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TOPIC	✓ or Initial	WHAT TO COVER
<b>Member Development</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Required Core Training: AmeriCorps affiliation and program orientation; diversity awareness; effective communication; team building; civic engagement; life after AmeriCorps</p> <p>Mandatory attendance at two SERVES Institutes which require overnight stays</p> <ul style="list-style-type: none"> <li>• 24-hour child care may be available for attendance at SERVES</li> </ul> <p>Project-specific training: e.g., tutoring, mentoring, etc.</p> <p>Reflection journals/portfolios</p> <p>Performance evaluations required twice/year</p>
<b>Child Care</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>May be eligible to receive child care benefits</p> <p>Part-time members not eligible for child care</p> <p>Distribute child care forms to those interested</p> <p>24-hour care may be available for SERVES attendance</p> <p>NACCRRRA Toll-Free #800-570-4543</p>
<b>Post-Service Benefit (Educational Award)</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Education award—Member must successfully complete term of service (serve through to the project end date; achieve required hours of service; complete final reflection)</p> <p>May be used to repay qualified student loans, pay cost of attending qualified institutions of higher education, or pay current expenses while participating in approved school-to-work program</p> <p>May be eligible to receive loan forbearance on existing student loan and possibly have interest paid while enrolled in AmeriCorps by the Corporation (obtain forbearance from loan institution)</p> <p>Benefit is non-transferable; it is taxable in year used</p> <p>Members who do not have a GED or high school diploma are not eligible to receive an education award until they complete their high school education</p> <ul style="list-style-type: none"> <li>• Member has seven years to obtain GED or equivalent</li> <li>• Assistance in obtaining GED or equivalent is available</li> </ul> <p>Further educational award information available at <a href="http://americorps.gov">http://americorps.gov</a></p> <p>VISTA: optional cash stipend in lieu of education award</p>
<b>Leave Policy</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>AmeriCorps Members:</b></p> <p>Explain importance of attendance</p> <p>Living allowance not tied to hourly wage; members not entitled to formal vacation time, compensatory time, or sick leave</p> <p>Required to notify supervisor of any absence</p> <p><b>Approved Absences</b></p> <ul style="list-style-type: none"> <li>• Must have prior approval by supervisor</li> <li>• Member will receive stipend for time away if approved</li> <li>• Hours away from project while on excused absence do not count toward post-service benefit award</li> </ul> <p><b>Unexcused Absences</b></p> <ul style="list-style-type: none"> <li>• Three unexcused absences may result in termination from the project</li> </ul> <p><b>Disciplinary Suspension</b>—No service hours credited or living allowance paid</p> <p><b>Administrative Hold</b>—No service hours credited or living allowance paid</p> <p><b>Holidays</b>—Same as sponsoring site</p> <ul style="list-style-type: none"> <li>• List approved holidays</li> </ul> <p>Military Leave</p> <p>Jury Duty—Will earn service hours and receive living allowance</p>

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	_____	<b>VISTA:</b> 10 days/year personal; 7 days/year emergency leave, FMLA
<b>Prohibited Activities During Service Hours</b>	_____	Refer to Member Contract for full listing, which includes: _____ Lobbying—Partisan political activities _____ Activities of religious nature _____ Voter registration _____ Union/labor organization
<b>Member Grievance Policy and Procedures</b>	_____	Refer to Member Contract for complete information <b>Review Process:</b> _____ Try to resolve with supervisor _____ Informal process with our program _____ Formal grievance with our program director _____ If not resolved, there are AmeriCorps procedures
<b>Project Orientation</b>	_____	_____ Project goals _____ Project performance measurements _____ Rights and responsibilities _____ Code of Conduct