



AmeriCorps Application Cover Letter

About AmeriCorps at CSU

AmeriCorps is a national service program initiated by President Clinton, often referred to as the “domestic Peace Corps.” The AmeriCorps program is federally funded through the Corporation for National and Community Service which also manages the Senior Corps Program. AmeriCorps provides thousands of Americans of all ages and backgrounds with education awards in exchange for community service. There are full-time and part-time AmeriCorps programs. Over 80,000 AmeriCorps members each year help to meet the nation’s critical needs in the areas of public safety, education, human needs, and the environment.

Colorado State University is a member of the Compact Service Corps program that reaches across a six-state region: Arizona, Colorado, Montana, Nebraska, North Dakota and South Dakota. The Compact Service Corps program, part of the Colorado Campus Compact, is designed to strengthen campus and community partnership by engaging students in meaningful service. The Compact Service Corps program is a part-time education-award only program, designed specifically for college students.

The CSU AmeriCorps program accepts applications year-round; there is no deadline to submit applications but please keep in mind that the earlier applications and paperwork are submitted and approved, the earlier Members may start counting hours toward their term of service. To determine qualification for the Compact Service Corps AmeriCorps program, please see the site placement, performance measures and service activity requirements in the Member Handbook by visiting <http://www.cccompact.org/sites/default/files/Member%20Handbook.01052012.pdf>. Students serve in one of three priority areas: Education, Healthy Futures, or Capacity Building. Specifics for each area are outlines on pages 9-20 in the Member Handbook. Please contact your Campus Coordinator for additional questions regarding qualification and enrollment.

Your Compact Service Corps Coordinator



The current 2012-2013 Campus Coordinator is:

Angela Shugarts

Student Leadership, Involvement, and Community Engagement Office (SLICE) |
Colorado State University

Campus Delivery 8033 Fort Collins, CO 80523-8033

Phone: (970)491-3802 | Fax: (970)491-2826 | Email:

Slice_amerikorps@mail.colostate.edu

Web: www.slice.colostate.edu/amerikorps/aspx

Office Hours Fall 2012: Monday/Wednesday 9am-2:30pm; Tuesday/Thursdays
9am-12:30pm; Saturdays on occasion

The AmeriCorps Program Campus Coordinator is an essential person for overall program management and success because they are the front line of the program. The Coordinators are responsible for administering the program at CSU including registering and orienting Members, tracking enrollment, exiting Members, and completing reports. The AmeriCorps Coordinator reports to the Assistant Director, Community and Volunteer Programs within the Office for Student Leadership, Involvement, and Community Engagement (SLICE). They also served as the local expert about the Compact Service Corps AmeriCorps Program.

Specific responsibilities include:

- Serve as a liaison to the administrative office of Compact Service Corps Program and Colorado Campus Compact.
- Maintain contact with Colorado Campus Compact to explore means of collaboration with other National Service programs in the state and statewide service events.
- Ensure that each Member receives a program orientation, completes all required Compact Service Corps paperwork, completes a criminal history check, and adheres to all AmeriCorps policies.
- Ensure that all service projects meet guidelines as outlined in the Compact Service Corps Member Handbook and comply with the objectives of the Compact Service Corps AmeriCorps Program.
- Knowledgeable about all Compact Service Corps Program rules, policies, and regulations.
- Serve as a liaison with CSU college/department contacts and internship coordinators.
- Present to classes/groups when requested.
- Provide ongoing communication to Members via electronic (email, Internet) and interpersonal means (phone, meetings, orientations).
- Run reports on status of scholarships, usage, etc. for CSU and the Compact Service Corps administrative office.
- Create and execute Member exit reports; plan year-end recognition.
- Coordinate data entry of all hours served by Members for tracking purposes.
- Complete end of the year reports.
- Participate in SLICE special events and activities as required.
- Other duties as assigned.

Terms of employment:

- 1) Maintain 20 hours of office hours per week on average.

- 2) Maintain up to date and organized files including Member enrollment and tracking of hours.
- 3) Attend all staff and supervision meetings.
- 4) Participate in office events including special events, volunteer days, trainings, and public relations events.
- 5) Provide end of semester and end of year reports in December and May.
- 6) Attend mandatory SLICE office retreat/trainings in August 2011 and January 2012.

Your Department Contacts

The AmeriCorps Department Contact is a designated person within one of the following CSU departments/programs: Social Work (SW), Occupational Therapy (OT), Human Development Family Studies (HDFS), Food Science Human Nutrition (FSHN), Campus Corps (CC), Health & Exercise Science (HES), and Community Literacy Center (CLC).

Department Contacts are responsible for promoting the AmeriCorps Compact Service Corps Programs' mission, values and opportunities for membership to interested students. Additionally, they provide ongoing support for active AmeriCorps Members. The Department Contact reports to the Compact Service Corps Coordinator within the Office for Student Leadership, Involvement, and Community Engagement (SLICE). They also served as a local expert about the basic Compact Service Corps Program rules, policies, and regulations.

