



## Activities Reporting Instructions

Team Leaders and Battalion Liaisons together form a communication system is responsible for logging and tracking team members' fulfillment of program requirements. The system described below is a process to maintain the activity records of individual team members under their team and battalion structure.

### Battalion and CERT Training, Continuing Educations and Community Events:

- When multiple battalions participate in a training or CE, the Battalion sponsoring the training or CE will be responsible for securing and submitting the attendance sheet
- Information on all attendance sheets should include, **name, email, and assigned team (NOT Battalion number)**
- Within 10 days of event completion, send the CERT Program Office and other battalion liaisons the attendee list. The original copy of the sign-in sheet should be sent to the CERT Program Office.
  - Each battalion leader/liaison will be responsible for recording their attendees on their monthly Volunteer Hours Report with the exception of ongoing HAM Weekly Networking
    - HAM Weekly Networking reporting will continue to be submitted with the monthly Volunteer Hours Report by the HAM Liaison
  - All events are consolidated into one workbook and is kept on file with the CERT program office and reported quarterly to the City of San Diego.

### Reporting Activities:

- Monthly Volunteer Hours Report – Liaisons send to the CERT Program office at ([cdkrzys@sandiego.gov](mailto:cdkrzys@sandiego.gov)) **by 5<sup>th</sup> of each month**
  - Report should include all activities that team members participate in for the month (i.e. team meetings, trainings, refreshers, continuing educations, community activities, related to CERT)
  - Recognized Team Leaders and Liaisons should report administrative time spent on their battalion's volunteer hours report
  - Report will be compiled into one workbook and maintained in the CERT Program Office

### Reporting Format:

- Guidelines when reporting your volunteer hours report:
  - Name– First name Last Name (ex. Cynthia Imai)
  - Event – state if:
    - Continuing education (CE-event name);
    - Refresher Training
    - Team meeting – “(team name) Team meeting”; or
    - Other (O) and list activity; individual training should also be listed here

- Date– xx/xx/xxxx (ex. 05/09/2009)
- Hours – x.xx (ex. 3.00)
- Remove all borders
- List all like items together

### **Incorrect Format:**

<b>Volunteer Name</b>	<b>Event</b>	<b>Date</b>	<b># of Hours</b>
Bear, Smokey	Forest Meeting	March 17,2009	2
Smokey Bear	Radio Protocol Training	17 March 09	2.0
Smokey Bear	St. Patrick's Day Parade	March 17th	2 hours
Smokey Bear	CERT Ham Weekly	Mar 5, 12, 17, 24	1.0
Fire Fox	Forest Meeting	3/17	2
Fire Fox	CERT Ham Weekly	3/17/2009	2

### **Correct Format:**

<b>Volunteer Name</b>	<b>Event</b>	<b>Date</b>	<b># of Hours</b>
Smokey Bear	Forest Team Meeting	03/17/09	2.00
Fire Fox	Forest Team Meeting	03/17/09	2.00
Smokey Bear	Refresher Training	03/19/09	4.00
Fire Fox	Refresher Training	03/19/09	4.00
Smokey Bear	CE-CERT HAM Weekly Net	03/05/09	0.25
Fire Fox	CE-CERT HAM Weekly Net	03/05/09	0.25
Smokey Bear	CE-CERT HAM Weekly Net	03/12/09	0.25
Fire Fox	CE-CERT HAM Weekly Net	03/12/09	0.25
Smokey Bear	CE-Radio Protocol Training	03/20/09	3.00
Fire Fox	CE-Radio Protocol Training	03/20/09	3.00
Smokey Bear	O-St. Patrick's Day Parade	03/17/09	3.50

Questions: contact Carie at [cdkrzys@sandiego.gov](mailto:cdkrzys@sandiego.gov), or 619-533-4353 between the hours of 7am and 3pm, Monday through Friday.