

NC-ACTS! AmeriCorps Program

Enrollment Workbook 2009-2010



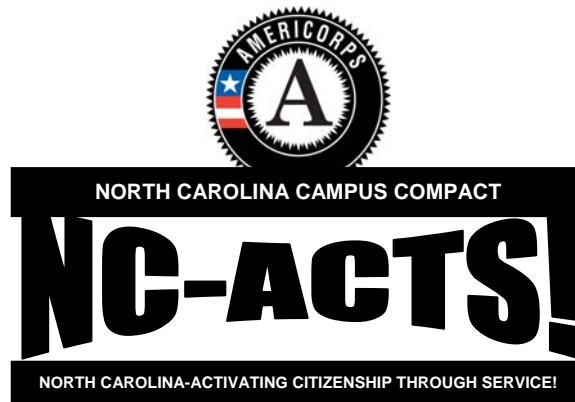
North Carolina | Campus Compact



NORTH CAROLINA CAMPUS COMPACT

NC-ACTS!

NORTH CAROLINA-ACTIVATING CITIZENSHIP THROUGH SERVICE!



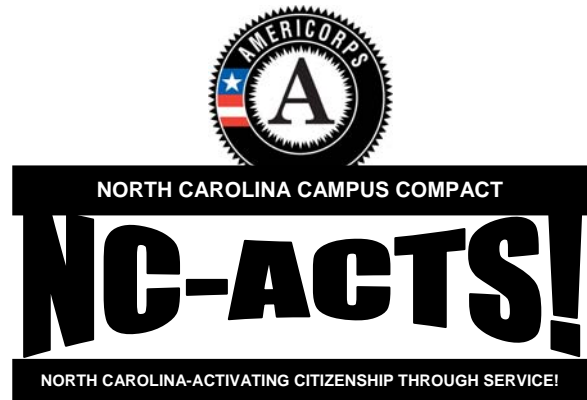
**Thank you for your interest in the
NC-ACTS! AmeriCorps program
sponsored by NC Campus
Compact!**

This packet will contain general information and enrollment paperwork. Before filling out the following paperwork, you should receive an Orientation to the program conducted by the NC-ACTS! Campus Coordinator on your campus.

Once you complete your paperwork you will return it to your Campus Coordinator. Feel free to visit the NC-ACTS! website, at any time, for more information.

PROGRAM OVERVIEW

NC-ACTS! (North Carolina-Activating Citizenship Through Service), an AmeriCorps program of North Carolina Campus Compact. Through a grant through the Corporation for National and Community Service, NC Campus Compact provides 500 students across the state with a \$1000 education award upon completion of 300 service hours in an academic year.



Goals of the program:

- Foster civic engagement among higher education students
- Promote the national service movement
- Encourage positive relationships between campuses and communities

These are the program requirements each member must fulfill to remain in and complete the program.

1. Complete enrollment paperwork (contained in this workbook)

2. Attend any orientations or trainings that your campus will host

Your campus coordinator will either schedule a group orientation or one-on-one meeting with you to discuss the program requirements and expectations before you enroll in the program.

3. Establish an account via the online payment system that the Corporation for National and Community Service has established.

<http://org.elon.edu/nccc/NC-ACTS/EducationAward.html>

4. Serve your hours every week!

As the NC-ACTS! program is developed to work within the academic calendar, you should serve hours every week to ensure completion of the program. On average we recommend 10 hours per week.

5. Track your hours online and turn in a monthly Time Log

In order for your hours to be registered, you must complete your time log online, print it and then submit it to your Campus Coordinator at the end of each month. The form **MUST BE SIGNED BY YOUR SITE SUPERVISOR**. You must submit a time log for every month that you work within 14 days of completing the hours. For example, if you serve 20 hours in January, you should submit your January time log by February 14. You will receive your access/sign-in information from your Campus Coordinator.

6. Participate in at least (2) Reflection Sessions

Every NC-ACTS! student is required to complete at least two reflection sessions. These sessions will be scheduled and designed by your Campus Coordinator. These are intended to deepen your service experience by allowing you the opportunity to process and discuss your experiences with other NC-ACTS! students. Your Campus Coordinator will take attendance at these sessions to verify your participation.

7. Complete the NC-ACTS! online Exit Survey once you have served over 200 hours.

Every NC-ACTS! student must complete an online survey before exiting the program. NC-ACTS! program staff will e-mail the survey link to you via e-mail once you surpass 200 hours of service. Please save the link. Do not complete the survey until you are near completion (over 250) of your hours.

8. Complete your Exit paperwork

9. Receive your Education Award!

Remember, the Education Award is not cash paid directly to a member. The National Service Trust is the office at the Corporation for National and Community Service that administers the education award program and will transfer the funds for the following reasons only.

1. To repay qualified student loans;
2. To pay for current educational expenses at a qualified institution of higher education; and
3. To pay expenses incurred while participating in an approved school-to-work opportunities program.

