



New Jersey AmeriCorps Bonner Leader Program Service Site Agreement 2010-2011

The New Jersey AmeriCorps Bonner Leader Program is jointly managed by The College of New Jersey and the Bonner Foundation and is funded through the Corporation for National and Community Service. This Agreement outlines the responsibilities of an organization hosting New Jersey AmeriCorps Bonner Leader Program members.

“Site” refers to the community organization where members of the New Jersey AmeriCorps Bonner Leader Program are serving. “Site Supervisor” refers to the person who is officially and directly managing the members of the New Jersey AmeriCorps Bonner Leader Program. “Member” refers to the New Jersey AmeriCorps Bonner Leader Program participant designated to serve at the site.

By signing this form, the Site and the designated Site Supervisor agree to:

- Provide an opportunity for direct and meaningful community-based service for Members. The activities of Members should allow for personal growth and learning about the community, and must result in specific identifiable service or improvement that would otherwise not be provided, and that does not duplicate the routine functions of paid employees.
- Recognize that program participants are Members of the New Jersey AmeriCorps Bonner Leader Program and are not employees of the service site, and cannot be terminated without the full consent of the Campus Director (if applicable) and the New Jersey AmeriCorps Bonner Leader Program Director. Furthermore, as program participants, Members may occasionally need to participate in national and/or program service initiatives such as MLK Day of Service, and the site agrees to support Members in participating in such initiatives.
- Ensure that Members are not left alone with persons of a vulnerable population (i.e. the elderly, persons under the age of 18, or individuals who are either physically or intellectually disabled) until criminal background checks are complete.
- Ensure that Members do not participate in the AmeriCorps Program Activities (official list is attached) while performing AmeriCorps service hours. Prohibited activities include, but are not limited to the following: participating in efforts to influence legislation; participating in partisan political activities; voter registration drives; participating in protests, petitions, boycotts, or strikes; assisting, promoting, or deterring union organizing; displacing employees; performing

routine administrative duties not related to direct service activities; engaging in religious instruction or worship service; constructing or maintaining facilities primarily devoted to religious activity; engaging in religious proselytizing; providing a direct benefit to a for-profit entity, labor union, partisan political organization, or religious organization; providing abortion services or making referrals to such services, participating in activities that pose significant risk to participants; or raising funds to pay for the operating expenses of the Site.

- Monitor hours, service activities, and training and enrichment activities. Members shall record hours on a regular basis and the Site Supervisors shall maintain a record of those hours. Additionally, Site Supervisors are responsible for reviewing and signing Members' timesheets and conducting performance evaluations.

- Provide on-site training and encouragement as needed and accepted, as well as equipment and/or materials for use by the Members to complete their service responsibilities.

- Report immediately in writing to the Campus Director (if applicable) and the New Jersey AmeriCorps Bonner Leader Program Director any problems or work-related accidents OR if the Member is convicted of any drug violation occurring in the workplace or during the performance of any service hours, in accordance with the Drug Free Workplace Act.

- Ensure that Members are covered by liability insurance and maintain documentation of such coverage.

- Provide documentation of tax exempt status (please attach documentation).

The Site Supervisor and the Campus Director (if applicable) hereby acknowledge by their signatures that they have read, understood, and agree to all terms and conditions of this agreement.

Campus (if applicable)

Name of Service Site

Name and Signature of Site Supervisor

Date

Name and Signature of the Campus Director (if applicable)

Date