

# Montana Energy Corps Host Site Supervisor Training

September 17, 2014

11am-3pm



# 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.



# Montana Energy Corps



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**



5. Sustainable Business Council (SBC)  
Sustainability Educator

6. City of Missoula  
Energy Conservation and Sustainability Educator

7. National Wildlife Federation  
Wildlife Habitat and Sustainability Educator

3. Opportunity Link  
4. Bio-Energy Educator

Havre

# Montana

Missoula

Helena

Butte

Bozeman

Billings

8. BikeNet

1. NCAT  
Weatherization and Energy Educator  
2. Butte-Silver Bow  
Recycling and Waste Reduction Educator

9. Recycle Montana Inc.  
Recycling Educator  
10. BikeWalk Montana  
Alternative Transportation Educator  
11. Department of Environmental Quality  
SMART Schools Educator

12. Yellowstone-Teton Clean Energy Coalition  
Clean Energy Educator

2 Changes to sites:  
2. NCAT Farm Energy  
Researcher/Educator  
3. NADC (Billings)

**HANDS ON  
ENERGY  
ASSISTANCE**



**Eileen M.  
Butte, MT**

**Rachael B.  
Butte, MT**

**COMMUNITY  
SUSTAINABILITY**



**Kelli R.  
Helena, MT**

**ENERGY  
EDUCATION**



**Michael D.  
Butte, MT**

The logo for Energy Corps, featuring a stylized sun with rays in yellow and orange above the text "Energy Corps" in a bold, teal font.

**Energy  
Corps**





















# ENERGY EDUCATION



Green  
Drinks  
Helena

Tri-County Green  
Business Program

Don't  
Waste  
Montana

Solar  
Energy  
Workshops

# COMMUNITY SUSTAINABILITY



Environmentally  
Preferred  
Purchasing

Lewis & Clark  
County  
Green Team

# LEWIS & CLARK COUNTY GREEN TEAM

Environmentally Preferred Purchasing Policy

**300 Coats**

collected & donated

America Recycles Day Winter Coat Drive

**\$714.81  
saved**

within 4 months of  
bulk + recycled  
paper purchasing

Battery Recycling in 5 county buildings

**15 Gallons**

of used batteries  
diverted from landfills



# Turning Technologies



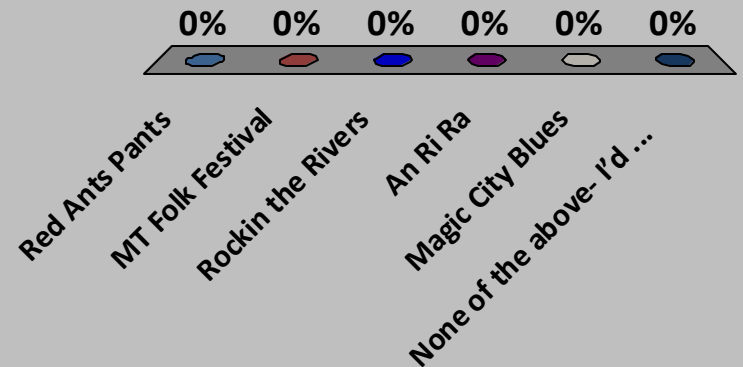
- Audience response technology
- Engage audience
- Collect data
  - *Get ready to click!*