You can use your education award for up to 7 years upon completion of the NC-ACTS! program.

General Program Policies

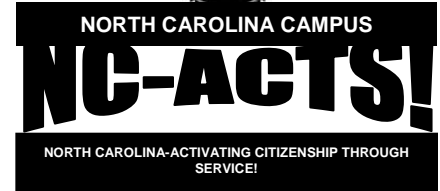
Reasonable Accommodation

The NC-ACTS! program will provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified members.

Accommodations that impose an undue financial or administrative burden on the operation of the program or fundamentally alter its nature are not reasonable accommodations.

Discrimination Policy

Participation in the Corporation and its programs and projects will be based on merit and equal opportunity for all, without regard to factors such as race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community, or social affiliations.



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.



AMERICORPS ENROLLMENT FORM

Completion of this form is required to enroll an AmeriCorps member in the National Service Trust, making the member eligible for an education award upon successful completion of his or her term of service. It also provides the Corporation for National and Community Service with basic demographic data.

DIRECTIONS TO MEMBER:
1. Use blue or black ink. 2. Print clearly. 3. Please complete and sign Part 1 and Part 2. 4. Return the completed form to your **Program Director**.

PART 1 Member: Please Complete and Sign

1. Name _____
Last First MI
2. Date of Birth _____ 3. Social Security Number _____
Month Day Year
4. Citizenship Status U.S. Citizen U. S. National Lawful Permanent Resident Alien of the United States
5. High School Status:
 I have received a high school diploma or its equivalent.
 or
 I agree to obtain a high school diploma or its equivalent before using my education award, and I did not drop out of elementary or secondary school to enroll in the program.
6. Males 18-26 years old not yet registered with the Selective Service System: If you would like the Corporation for National and Community Service to provide the information on this page to the Selective Service System so that the agency may register you, please check this box.
7. Current Address (All information will be sent to you at this address until you notify the Corporation of a change of address.)

Number and Street _____

City _____ State _____ Zip Code _____

E-Mail Address _____

Home Phone _____ Business Phone _____ Ext _____

8. Permanent Address (Name and address of person through whom you can always be reached once you leave the program.)

Last First MI

Number and Street _____

City _____ State _____ Zip Code _____

E-Mail Address _____

Home Phone _____ Business Phone _____ Ext _____

Member's Signature _____ Date: _____

I understand that a knowing and willful false statement on this form can be punished by a fine or imprisonment or both under Section 1001 of Title 18, U.S.C.

PART 2**Member: Please Answer the Following Questions**

1. **What is your gender?**
 Female
 Male
2. **Are you registered to vote?**
 Yes
 No
 Not sure
 Not eligible
 Prefer not to respond
3. **(Optional) Which of the following categories best describes your racial or ethnic origins? (Mark one or more from A and one from B)**
A. Race
 American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander
 Black or African American
 White
 Asian
 Other
B. Ethnicity
 Hispanic origin
 Not of Hispanic origin
4. **Which one of the following best describes your marital status?**
 Single, never married
 Married, living with husband/wife
 Married, not living with spouse/legally separated
 Widowed
 Divorced
 Prefer not to respond
5. **What is the highest level of education you have completed?**
 Less than high school completed
 GED
 High school graduate
 Technical school/apprenticeship/vocational
 Some college
 Associates degree (AA)
 College graduate
 Some graduate school
 Graduate degree
 Professional degree (medical, law)
6. **Do you have a disability?**
 Yes (Specify: _____)
 No
 Prefer not to respond
7. **Are you a veteran of the United States Armed Forces?**
 Yes
 No
8. **What are the two most important reasons why you decided to join this program?**
 To get an education award
 To help other people/perform a community service
 To be part of a national movement
 To get a job/earn money
 Friends have joined
 To make friends
 To learn about or work with different ethnic/cultural groups
 Parents/teachers wanted me to join
 To explore future job/education interests
 To get involved in health issues
 To get involved in education issues
 To get involved in environment issues
 To get involved in public safety issues
 Other (Specify: _____)
9. **How did you hear about this program? (Mark all that apply.)**
 Read about it in an article
 Saw an advertisement in a newspaper/magazine
 Guidance counselor/teacher
 Parent/relative
 Current or former AmeriCorps Member
 Friend told me/friend applied
 Heard about it on TV commercial
 Heard about it on radio commercial
 Heard about it on the internet
 Heard about it from an AmeriCorps recruiter/representative
 Received information in the mail
 AmeriCorps Program
 Poster
 Other (Specify: _____)
10. **Have you ever previously enrolled in an AmeriCorps program?** Yes No
If so, how many times: _____
11. **Have you ever been released 'for cause' from a term of service by this or any other AmeriCorps program?**
 Yes No

Member's Signature _____ **Date** _____

I understand that a knowing and willful false statement on this form can be punished by a fine or imprisonment or both under Section 1001 of Title 18, U.S.C.

