



NC-ACTS! Enrollment Checklist

Directions: Use this checklist to ensure you have completed all enrollment paperwork. Thanks!

Member Name (print): _____

College/University: _____

Campus Contact: _____

Program Orientation Location: _____ Date: _____

Required Forms:

- AmeriCorps Enrollment Form (Member signature required)
- NC-ACTS! Member Agreement (Member signature required)
- Member Eligibility Verification Form (Campus Coordinator signature required)
- Copy of Proper Identification (birth certificate, U.S. passport or proof of permanent resident alien status – driver’s licenses are not acceptable)
- Service Site Agreement – Service Position Description (Site Supervisor signature required)
- Site Supervisor Agreement (Site Supervisor and Campus Coordinator signatures required)
- Criminal Record Check Verification Form (Campus Coordinator signature required)
- or-**
- Criminal Record Check Authorization Form (Member signature required)
- This Enrollment Checklist

Enrollment Date

Please choose the month you plan to begin service at your site (we will not accept time logs prior to the month checked):

Fall Enrollment: August September October

Spring Enrollment: January February March

Summer Enrollment: May June

You will not be enrolled as a member until all of the listed paperwork is completed and submitted to your Campus Coordinator. Please make copies of your documents for your records.