



# Corps Network Educational Award Program Member Orientation Checklist & Verification

TOPIC	✓ or Initial	WHAT TO COVER
<b>National Identity</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	History of AmeriCorps The AmeriCorps vision (how participants are part of something larger) AmeriCorps organization chart Orientation PowerPoint presentation Member pledge Member contract
<b>Term of Service</b>	<input type="checkbox"/> <input type="checkbox"/>	AmeriCorps – minimum 450 hours, 900 hours or 1700 hours (depending on term) Basic 40–hour/week schedule (additional hours maybe required)
<b>Eligibility</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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, state DOJ criminal records check and FBI fingerprint check.
<b>L&amp;I (Workers Compensation)</b>	<input type="checkbox"/> <input type="checkbox"/>	Coverage and claims 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.
<b>Member Development</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Required Core Training: AmeriCorps affiliation and program orientation; diversity awareness; effective communication; team building; civic engagement; life after AmeriCorps Project-specific training: weatherization training Reflection journals/portfolios Performance evaluations required mid-term and end of term; only end of term for 450 hour member
<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"/>	Education award—Member must successfully complete term of service (serve through to the project end date; achieve required hours of service; complete final reflection) 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 <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> Further educational award information available at <a href="http://americorps.gov">http://americorps.gov</a> My AmeriCorps Instructions & How to Access Funds
<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"/>	<b>Explain importance of attendance</b> <b>Required to notify supervisor of any absence</b> <b>Approved Absences</b> <ul style="list-style-type: none"> <li>• Must have prior approval by supervisor</li> <li>• Hours away from project while on excused absence do not count toward post-service benefit award</li> </ul> <b>Unexcused Absences</b> <ul style="list-style-type: none"> <li>• Unexcused absences may result in termination from the project</li> </ul> <b>Disciplinary Suspension</b> —No service hours credited or living allowance paid <b>Administrative Hold</b> —No service hours credited or living allowance paid <b>Holidays</b> —Same as sponsoring site <ul style="list-style-type: none"> <li>• List approved holidays</li> </ul> Military Leave Jury Duty—Will earn service hours and receive living allowance



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<b>Prohibited Activities During Service Hours</b>		Refer to Member Contract for full listing, which includes prohibiting: <input type="checkbox"/> Lobbying—Partisan political activities <input type="checkbox"/> Activities of religious nature <input type="checkbox"/> Voter registration <input type="checkbox"/> Union/labor organization  While a member earns service hours.
<b>Member Grievance Policy and Procedures</b>		Refer to Member Contract and Handbook for complete information <b>Review Process:</b> <input type="checkbox"/> Try to resolve with supervisor <input type="checkbox"/> Informal process with our program <input type="checkbox"/> Formal grievance with our program director <input type="checkbox"/> If not resolved, there are AmeriCorps procedures
<b>Project Orientation</b>		<input type="checkbox"/> Project goals <input type="checkbox"/> Project performance measurements <input type="checkbox"/> Rights and responsibilities <input type="checkbox"/> Code of Conduct
<b>Exit</b>		<input type="checkbox"/> Member Exit Survey
<b>Covered in COMET</b>		<ul style="list-style-type: none"> <li>• Non Discrimination (Including Sexual Harassment)</li> <li>• Drug Free Workplace</li> <li>• CCC Mission and Goals</li> <li>• Disciplinary Procedures</li> <li>• Timesheet Procedures</li> <li>• Evaluations</li> </ul>

\_\_\_\_\_ attended an  
(Member Name)

AmeriCorps Orientation on \_\_\_\_\_ at \_\_\_\_\_ .  
(Date) (Center Location)

Orientalion was in compliance with the AmeriCorps Policies C. 2. Orientalion FAQ Number: 07 Prov. IV. D. 3:

**“Must a grantee conduct a member orientation, and if so what should be included?”**

The grantee must conduct an orientation for members and comply with any pre-service orientation or training required by the Corporation. This orientation should be designed to enhance member security and sensitivity to the community. Orientalion should cover member rights and responsibilities, including the Program's code of conduct, prohibited activities (including those specified in the regulations), requirements under the Drug-Free Workplace Act (41 U.S.C. 701 *et seq.*), suspension and termination from service, grievance procedures, sexual harassment, other non-discrimination issues, and other topics as necessary.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director or Supervisor Signature

\_\_\_\_\_  
Date