Privacy Statement - In compliance with the Privacy Act of 1974, the following information is provided. The collection of this information is authorized by the provisions of the National and Community Service Act as amended by the National and Community Service Trust Act of 1993. The primary purpose of the information is to obtain from AmeriCorps program representatives their data to successfully enroll a member in a term of service and the education award program. The evaluative information will help the Corporation improve its programming and services to members. Except as indicated here, information will not be disclosed outside the Corporation without written permission. The Internal Revenue Service has determined that the education award is taxable in the year it is used. Your Social Security Number (SSN) is solicited under the authority of the Internal revenue Code (28 U.S.C. 6011© and 6109) for use as a taxpayer identification number. Failure to disclose the SSN or any other information may result in a denial of your receiving an education award or it may delay the processing of your education award.



Member Agreement

2009-2010 Program Year

All Members are responsible for adhering to established procedures detailed below. This agreement delineates the terms, conditions, and rules of participation of _____ (hereinafter referred to as the "Member") in the North Carolina Campus Compact NC-ACTS! AmeriCorps Program. (hereinafter referred to as "NC-ACTS!")

I. AMERICORPS REQUIREMENTS

1. Minimum Qualifications

The member _____ (Member Name) is enrolled in the NC-ACTS! program through _____ (College or University).

Member certifies that he/she is a United States citizen, a national, or a legal permanent resident and that he/she is at least 17 years of age and has obtained a high school diploma or is actively working toward a GED. Attach proof of legal residence or citizenship.

2. Terms of Service

- a) The Member's term of service begins on _____ and ends on _____.
- b) The Member will complete a minimum of 300 hours of service during the 2009-2010 academic year. A maximum of 20% of these hours may be indirect service/training activities. A Member who anticipates that he/she will have difficulty completing the required number of hours should notify their NC-ACTS! Campus Coordinator ahead of time in order to arrange opportunities for completing his/her required hours during the term of service. The Member may complete their required hours in a maximum of three service sites.
- c) The Member understands that in order to be eligible for serving a second term of service, he/she must be in good standing with NC-ACTS!. This means that the Member must serve at least 300 hours, which includes the satisfactory completion of all required training and reflection opportunities; must complete all required paperwork; and must follow all other rules and requirements set out in this document.
- d) A Member may only earn a maximum of two education awards in an AmeriCorps program during his/her lifetime. The Member understands, however, that mere eligibility for an additional term of service does not guarantee selection or placement. If the Member did not successfully finish his/her term, previous enrollment counts as a term of service for the purposes of education award eligibility. The Member understands that his/her failure to disclose to NC-ACTS! staff previous enrollment in another AmeriCorps program, including any history of having been released for cause from another AmeriCorps program, will render the Member ineligible to receive the education award.

3. Position Description

- a) The NC-ACTS! Campus Coordinator at this institution is _____. The name of the Member's direct Site Supervisor is shown in the Service Site Agreement.
- b) The Member agrees to fulfill his/her service as outlined in the Service Site Agreement.

4. Benefits

- a) Upon successful completion of one year of service, the Member will receive an education award from the National Service Trust. The value of this education award is \$1,000 for a Member who completes 300 hours of service.
- b) If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay any interest that accrued on the loan during the term of service.

5. Rules of Conduct

- a) At all times, while acting in an official capacity, an AmeriCorps Member is expected to:

1. Demonstrate mutual respect toward others.
 2. Follow directions.
 3. Direct concerns, problems, and suggestions to your NC-ACTS! Campus Coordinator or the NC-ACTS! Program Director in the NC Campus Compact office.
- b) The Member understands that the following acts also constitute a violation of the program's rules of conduct:
1. Unauthorized tardiness.
 2. Unauthorized absences.
 3. Repeated use of inappropriate language (i.e. profanity) at a Service Site.
 4. Failure to wear appropriate clothing to service assignments.
 5. Stealing or lying.
 6. Any activity that may physically or emotionally damage other members of the program or people in the community.
 7. Possessing or using any illegal drugs during the term of service.
 8. Consuming alcoholic beverages during the performance of service activities.
 9. Being under the influence of alcohol or any illegal drugs during the performance of service activities.
 10. Failing to notify the program of any criminal arrest or conviction that occurs during the term of service.
 11. Unlawful manufacture, distribution, dispensation, possession or use of any controlled substance or illegal drugs during the term of service.
 12. Under the Drug-Free Workplace Act, you must immediately notify the NC-ACTS! Program Manager within days, if you are convicted under any criminal drug statute. Your participation in the program is conditioned upon compliance with this notice requirement and we will take action for violation of this.
- c) Member agrees to not participate in prohibited activities including:
1. Voter registration drives.
 2. Efforts to influence legislation, including state or local ballot initiatives, or lobbying for your program.
 3. Organizing a letter-writing campaign to Congress.
 4. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
 5. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
 6. Organizing or participating in protests, petitions, boycotts, or strikes.
 7. Assisting, promoting, or deterring union organizing.
 8. Impairing existing contracts for services or collective bargaining agreements.
 9. Engaging in religious instruction.
 10. Conducting worship services.
 11. Providing instruction as part of a program that includes mandatory religious instruction or worship.
 12. Constructing or operating facilities devoted to religious instruction or worship.
 13. Maintaining facilities primarily or inherently devoted to religious instruction or worship.
 14. Engaging in any form of religious proselytizing.
 15. Providing a direct benefit to a for-profit entity, a labor union, a partisan political organization, or an organization engaged in religious activities.
 16. Participating in activities that pose a significant safety risk to participants; and .
 17. Fundraising
 - a) In general, AmeriCorps Members cannot assist their organizations with major fundraising efforts. However, Corporation policy permits some limited activities related to fundraising by AmeriCorps Members to the extent that such activities:
 - Are not funding the agency's capital or operating costs;
 - Provide immediate and direct support to a specific and direct service activity;
 - Fall within the program's approved direct service objectives;
 - Are not the primary activity of the program;
 - Do not involve significant amounts of time for any Member;
 - Are less than 10% (30 hours) of the total 300 hours to be served

