

<< Program Name>> Member Orientation Checklist

TOPIC	✓ or Initial WHAT TO COVER
National Identity	History of AmeriCorps
	The AmeriCorps vision (how participants are part of something larger)
	AmeriCorps organization chart
	Orientation PowerPoint presentation
	Member pledge
	Member contract
Term of Service	AmeriCorps – minimum 1700 hours
	VISTA – 12 months
	Basic 40–hour/week schedule
Eligibility	Proof of citizenship
	Age requirement
	High school diploma or equivalent (for VISTA, this is mandatory) or agreement to obtain one. High school diploma required for tutors.
	National Sex Offender Registry check, and either a state criminal records check or FBI fingerprint check. After October 2011, members with recurring access to children or the elderly will need all three checks.
Benefits	Stipend paid on two times a month
Stipend	AmeriCorps—Amount
	VISTA—May vary according to placement
	Direct deposit of state warrants available; eliminates mail delays and lost warrants (mandatory for VISTA)
	Deductions include federal tax, L&I for injury while on project, Social Security, & Medicare
	Deductions may include child support payments if applicable
	State assistance and food stamps may be affected by your stipend; contact your case worker for more information
	Housing received under HUD will not affect stipend
Medical & L&I	AmeriCorps Members' Coverage Only:
	Terms of medical coverage
	Eligible from first day of service; coverage ends on midnight of last day of service
	Policy information booklets and medical card available soon after enrollment
	Our program pays premiums for medical insurance
	VISTA Members' Coverage Only:
	Terms of medical coverage
	Prescription coverage
	Life insurance coverage available
	L&I (Workers Compensation)
	1. Coverage and claims
	 2. Ensure member knows that Employment Security is the "Employer" and "AmeriCorps Volunteer" is the job title. Submit written claim report to the program for processing.

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Member Development		Required Core Training: AmeriCorps affiliation and program orientation; diversity awareness; effective communication; team building; civic engagement; life after AmeriCorps
		Mandatory attendance at two SERVES Institutes which require overnight stays
		 24-hour child care may be available for attendance at SERVES
		Project-specific training: e.g., tutoring, mentoring, etc.
		Reflection journals/portfolios
		Performance evaluations required twice/year
Child Care		May be eligible to receive child care benefits
		Part-time members not eligible for child care
		Distribute child care forms to those interested
		24-hour care may be available for SERVES attendance
		NACCRRA Toll-Free #800-570-4543
Post-Service Benefit (Educational		Education award—Member must successfully complete term of service (serve through to the project end date; achieve required hours of service; complete final reflection)
Award)		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
		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)
		Benefit is non-transferable; it is taxable in year used
		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
		Member has seven years to obtain GED or equivalent
		Assistance in obtaining GED or equivalent is available
		Further educational award information available at http://americorps.gov
		VISTA: optional cash stipend in lieu of education award
Leave Policy	AmeriC	orps Members:
		Explain importance of attendance
		Living allowance not tied to hourly wage; members not entitled to formal vacation time, compensatory time, or sick leave
		Required to notify supervisor of any absence
		Approved Absences
		Must have prior approval by supervisor
		Member will receive stipend for time away if approved
		Hours away from project while on excused absence do not count toward post- service benefit award
		Unexcused Absences
		Three unexcused absences may result in termination from the project
		Disciplinary Suspension —No service hours credited or living allowance paid
		Administrative Hold—No service hours credited or living allowance paid
		Holidays—Same as sponsoring site
	<u> </u>	List approved holidays
		Military Leave
		Jury Duty—Will earn service hours and receive living allowance
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	VISTA: 10 days/year personal; 7 days/year emergency leave, FMLA
Prohibited Activities During Service Hours	Refer to Member Contract for full listing, which includes:
	Lobbying—Partisan political activities
	Activities of religious nature
	Voter registration
	Union/labor organization
Member Grievance Policy and Procedures	Refer to Member Contract for complete information
	Review Process:
	Try to resolve with supervisor
	Informal process with our program
	Formal grievance with our program director
	If not resolved, there are AmeriCorps procedures
Project Orientation	Project goals
	Project performance measurements
	Rights and responsibilities
	Code of Conduct