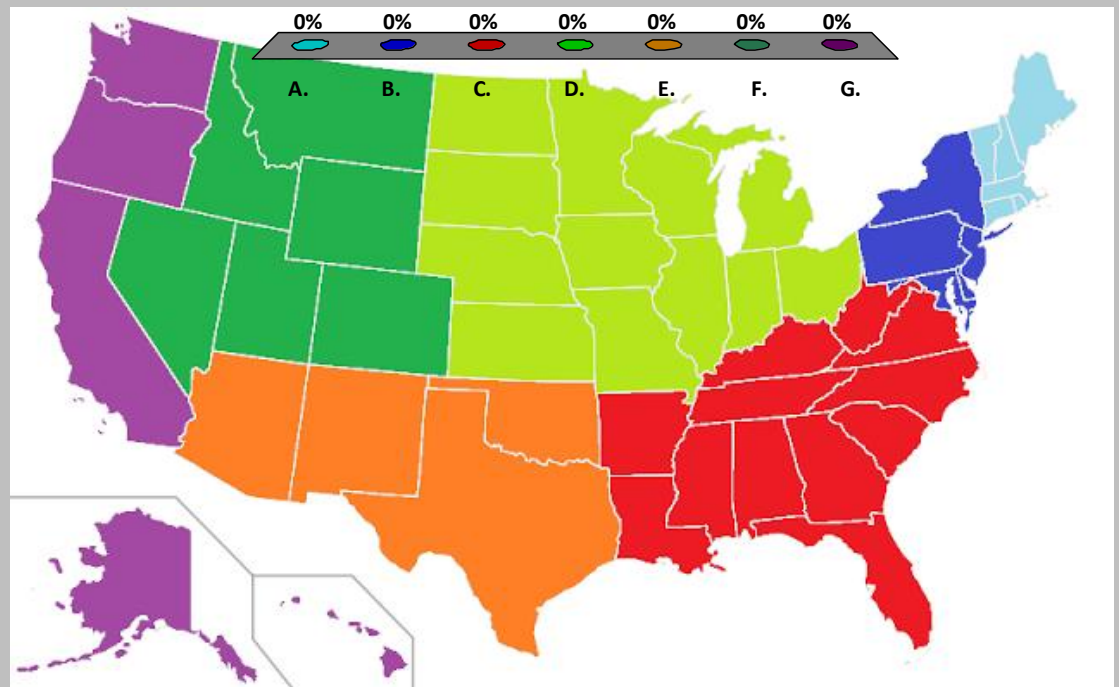
# Which Montana Music Festival is most appealing to you?

- A. Red Ants Pants
- B. MT Folk Festival
- C. Rockin the Rivers
- D. An Ri Ra
- E. Magic City Blues
- F. None of the above- I'd rather be hiking or biking or relaxing away from the crowds



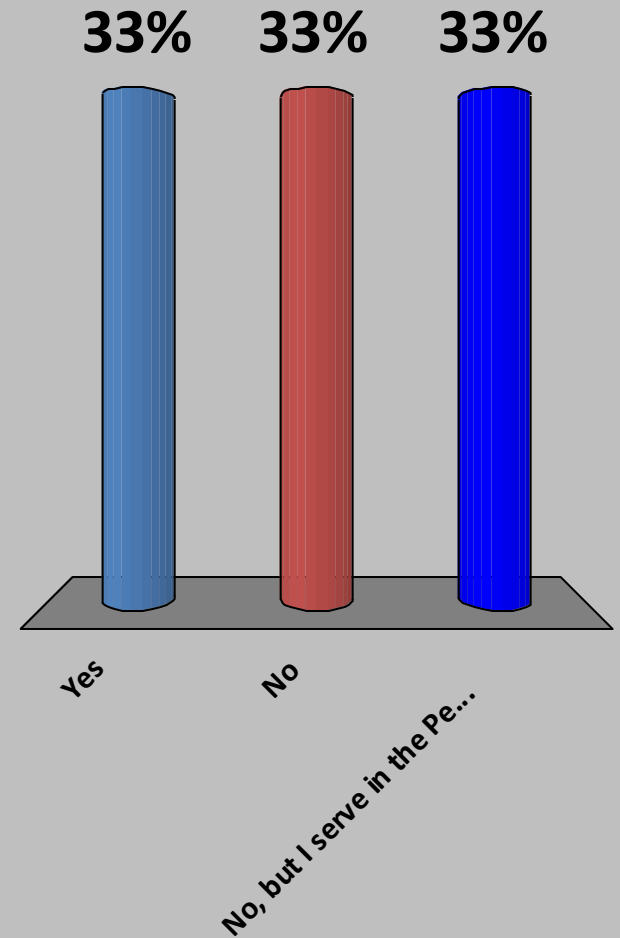
# Which area of the country did you spend most of your youth?