Examples of activities that would fit into one of the above-listed prohibited activities include:

- *Printing politically or religiously charged articles in a Corporation-funded newsletter or listserv.*

- *Taking part in political demonstrations or rallies.*
 - *Participating in an internship with a for-profit business as part of the education and training component of a program; or leading children in singing religious hymns.*
- d) In general, for violating the rules stated in section 5(a)(b)(c), the program will do the following (except in cases where during the term of service the Member has been charged with or convicted of a violent felony, or possession, sale or distribution of a controlled substance):
1. For the Member's first offense, an appropriate program official will issue a verbal warning to the Member and document that warning in Member's written file.
 2. For the Member's second offense, the NC-ACTS! Program Manager will issue a written warning and reprimand the Member, noting the offense in Member's written files.
 3. For the Member's third offense, the Member may be suspended for a period of time without compensation and will not receive credit for any service hours missed.
 4. For the fourth offense, the program may release the Member for cause.
 5. The Member understands that he/she will be either suspended or released for cause for committing certain acts as described in section 5(a)(b) and (c) during the term of service including but not limited to being convicted or charged with a violent felony, possession, sale, or distribution of a controlled substance.

6. Release from Service

- a) The *NC-ACTS! AmeriCorps* program may release the Member from the term of service, due to compelling personal circumstances for the following reasons:
 1. The Member has a serious injury or illness that makes completing the term impossible;
 2. There is a serious injury, illness or death of an immediate family member and the Member is needed to care for that family member or take over the duties of the family member;
 3. The Member is drafted by the Armed Services of United States;
 4. Some other circumstance occurs that makes it impossible or very difficult for the Member to complete the term of service and NC-ACTS! staff deem the circumstance to be compelling. Compelling personal circumstances do not include leaving the program due to:
 - a. Change in class schedule or non-related work hours;
 - b. To obtain employment;
 - c. Because of dissatisfaction with the program.
- b) *NC-ACTS!* may suspend the Member's term if the Member has a serious injury or illness, death in the family, or other life condition, which requires an extended leave of absence and such leave is approved by the coordinator.
- c) If the Member discontinues his/her term of service for any reason other than a release for compelling personal circumstances as described in this agreement, he/she will receive NO portion of the education award or interest payments described in this Agreement.
- d) A Member who is released for compelling personal circumstances and who has completed at least 15 % of the required term of service is eligible for a prorated Education Award.

7. Grievance Procedures

- a) The Member understands that the *NC-ACTS! AmeriCorps* Program has a grievance procedure to resolve disputes concerning the Member's suspension, dismissal, service evaluation or proposed service assignment.
- b) The Member understands that, as a participant of the program, he/she may file a grievance in accordance with the Program's grievance procedure, as stated in the appendix.
- c) In the event that informal efforts to resolve disputes are unsuccessful, *NC-ACTS! AmeriCorps* Members, labor unions, and other interested individuals may seek resolution through the following grievance procedures. These procedures are intended to apply to service-related issues, such as assignments, evaluations, suspensions, or release for cause, as well as issues related to non-selection of members, and displacement of employees, or duplication of activities by AmeriCorps.
 1. **Optional Alternative Dispute Resolution (ADR):** ADR is available, but must be selected within 45 days of the underlying dispute. If an aggrieved party chooses ADR as a first option, a neutral party designated by the program will attempt to facilitate a mutually agreeable resolution. The neutral party

