



VetsWork Check List (Responsibilities to MAI)

- ❖ **Work Plan:** Create a work plan with your Sponsor during the first few weeks of service. Update the plan throughout the year.
- ❖ **Timesheet:** Submit monthly at <http://americalearns.net/MAI>. You can update it as frequently as you'd like, but only submit on the last day of the month.
- ❖ **Site Reports:** Submit monthly **via excel file** – end of month. The excel file can be found in the document library of the America Learns site.
- ❖ **Blog submissions:** Throughout the year we will be asking you to write updates about what you are doing. Be sure to take pictures throughout your work to use in your blog. We will remind you one week prior to your due dates of ____, ____, ____. Call us if you aren't sure what to write about.
- ❖ **Community Action Project:** Complete a self-directed project over the course of the year. See resource binder for details.
- ❖ **Pod Meetings:** Different members will take turns setting the agenda and planning the events for their group. Everyone will facilitate or help plan at least one meeting. The Goal is to get members together in person to share experiences and for professional development. Dates are _____
- ❖ **Evaluations:** Complete Mid-Year _____ and Final _____
- ❖ **Incident and Accident Reports:** Fill this form out and submit it to MAI **if you have any injury** on the job (even one that doesn't require immediate medical attention).
- ❖ **Help:** Please contact the appropriate MAI staff if you have questions regarding any of this material.
Aaron Stanton: 253-653-4231 programs@mtadamsinstitute.com
Laura Linn: 541-221-5647 maicoordinator@mtadamsinstitute.com