- A. New England
- B. Mid-Atlantic
- C. The South
- D. Midwest
- E. Southwest
- F. West
- G. Pacific Coast + Islands



# Are you an AmeriCorps alumni?

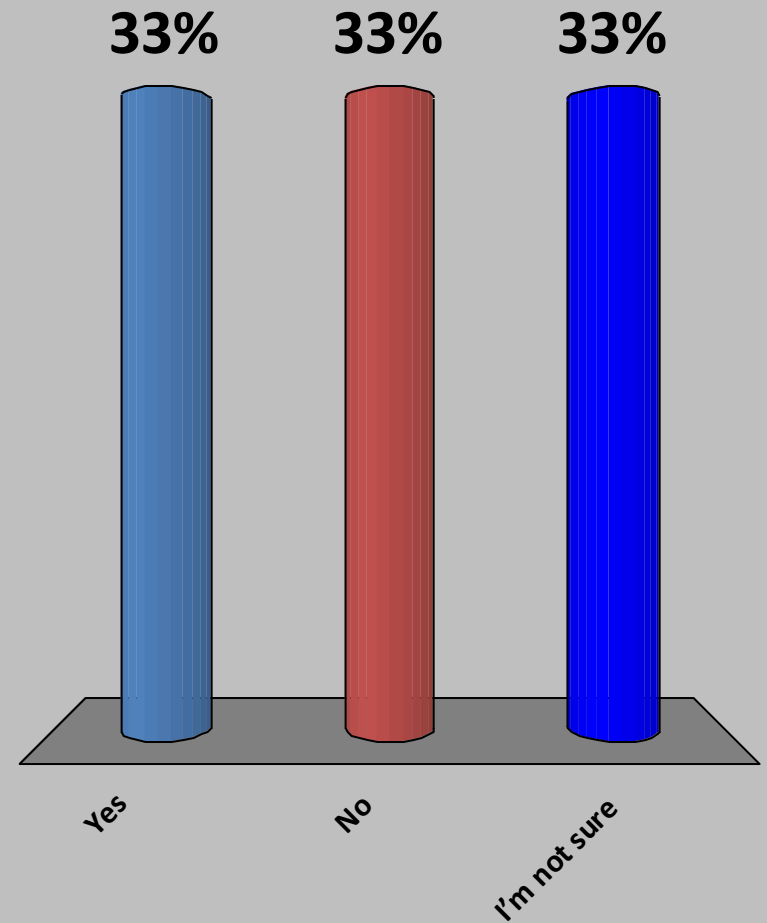
- A. Yes
- B. No
- C. No, but I serve in the Peace Corps





# Have you supervised an AmeriCorps member before?

- A. Yes
- B. No
- C. I'm not sure



# PERFORMANCE MEASURES

- Hands on energy assistance to 500 individuals
- Energy education and outreach to 2,000 individuals
- 50 hours of green jobs/energy training for every member

# Program Calendar

- Timesheets
- Reflection Logs
- Mid-term evaluation
- Mid-term training
- National Days of Service
- Host site visits
- Final evaluation and exit forms





# 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)



# Service hours

- 1700 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**

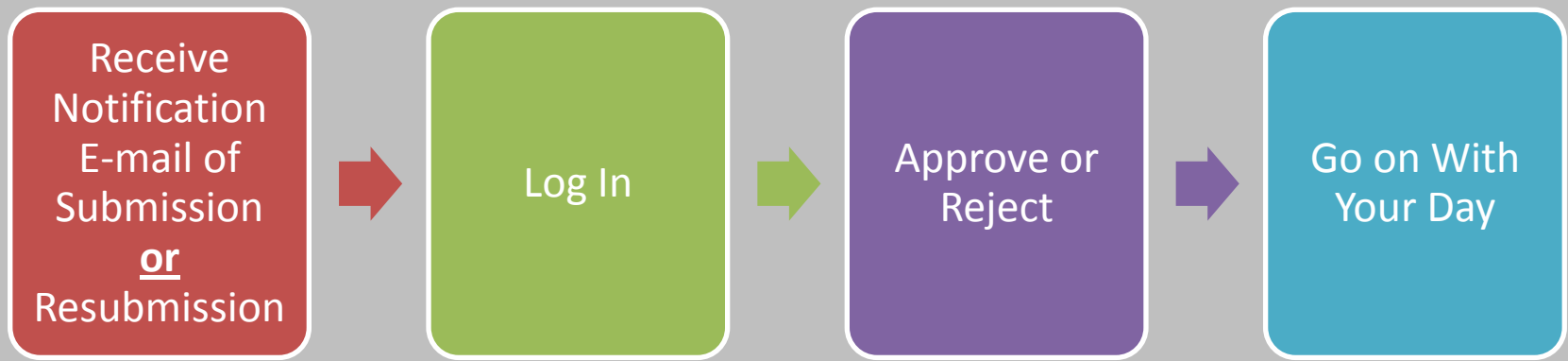
# PROHIBITED ACTIVITIES

- 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.