- must not have participated in any previous decisions concerning the issue in dispute. ADR is confidential, non-binding, and informal. No communications or proceedings of ADR may be referred to at the grievance hearing or arbitration stages. The neutral party may not participate in subsequent proceedings. If ADR is chosen by the aggrieved party, the deadlines for convening a hearing and of a hearing decision, 30 and 60 days respectively, are held in abeyance until the conclusion of ADR. At the initial session of ADR, the neutral party must provide written notice to the aggrieved party of his or her right to request a hearing. If ADR does not resolve the matter within 30 calendar days, the neutral party must again notify the aggrieved party of his or her right to request a hearing. At any time, the aggrieved party may decline ADR and proceed directly to the hearing process.
2. **Grievance Hearing:** An aggrieved party may request a grievance hearing without participating in ADR or, if ADR is selected, if it fails to result in a mutually agreeable resolution. The aggrieved party should make a written request for a hearing to the *NC-ACTS! Program Manager*. A request for a hearing must be made within one year after the date of the alleged occurrence. At the time a request for a hearing is made, the program should make available to the aggrieved party information that it relied up on in its disciplinary decision. The program will arrange for one or more pre-hearing conferences at a time mutually convenient to the parties. Pre-hearing conferences are not a substitute for a hearing. They are intended to facilitate a mutually agreeable resolution of the matter to make a hearing unnecessary or to narrow the issues to be decided at the hearing. The format of the pre-hearing conference may be flexible, involving meetings with one party at a time and/or with both parties together. Pre-hearing conferences are conducted by the *NC-ACTS! Program Manager*. The person conducting the hearing may not have participated in any previous decisions concerning the issue in dispute. (*Note: To ensure impartiality in the hearing, programs may choose to designate some-one other than the program director to approve disciplinary actions regarding members, leaving the director available to conduct grievance hearings.*) A hearing must be held no later than 30 calendar days after the filing of the grievance, and a written decision must be made no later than 60 calendar days after filing.
 3. **Binding Arbitration:** An aggrieved party may request binding arbitration if a grievance hearing decision is adverse or if no decision is made within 60 days of the filing of the grievance. The arbitrator must be independent and selected by agreement of the parties. If the parties cannot agree on an arbitrator, the Corporation's Chief Executive Officer will appoint one within 15 calendar days after receiving a request from one of the parties. An arbitration proceeding will be held no later than 45 calendar days after the request for arbitration, or no later than 30 calendar days after the appointment of an arbitrator by the Corporation's CEO. An arbitration decision will be made no later than 30 calendar days after the commencement of the arbitration proceeding. The cost of arbitration will be divided evenly between the parties, unless the aggrieved party prevails, in which case the program will pay the total cost of the proceeding as well as the prevailing party's attorneys' fees.

II. NC-ACTS! MEMBER RESPONSIBILITIES AND PROCEDURES

1. Personnel Forms and Information

- a) Members are required to complete Monthly Time Logs and participate in structured reflection; complete forms including signatures of Member and Site Supervisor. Falsifying information on Monthly Time Logs constitutes grounds for immediate dismissal from the NC-ACTS! AmeriCorps Program.
- b) Members are responsible for providing changes of personal information to their *NC-ACTS! Campus Coordinator* e.g. schedule changes, telephone number, address, etc.
- c) Members are responsible for providing a permanent address for Research and Program Evaluation both during and after AmeriCorps participation.

2) General Requirements

- a) Members must complete and turn in all required paperwork on time.
- b) Members must attend all scheduled meetings, training sessions, and reflection. If a Member must be absent from a meeting, he/she remains responsible for all information disseminated at that meeting.
- c) Members must adhere to the Rules of Conduct as described in this Agreement.
- d) Members may address problems or issues regarding a *NC-ACTS!* procedure, policy, or staff member, including disputes concerning the Member's suspension, dismissal, service evaluation or proposed service

assignments, by using the Grievance Procedure described in section I (7).

3) Criminal Background Check

A Criminal Background Check must be completed on every member BEFORE they begin serving hours.

- a) If the service site where a member is serving requires a background check, a Criminal Record Check Verification Form must be sent with Enrollment Paperwork indicating where the background check report is located.
- b) If the service site does not require a background check, NC Campus Compact will facilitate the background check to be completed through Lexus Nexus and includes a search of the State Criminal Registry as well as the National Sex Offender registry. All such applicants will need to complete a Criminal Record Check Authorization Form.

There is the potential that the resultant data will indicate an individual’s prior felony and/or misdemeanor convictions. All prior convictions will be reviewed on a case-by-case basis, with the following being cause for immediate disqualification for service in AmeriCorps: a murder conviction or identification on the National Criminal Research Database as a sex offender.

III. AUTHORIZATION

The member and program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement. By signing this contract the member will also certify, under penalty of law, that she/he has a high school diploma or equivalency certificate or agrees to obtain one before using the education award. Before signing the contract please check and complete the appropriate information in the table below.

