheets' section.

Our Program Name 

[about us](#) | [contact us](#) | [page help](#) [home](#) | [logout](#)

Mission Control

-  Create & Manage Reflection & Reporting Logs
-  Manage Strategy Topics & Headings
44 new strategies!
-  Manage & View Strategies, Goals & Challenges
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Manage Your Time Sheet Association
[Manage Your Time Sheet Association](#)

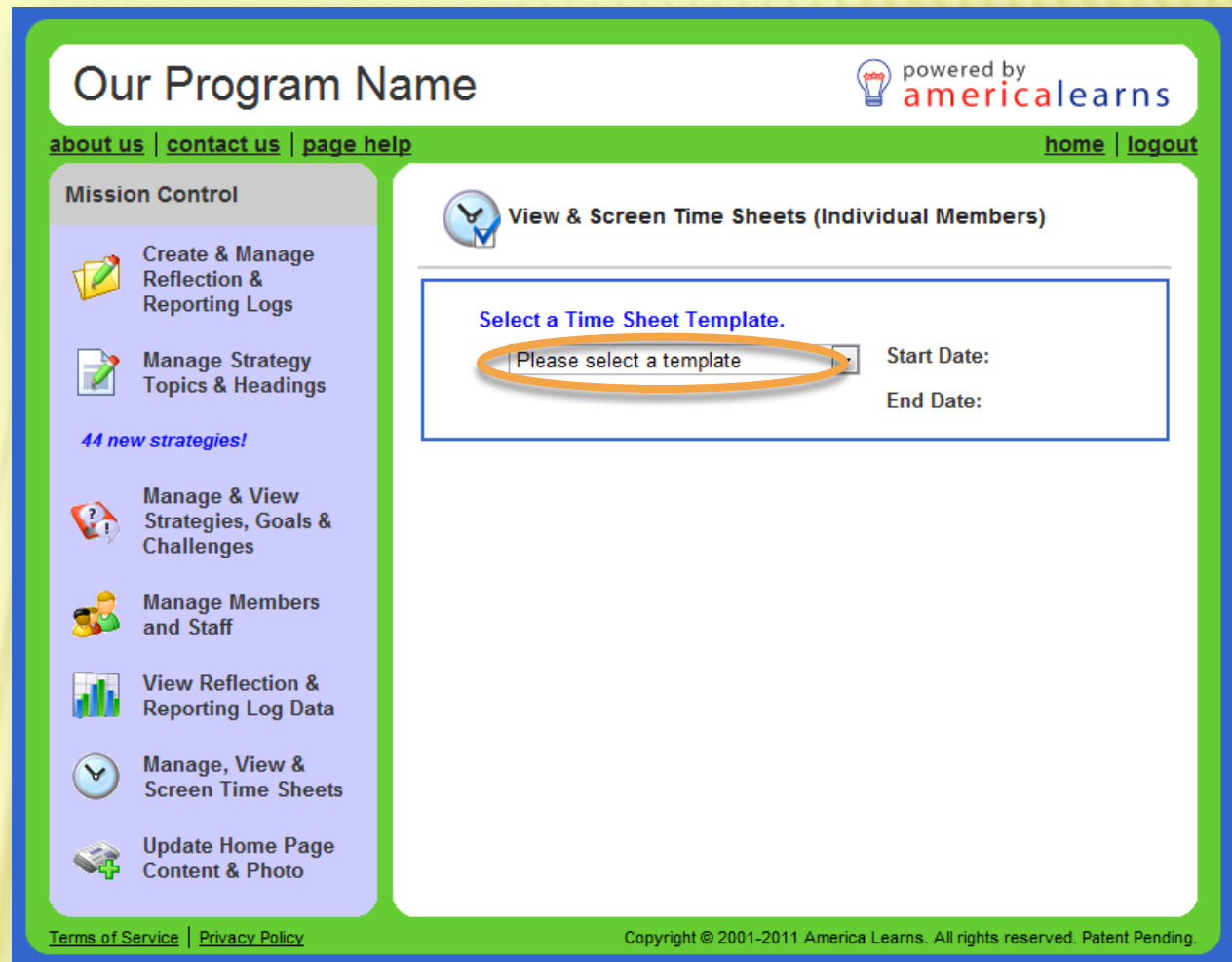
Create & Manage Time Sheet Templates
[Create & Manage Time Sheet Templates](#)

View & Screen Submitted Time Sheets
[Individual member data](#)
[Site data](#)
[Program-wide data](#)

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Step 4:


- Select our current
**Time Sheet
Template.**
- Template Name:
2011-2012 National
Program



The screenshot shows a web interface for 'Our Program Name' powered by americalearns. The page has a green header and a blue border. In the top right, there are links for 'home' and 'logout'. A navigation bar contains 'about us', 'contact us', and 'page help'. On the left is a 'Mission Control' sidebar with several menu items, including 'Manage, View & Screen Time Sheets'. The main content area is titled 'View & Screen Time Sheets (Individual Members)'. It features a section titled 'Select a Time Sheet Template.' with a dropdown menu that currently displays 'Please select a template'. To the right of the dropdown are labels for 'Start Date:' and 'End Date:'. At the bottom of the page, there are links for 'Terms of Service' and 'Privacy Policy', and a copyright notice for 2001-2011 America Learns.