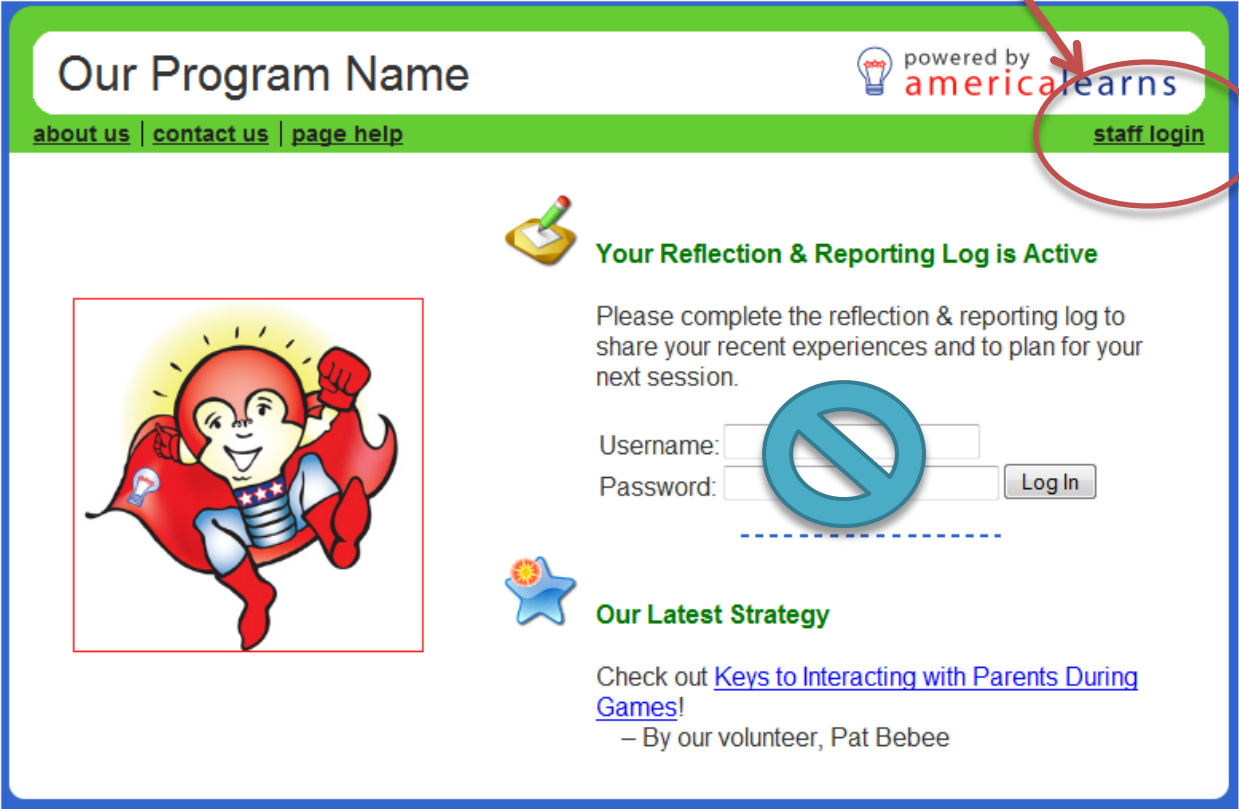
# TIMESHEET PROCEDURES

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



## Step 1: Log In

- <http://americalearns.net/>\_\_\_\_\_.




Our Program Name

powered by **americalearns**

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[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.**








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**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](#)

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## Step 3:




- Click **Individual member data**.