Mark Appropriate Certification	Institution and Location Where Degree Completed	Date of Completion
<input type="checkbox"/> High School Diploma		
<input type="checkbox"/> High School Equivalency Certificate		
<input type="checkbox"/> Expect to complete High School Diploma or Equivalency Before Using the Education Award		(Include expected date of completion)

IV. AGREEMENT OF PARTICIPATION

As a 2009-2010 NC-ACTS! AmeriCorps Member, I understand that I am responsible for adhering to the NC-ACTS! AmeriCorps program policies found in this document. Further, I understand that continued participation in the NC-ACTS! AmeriCorps program is contingent on my adherence to these policies. I understand that the NC-ACTS! AmeriCorps program staff may place me on probationary status, or may suspend or release me from AmeriCorps, for failure to comply with policies stated herein.

I understand that the NC-ACTS! AmeriCorps program keeps general information about Members (such as information requested in application and profile forms) in order to track overall program effectiveness. I understand that any information that is individually identifiable is held confidentially and may not be released to anyone other than NC-ACTS! AmeriCorps Program staff without my prior written permission.

This contract may be amended in writing by the NC-ACTS! AmeriCorps program. Such amendment requires the signatures of both parties.

Member Signature _____ Date: _____

Campus Coordinator Signature _____ Date: _____

Please sign and give the original to your NC-ACTS! Campus Coordinator. Please make a copy for your records.



AmeriCorps

Member Eligibility Verification Form

See 45 C.F.R. §2522.200(b) and (c) for additional guidance

Regarding proof of Member citizenship or lawful permanent resident status, programs must ascertain and document the citizenship status of the Members, a record of which must be kept in the Member's File. A program may be at risk if it has accepted self-certification as the only document for Member eligibility. Because the Office of Inspector General, in performing audits of programs, has questioned the reliability of self-certification as the only document for Member eligibility, listed below are examples of types of documents programs should request in addition to self-certification. Any **one** of the below documents is adequate verification of eligibility.

<i>Proof of Eligibility</i>	
	Birth Certificate from one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands
	Valid U.S. Passport issued to the individual as a U.S. citizen
	U.S. Dept. of State Form FS-240, Report of Birth Abroad of a Citizen of the United States
	U.S. Dept. of State Form FS-545, Certificate of Birth-Foreign Service
	U.S. Dept. of State Form DS-1350, Certificate of Report of Birth
	INS certificate of naturalization (INS Form N-550 or N-570)
	INS certificate of citizenship (INS Form N-560 or N-561)
	Permanent Resident Card (INS Form I-551)
	Alien Registration Receipt Card (INS Form I-551)
	A passport indicating that the INS has approved it as a temporary evidence of lawful admission for permanent residence
	A Departure Record (INS Form I-94) indicating that the INS has approved it as a temporary evidence of lawful admission for permanent residence
	Other – If one of the above primary documentation is not available, the program must obtain written approval from the Corporation for National and Community Service that other documentation is sufficient to demonstrate the individual's status as a U.S. citizen, U.S. national, or lawful permanent resident

The below signature certifies that I have reviewed the above checked document and believe it to be an authentic original document. A copy is attached.

Signature of NC-ACTS! Campus Coordinator

Date

Document Identification Number (if applicable): _____

Site Supervisor Overview

Thank you for agreeing to serve as a Site Supervisor for the NC-ACTS!*AmeriCorps program! Attached are a *Site Supervisor Agreement* and *Site Agreement* that you must complete **after** you read the information below.

What is NC-ACTS!

NC-ACTS! (North Carolina-Activating Citizenship Through Service) is an AmeriCorps program sponsored by NC Campus Compact. NC Campus Compact is a coalition of over 40 higher education institutions in North Carolina who seek to advance the civic mission of higher education. The NC Campus Compact state office is housed at Elon University in Elon, NC. NC Campus Compact received a grant from the Corporation for National and Community Service (CNCS) to sponsor this AmeriCorps program on behalf of our member campuses.

Since launching in 2004, the NC-ACTS! * AmeriCorps program has engaged over 1500 students. These students have served in partnership with over 750 schools and community-based organizations.

How Does the Program Work?

Each of our member campuses designates a Campus Coordinator. This is generally a staff or faculty member who oversees the program on the campus locally. Campus Coordinators recruit students who are willing to commit 300 hours of service to a local school or community organization (referred to as the Site) in the areas of Education, Human Needs/Services, and Volunteer Recruitment/Capacity Building. If the student completes the 300 hours of service, they will receive a \$1000 education award that can be used for tuition or loan re-payment.

What is the Role of a Site Supervisor?

As a Site Supervisor you are the individual at the local school or community organization (Service Site) responsible for overseeing and verifying the student's activities during their term of service. Specific responsibilities include:

- Helping to develop and sign the member's *Site Agreement* and *Site Supervisor Agreement*.
- Mentoring and supervising the NC-ACTS!*AmeriCorps member.
- Assisting in training and orienting the member to the service site.
- Verifying the member's hours and activities each month by reviewing and signing his/her *Time Logs*.
- Completing a *Site Supervisor Program Evaluation* at the end of the member's term of service.