Step 5:

- Select **Narrow by Site**, and select the site(s) that you'd like to review sheets for.

 **View & Screen Time Sheets (Individual Members)**

Select a Time Sheet Template.

2011 - 12 Program Year Start Date: May 13, 2011
End Date: May 6, 2012

Optional:

Narrow by Site:

[Select All](#) | [Select None](#)

Montana Migrant Council


Member Selection

[Display all relevant members below.](#)

[Display relevant members with pending sheets.](#)

Step 6:

- Click **Display** relevant members with pending sheets.

 **View & Screen Time Sheets (Individual Members)**

Select a Time Sheet Template.

2011 - 12 Program Year Start Date: May 13, 2011
End Date: May 6, 2012

Optional:

Narrow by Site:

[Select All](#) | [Select None](#)

Montana Migrant Council

Member Selection

[Display all relevant members below.](#)
[Display relevant members with pending sheets.](#)

For fast-track screening, select one or more check boxes. Then click "Fast Track" at the bottom of the page. For regular screening, select the name of a member.

[Select All](#) | [Select None](#)

[Grayson Big](#)
 [Kalia Kaye](#)
 [Hudson Small](#)


Two Screening Options:

1. Member-by-Member

- Review daily totals
- Review daily descriptions
- Approve or **Reject**

2. Fast Track

- Review period totals
- Approve multiple sheets all at once

 View & Screen Time Sheets (Individual Members)

Select a Time Sheet Template.

2011 - 12 Program Year Start Date: May 13, 2011
End Date: May 6, 2012

Optional:

Narrow by Site:

[Select All](#) | [Select None](#)

Montana Migrant Council

Member Selection

[Display all relevant members below.](#)
[Display relevant members with pending sheets.](#)

For fast-track screening, select one or more check boxes. Then click "Fast Track" at the bottom of the page. For regular screening, select the name of a member.

[Select All](#) | [Select None](#)

[Grayson Big](#)
 [Kalia Kaye](#)
 [Hudson Small](#)

Member-by-Member Screening

Member-by-Member

- Click the member's name.

Member Selection

[Display all relevant members below.](#)

[Display relevant members with pending sheets.](#)

For fast-track screening, select one or more check boxes. Then click "Fast Track" at the bottom of the page. For regular screening, select the name of a member.

[Select All](#) | [Select None](#)

[Grayson Big](#)


[Kalia Kaye](#)

[Hudson Small](#)

Member-by-Member

- A summary of that person's time records thus far will be displayed.
- In the "Pending Approval" category, click the [Screen](#) link.

GRAYSON BIG
 Full Time Member
 2011 - 12 Program Year
 May 13, 2011 - May 06, 2012

 [E-mail Grayson](#)

Where Grayson is At:

Remaining Hours / Weeks to Earn Your Education Award	1,700 / 51
Approved Hours:	0
Service	0
Training	0
Fundraising	0
Weekly Average:	0
Pending Hours:	9.75

Time Sheets Pending Approval:

Period	Submission Date	Screen
05/13/2011 - 05/15/2011	05/15/2011	Screen

Sheets That Need to Be Submitted:

Period
05/16/2011 - 05/22/2011

Approved Sheets:

Time sheets have not been approved.

Member-by-Member

- You'll see a day-by-day breakdown of that person's time.
- To **Approve** it:
 - Click the **Approval** button.
- To **Reject** it:
 - Click the **Do Not approve** button and enter a **detailed reason**, which the member will use to correct any mistakes.

Friday, May 13th

Site: Montana Migrant Council

Service	6.75 hours	Description
Training	3.00 hours	Description
Fundraising	0.00 hours	
Total Time:	9.75 hours	1 hour for lunch

Saturday, May 14th

Site: Montana Migrant Council

Didn't serve (Weekend)

Sunday, May 15th

Site: Montana Migrant Council

Didn't serve (Weekend)

Totals for This Period

Service	6.75 hours
Training	3 hours
Fundraising	0 hours
Total Time:	9.75 hours

Audit Trail

Date:	Who:	Action:
May 15, 2011 8:37:22 PM PDT	Grayson Big (Member)	Submitted

Action:

I approve this time sheet. All of the information is accurate.

