

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.