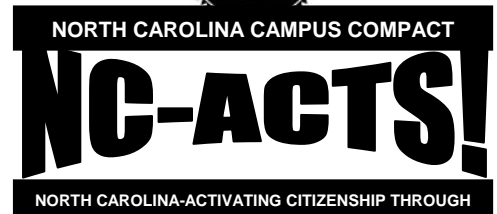
Additional Information

The NC Campus Compact website contains a section called NC-ACTS! There you will find a section devoted to Site Supervisors that includes frequently asked questions and copies of all relevant program forms. www.nccampuscompact.org

The following websites provide more information about AmeriCorps and the Corporation for National and Community Service.

www.nationalservice.gov

www.americorps.gov



Site Supervisor Agreement



This contract outlines the roles and responsibilities of a Site Supervisor in order to host a student/member who participates in the NC-Acts!*AmeriCorps Program.

Below are definitions of the terms used throughout the contract. Please complete any sections that require information and make a copy for your records before submitting it to the Campus Coordinator.

1. **“Site”**- the site is the agency/organization where the NC-Acts! AmeriCorps member is serving.

Name of Site:			
City, State:		Zip:	
Website:			

2. **“Site Supervisor”**- the person who is officially and directly responsible for overseeing the Member while they serve their hours at the Site.

Name of Supervisor:			
Title of Supervisor:			
E-mail Address:			

3. **“Member”**- the NC-Acts! AmeriCorps participant/student committing to serve at the Site.

Member/Student:	
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4. **“Program”**- the participating NC-Acts! *AmeriCorps campus with whom the site is making this agreement. Communication regarding members or the NC-Acts! *AmeriCorps Program requirements/procedures should be between the Site Supervisor and the Campus Coordinator.

For this contract the **Program** refers to NC-Acts! AmeriCorps Program coordinated through:

College or University	
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5. **“Campus Coordinator”** – the designated staff person on the participating campus/program site.

Campus Coordinator	
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The Site Supervisor requirements are as follows:

Provide Supervision and Rewarding Service Opportunities

In agreeing to host an NC-Acts! * AmeriCorps Member, the Site agrees to provide an opportunity for meaningful service for the Member. You should provide the member with the information, orientation, guidance, and support necessary to contribute to your programs and to experience personal and professional growth.

Submit the Service Site Agreement Form to the Campus Coordinator

The NC-ACTS! AmeriCorps Member will provide a Service Site Agreement for your review and signature. A copy of this form will be kept by the Member and Campus Coordinator, and a copy should be maintained in your files. Please read the list of Prohibited Activities to determine if the activities you have outlined for the member are acceptable.

Monitor Service Hours and Activities

One extremely important role of the Site Supervisor is to monitor the number of hours a Member serves, in order to verify Member's eligibility for the education award. The Site Supervisor, therefore, must approve a record of service hours and maintain a copy of these records. The service hours should be recorded by the Member weekly on their *Time Log*. At the end of the month the Site Supervisor and Member sign the *Time Log* and submit it to the Campus Coordinator. Monthly time logs are to be submitted to the Campus Coordinator within 14 days of completion. Please note the three categories of activities that a member can count towards their 300 service hours.

1. Direct Service – A minimum of 80% of a member's hours must involve direct service activities or activities that directly impact the site or clients. A member may choose to complete all 300 hours in direct service.
2. Training/Member Development – No more than 20% of a member's hours can include member development/training activities or activities that assist the member in gaining skills and information necessary for them to better engage in their direct service activities. This is approximately 60 hours. Examples of training/member development activities include orientation at the service site, professional training and development directed at improving skills, knowledge and self awareness or professional conferences and workshops relevant to direct services.
3. Fundraising - No more than 10% of the total hours can include fundraising activities. These fundraising activities must provide immediate and direct support to a specific and direct service activity. See Prohibited Activities for more information. Examples of fundraising activities include seeking donations of items from companies and individuals to assist the program in providing service (i.e. books for a tutoring program), writing a grant proposal to a foundation to secure resources to support the training of volunteers or securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.

Assist in Completion of End of Service Paperwork

The *Site Supervisor Evaluation* must be completed by the Site Supervisor and submitted to the Campus Coordinator as soon as the NC-ACTS! member completes their final day of service at your site. You will receive a copy from the Campus Coordinator or you can download a copy from the NC Campus Compact website. Go to www.nccampuscompact.org and visit the NC-ACTS! section.