Specific responsibilities include:

- Serve as a liaison between students and Campus Coordinator.
- Maintain contact with Campus Coordinator to explore means of collaboration on Member recruitment, retention and program promotion.
- Ensure that each Member has access to appropriate AmeriCorps paperwork documents and forms and contact information for Campus Coordinator.
- Ensure that all service projects meet guidelines as outlined in the Compact Service Corps Member Handbook and comply with the objectives of the Compact Service Corps AmeriCorps Program.
- Serve as a liaison with Member's internship coordinators as needed.
- Provide ongoing communication to Members via electronic (email, Internet) and interpersonal means (phone, meetings, orientations).
- Develop and submit annual Request for Proposal (RFPs) forms in collaboration with Campus Coordinator to maintain participation in Compact Service Corps.
- Attend Compact Service Corps conference calls and meetings as required.
- Sign and date Member time logs and other AmeriCorps documents/forms (if serving as the primary Site Supervisor for the Member). *
- Offer and/or facilitate Member training and development opportunities (i.e. host regular Department orientations/trainings, coordinate information sessions, internship/service reflection discussions, ensure Members have completed required academic requirements to successfully prepare them for community-based service ,etc.).

For a complete list of Department Contacts, please see page 4 of this document.

2012-2013 Department Contacts

*This list is subject to change

<p>Jen Aberle (ED/HF) Human Development & Family Studies Campus Delivery 1570 491-3011 Jennifer.aberle@colostate.edu</p> <p>Jennifer Krafchick (ED/CB) Campus Corps Human Development & Family Studies Campus Delivery 1570 491-2171 Jen.krafchick@colostate.edu</p>	<p>Patty Stutz-Tanenbaum / Debi Krogh-Michna (ED/HF) Occupational Therapy Campus Delivery 1573 491-7795 patricia.stutz-tanenbaum@colostate.edu deborah.krogh-michna@colostate.edu</p>
<p>Susan Tungate/Jennifer Parker/Lisa LaDue (HF/ED/CB) School of Social Work Campus Delivery 1586 491-4695 Susan.tungate@colostate.edu Jennifer.Parker@colostate.edu Lisa.LaDue@colostate.edu</p>	<p>Tobi Jacobi/Stephanie Train (ED/CB) Department of English Community Literacy Ctr. 359 Eddy Campus Delivery 1773 491-3344 tobi.jacobi@colostate.edu msmyth71@gmail.com</p>

ED = Education focus area
HF = Healthy Futures focus area
CB = Capacity Building focus area

Your Site Supervisor

The Site Supervisor is a person at the service /internship site that can validate the hours the Member is serving during his/her term of service as well as document the performance measures. This person may be the organization/agency internship coordinator, selected by the AmeriCorps Member, or designated by the organization/agency.

Specific responsibilities include:

- Oversee the Member's service projects and activities.
- Read and sign the Site Supervisor Agreement in the Member Enrollment Packet.
- Read and sign the Member's Service Plan for Success in the Member Enrollment Packet.*
- Ensure AmeriCorps time sheets are filled out completely and in compliance.
- Review, sign, and date the Member's monthly time logs and monthly project accomplishments.*
- Ensure that the Member is meeting the goals of the Service Plan for Success.
- Provide ongoing communication to participants via electronic (email, Internet) and interpersonal means (phone, meetings, orientations, trainings).
- Complete the end of term Site Supervisor Survey regarding the impact the Member's service project had on the organization.*

*Occupational Therapy Department Contact may also complete these tasks in lieu of the on-site Supervisor.



For Office Use Only
Enrollment Date: _____
Grant Period: _____

Compact Service Corps AmeriCorps Application for Colorado State University

I. PERSONAL INFORMATION



Name:

(Last)

(First)

(Middle Initial)

Date of birth: ____ / ____ / ____
Month Day Year

Telephone: _____

Mailing Address (street, city, state, zip code): _____

Email (the one you check most often): _____

College/Department: _____

II. SERVICE TERM

***Service Site(s): *must be non-profit organization or government agency and meet one of the three priority area criteria.**

Service Site(s) Address: _____

Briefly describe your service site(s) and the kinds of activities/projects you'll be doing. Be as specific as possible!

Term of Service You Will Complete (mark one):

☐ 300 Hours ☐ 450 Hours ☐ 675 Hours ☐ 900 Hours

Anticipated Start Date of Service: _____ **Anticipated End Date of Service:** _____

Focus Area (check one): ☐ Education ☐ Healthy Futures ☐ Capacity Building

Have You Received Previous AmeriCorps Scholarship Awards? ____ No ____ Yes

If "Yes," what was the award amount, date, university, and location of service?

III. SUPERVISOR VERIFICATION

This person will be responsible for signing monthly timelogs and confirming hours served.

must be a designated person you choose at your service site; original signatures needed on all paperwork!

This box indicates that you will serve as the authorized site supervisor for the program. By providing your information here, you agree to serve as the authorized individual to sign and date the member's monthly time sheets.

Site Supervisor Name _____

Site Address _____

Work Phone _____ Work E-mail _____

I agree to serve as the Site Supervisor for _____ for his/her
AmeriCorps Education Award.

Supervisor Signature _____

Please return this application to your CSU Campus Coordinator:

Angela Shugarts

Student Leadership Involvement and Community Engagement Office

Lory Student Center

Campus Delivery 8033

Fort Collins, CO 80523

Office: 970-491-3807

Email: slice_ameri corps@mail.colostate.edu

Thank you for your interest in the AmeriCorps program at CSU! Please contact your Campus Coordinator if you have additional questions regarding the application and/or enrollment process.