Our Program Name powered by americanlearns

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**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](#)

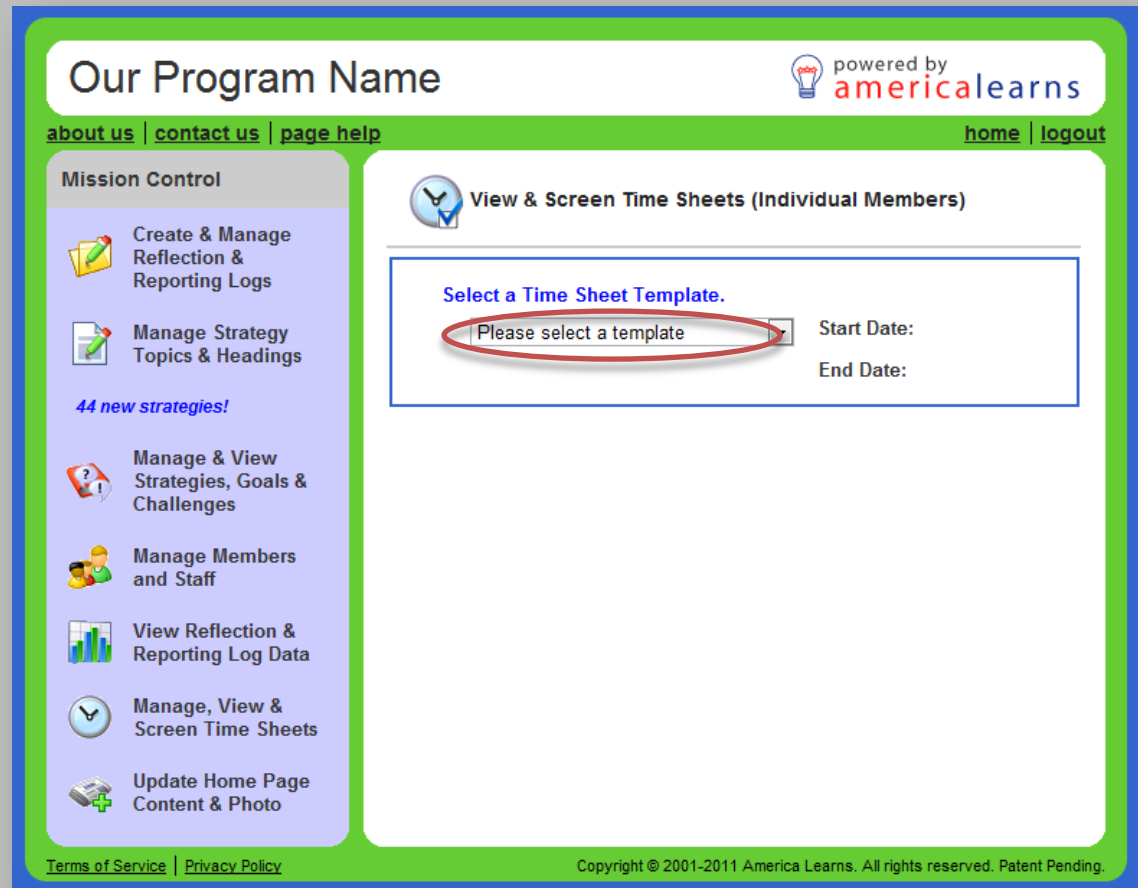
**Create & Manage Time Sheet Templates**  
[Create & Manage Time Sheet Templates](#)

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

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## Step 4:

- Select our current **Time Sheet Template.**
  
- Template Name:  
2014-15 Montana  
State Program Year




The screenshot shows the 'Our Program Name' dashboard. At the top right, it says 'powered by americalearns'. Below the header, there are navigation links: 'about us | contact us | page help' and 'home | logout'. The main content area is divided into two columns. The left column, titled 'Mission Control', contains several menu items with icons: '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', and 'Update Home Page Content & Photo'. The right column, titled 'View & Screen Time Sheets (Individual Members)', contains a form with a dropdown menu labeled 'Please select a template' (circled in red), and fields for 'Start Date:' and 'End Date:'. At the bottom, there are links for 'Terms of Service' and 'Privacy Policy', and a copyright notice: 'Copyright © 2001-2011 America Learns. All rights reserved. Patent Pending.'