 I do not approve this time sheet for the following reasons:

Below, please enter your name in the same way that is recorded in the America Learns Network (Eric Cardella). The serves as an electronic signature.

[Submit](#) [Back](#)

Fast Track Screening

Fast Track

- Select the check boxes next to the names of each member for whom you'd like to review sheets.
- Click **Fast Track**.

Member Selection

[Display all relevant members below.](#)

[Display relevant members with pending sheets.](#)

For fast-track screening, select one or more check boxes. Then click "Fast Track" at the bottom of the page. For regular screening, select the name of a member.

[Select All](#) | [Select None](#)




[Grayson Big](#)

[Kalia Kaye](#)

[Hudson Small](#)

Fast Track

- Review period summaries for each member.
- Click the **Period** link to see the entire sheet in a separate window and, if need be, to reject the sheet at issue.
- Approve any sheet by clicking the “Approve”, signing your name, and then clicking **Approve Signed Sheets**.

Name	E-mail	Period	Time to Receive Credit For	Sign & Approve
<div style="background-color: yellow; padding: 5px;"> To approve a sheet, please click the "Approve" checkbox and then enter your name in the same way that it's recorded in the America Learns Network (Eric Cardella). This serves as an electronic signature. </div>				
Grayson Big		05/13/2011 - 05/15/2011	Fundraising: 0 hrs. 0 min. Service: 6 hrs. 45 min. Training: 3 hrs. 0 min. Total: 9 hrs. 45 min.	<input type="checkbox"/> Approve <input type="text" value="Your Name"/>
Kalia Kaye		05/13/2011 - 05/15/2011	Fundraising: 0 hrs. 15 min. Service: 6 hrs. 45 min. Training: 1 hr. 0 min. Total: 8 hrs. 0 min.	<input type="checkbox"/> Approve <input type="text" value="Your Name"/>
Hudson Small		05/13/2011 - 05/15/2011	Fundraising: 0 hrs. 0 min. Service: 8 hrs. 0 min. Training: 0 hrs. 45 min. Total: 8 hrs. 45 min.	<input type="checkbox"/> Approve <input type="text" value="Your Name"/>

Guidance We Shared with Members Around **Activity** **Descriptions**

Friday, May 13th		
Site: Montana Migrant Council		
Service	6.75 hours	Description
Training	3.00 hours	Description
Fundraising	0.00 hours	
Total Time:	9.75 hours	1 hour for lunch

Prevent Returns and Wasted
Time: Write **Detailed Descriptions**



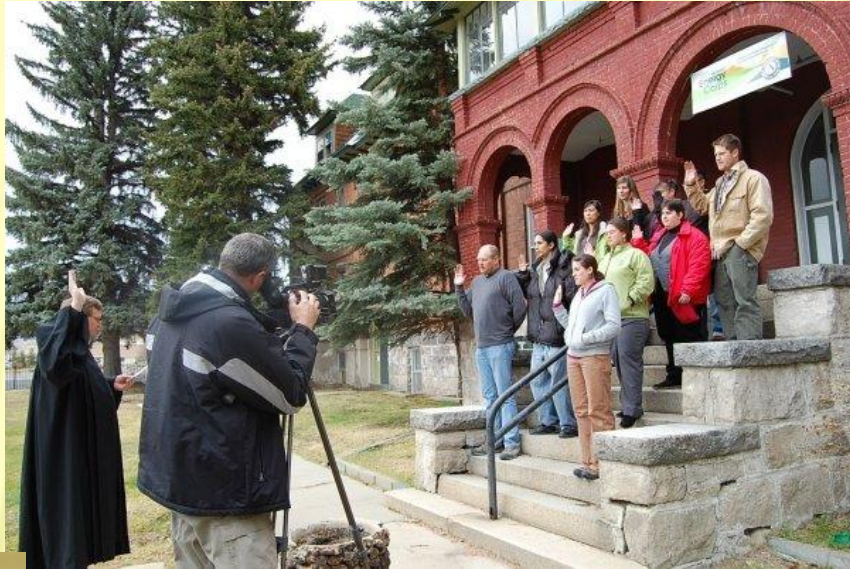
Built to be convenient for you

Access on:

- Computers
- iPhones
- iPads
- Android Phones



MEMBER TRAININGS



ENERGY FAIRS AND WEATHERIZATION



ENERGY ASSESSMENTS AND GARDENS



MLK NATIONAL DAY OF SERVICE