Review and adhere to the AmeriCorps Education Award provisions as outlined by the Corporation for National and Community Service

Visit: http://www.americorps.gov/help/ac_sn_2007_eap/2007EAPProvisions.htm

Prohibited Activities

NC-ACTS! AmeriCorps members, like private citizens, may participate in any of the activities listed below on their own time, at their own expense, and at their own initiative. Any individual may take part in the prohibited activities, at their service site, but they may not count that time toward an AmeriCorps term of service.

Political Activities

- ❖ Participating in efforts to influence legislation, including state or local ballot initiatives, or lobbying for your program;
- ❖ Organizing a letter-writing campaign to Congress;

- ❖ Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- ❖ Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- ❖ Voter registration drives;
- ❖ Organizing or participating in protests, petitions, boycotts, or strikes;

Religious Affairs

- ❖ Engaging in religious instruction;
- ❖ Conducting worship services;
- ❖ Providing instruction as part of a program that includes mandatory religious instruction or worship;
- ❖ Constructing or operating facilities devoted to religious instruction or worship;
- ❖ Maintaining facilities primarily or inherently devoted to religious instruction or worship;
- ❖ Engaging in any form of religious proselytizing;

Union Activities

- ❖ Assisting, promoting, or deterring union organizing;
- ❖ Impairing existing contracts for services or collective bargaining agreements;

For-Profit Businesses

- ❖ Providing a direct benefit to a for-profit entity, a labor union, a partisan political organization, or an organization engaged in religious activities;

Safety Factors

- ❖ Participating in activities that pose a significant safety risk to participants;

Fundraising

In general, AmeriCorps Members cannot assist their organizations with major fundraising efforts. However, Corporation policy permits some limited activities related to fundraising by AmeriCorps Members to the extent that such activities:

- ❖ Are not funding the agency’s capital or operating costs;
- ❖ Provide immediate and direct support to a specific and direct service activity;
- ❖ Fall within the program’s approved direct service objectives;
- ❖ Are not the primary activity of the program;
- ❖ Are less than 10% (30 hours) of the total 300 hours to be served

The Site Supervisor and the Campus Coordinator acknowledge by their signatures that they have read, understood and agree to all terms and conditions of this agreement.

Campus Coordinator: (Print) _____

Signature: _____ Date: _____

Site Supervisor: (Print) _____

Signature: _____ Date _____

Please sign this document and make a copy for their files. The original is to be returned to the Campus Coordinator.



Service Site Agreement

NC-ACTS! Member Name: _____

College/University: _____

Service Site: _____

Please check the NC-ACTS! focus area with which your agency or organization most closely identifies.

- Education
 Human Services/Needs
 Volunteer Recruitment

Please check the appropriate category (one) that most accurately describes your Site.

- | | | |
|---|---|--|
| <input type="checkbox"/> Child/Youth Organization | <input type="checkbox"/> Social Service Organization | <input type="checkbox"/> Health/Mental Health Organization |
| <input type="checkbox"/> Environmental Agency | <input type="checkbox"/> Campus Community Service/Service Learning Office | <input type="checkbox"/> Immigrant Service Organization |
| <input type="checkbox"/> Pre-K | <input type="checkbox"/> Elder Care/Senior Center | <input type="checkbox"/> Other (Please Specify): _____ |
| <input type="checkbox"/> K-12 School | <input type="checkbox"/> Faith-based Organization | |
| <input type="checkbox"/> Arts/Cultural Organization | | |

Position Title (required): _____

Please note: If there is no designated title, the default is "volunteer."

Please write/attach a brief description of the members proposed service activities.

Site Supervisor Name: _____

Work Phone: _____

Work E-mail: _____

We are pleased to allow this NC-ACTS! member to serve at our site during his/her AmeriCorps term of service. I agree to serve as the Site Supervisor for this NC-ACTS! member.

Site Supervisor Signature

Date

Please return this form to the Campus Coordinator to include with your enrollment paperwork.



NC-ACTS!

Criminal Record Check Verification Form

The NC-ACTS! Program requires all members to complete a background criminal record check in order to participate in the program. If the service site requires that the background check be completed, the Campus Coordinator must verify below. If the site does not require a criminal record check, the member must complete the *Criminal Record Check Authorization Form*.

This form is to verify that _____ submitted and
(Member)
successfully completed a Criminal Background Check on _____ to
(Date)

serve as an AmeriCorps Member and a NC-ACTS! participant at the service site listed below. By signing this form you acknowledge that findings from the criminal background check were taken into consideration for the Member's placement. Any criminal record information should be shared with the NC-ACTS! Program Director. Please note that a murder conviction or identification on the National Criminal Research Database as a sex offender are cause for immediate disqualification.

The complete criminal background check can be accessed at the following location (list specific location below):

NC-ACTS! Campus Coordinator Signature _____ Date _____

College/University _____

Service Site _____

I understand that the information provided above is truthful and accurate to the best of my knowledge and that knowingly providing false information or omitting information may result in my removal from the NC-ACTS! AmeriCorps Program.

Applicant signature _____ **Date** _____