## 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)**

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**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](#)

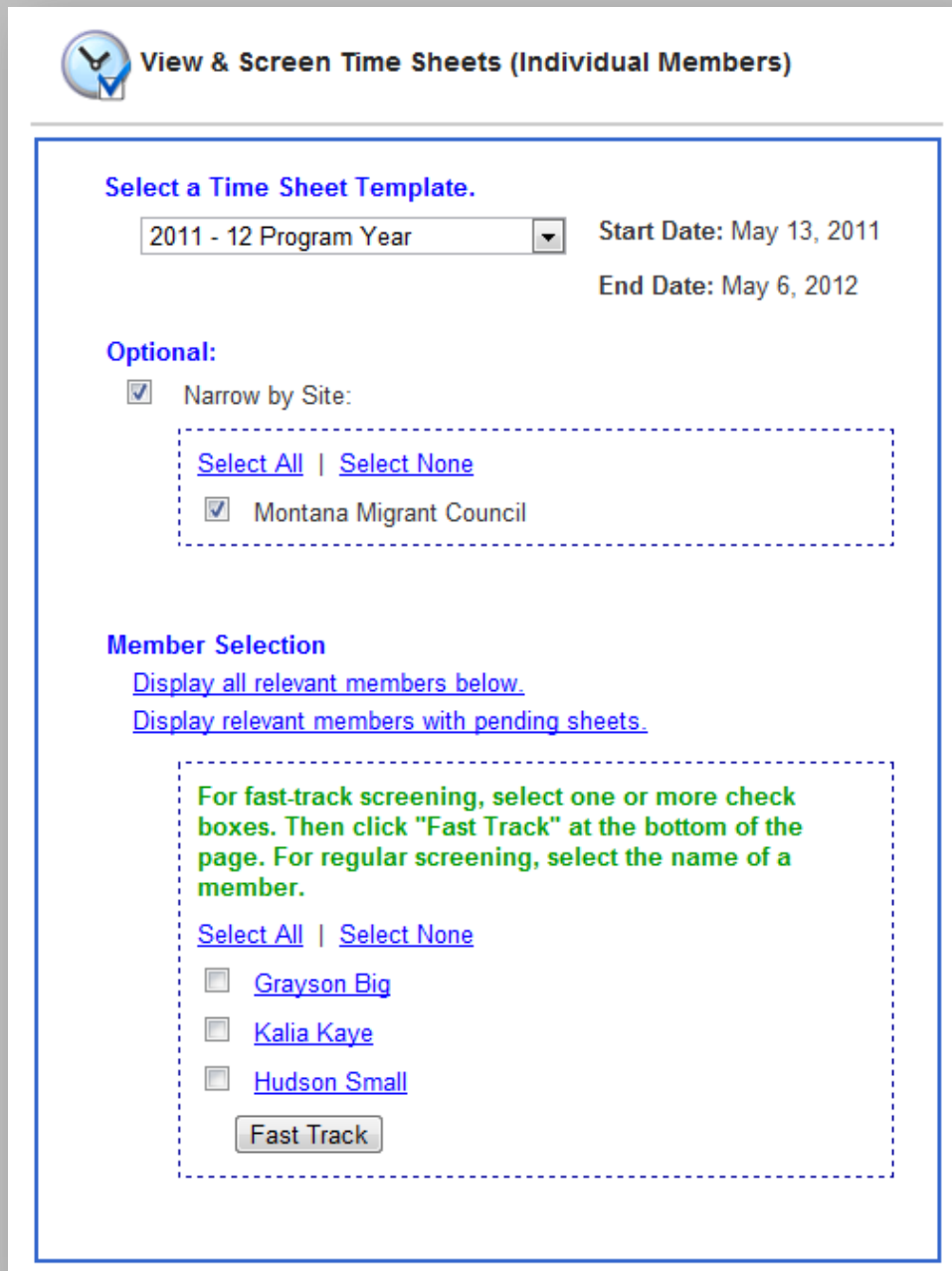
## Two Screening Options:


### 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
<b>Approved Hours:</b>	<b>0</b>
Service	0
Training	0
Fundraising	0
Weekly Average:	0
<b>Pending Hours:</b>	<b>9.75</b>

**Time Sheets Pending Approval:**

Period	Submission Date	Screen
05/13/2011 - 05/15/2011	05/15/2011	<a href="#">Screen</a>

**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	
<b>Total Time:</b>	<b>9.75 hours</b>	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
<b>Total Time:</b>	<b>9.75 hours</b>

**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**



I will get things done  
for America to make our people safer,  
smarter and healthier.

I will bring Americans together to  
strengthen our communities.

When faced with apathy I will take action.

When faced with conflict I will seek  
common ground.

Faced with adversity I will persevere.

I will carry this commitment with me this  
year and beyond.

I am an AmeriCorps member and

**I Will Get Things Done**