



Massachusetts | Campus Compact



AmeriCorps Student Leaders in Service Site Monitoring Tool

Assessment Key:

- Exceeds Requirement (ER)
- Meets Requirement (MR)
- Continuous Improvement (CI)
- Non-compliant (NC)
- Not reviewed (NR)

Name of Institution:	
Name/Title of Person Conducting Visit:	
Date of Visit:	
Persons Interviewed:	

Indicator	Assessment	Comments/Documents Reviewed
1. Site Supervisor displays familiarity with AmeriCorps program requirements and prohibited activities		
2. Member timesheets are checked and signed by the site supervisor and sent in a timely manner (monthly)		
3. Background checks are conducted for members who have unsupervised access to children and vulnerable populations. Supervisor is aware of ASLIS policy addressing when background checks need to be conducted, what is done if the check identifies something, and where results are maintained. [Sec. 2522 and Sec. 2540]		
4. Memorandum of understanding between site and MACC on file (signed and dated?) [AC V.B:3 and AC EAP V]		
5. Supervisor is familiar with ASLIS policies that address the following items, and adheres to/monitors service sites for compliance with them: <ul style="list-style-type: none"> a) Reasonable accommodation [AC IV. C:4] b) Member safety safeguards and adequate liability insurance [AC V. F:1-2 and AC EAP V.E:1-2] c) Drug-free workplace [Sec. 2545.205-.230 and 2545.610- 		

<p>.670] d) Non-discrimination [AC V. G:1-8 and AC EAP V.F :1-8] e) Grievance procedures Sec. 2540.230 f) Prohibited Activities Sec. 2520.65 Supervisor ensures member activities are compliant with non-supplantation, non-duplication, and non-displacement requirements. [Sec. 2540.100]</p>		
<p>6. Member Enrollments [AC IV. C1, E2, F3, N2] Adequate process for monitoring member enrollment procedures, including: a) completion of a member enrollment packet, including all necessary paperwork, within 30 calendar days of the member starting service date; b) completion of changes in a member's status within 90 calendar days after the start date; c) completion of a member's exit paperwork within 30 calendar days of a member's exit from the program or completion of his/her term of service.</p>		
<p>7. Member Training and Supervision (are prohibited activities included?) [AC IV D] (i.e. member orientation, performance reviews if applicable)</p>		

How many AmeriCorps members serve at your site?

300 hour: _____ 450 hour: _____ 675 hour: _____ 900 hour: _____

Please describe the activities that the AmeriCorps members participate in:

There are certain activities including lobbying, political, religious or advocacy activities that student AmeriCorps members may not perform in the course of their service (while counting the time toward the completion of their hours). Campus and community service sites must become familiar with the specific prohibitions in the Corporation's formal regulations (45 C.F.R. B2520.30) and the grant provisions. The list of prohibited activities includes:

- Participating in efforts to influence legislation, including lobbying for your program.
- Organizing a letter-writing campaign to Congress.
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Printing politically charged articles in a Corporation-funded newsletter or listserv.
- Taking part in political demonstrations or rallies.
- Engaging in any efforts to influence legislation, including state or local ballot initiatives.
- Voter registration drives.
- International service.
- Organizing or participating in protests, petitions, boycotts, or strikes.
- Assisting or deterring union organizing.
- Impairing existing contracts or collective bargaining agreements.
- Religious activities, including engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- Activities that pose a significant safety risk to participants.
- Assignments that displace employees.
- Placement of members into internships with for-profit business as part of the education and training component of the program.
- Providing assistance to a business organized for profit.
- Raising funds for an AmeriCorps stipend.
- Raising funds for an organization's operating expenses or endowment.
- Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
- Writing grant applications for funding provided by any other federal agencies.
- Supplantation, nonduplication, and nondisplacement

Please check this box to confirm that AmeriCorps members are not participating in any of the above mentioned activities

Member Files

Though MACC maintains all member files for each current and former members, programs are required to keep a member file with copies of member documents as well. The site supervisor should have a policy for gathering necessary information and should be familiar with how MACC submits the necessary information to AmeriCorps.

Indicate the name of the member at the top of each column. As you check each member's file, indicate if the documentation in question was **not** in the file by putting an "X" in the appropriate box.

Checked ____ of ____ member files.	Member:	Member:	Member:	Member:	Member:	Comments/Documentation/ Follow-Up
1. Member enrollment form (submitted Within 30 days)						
2. Documentation of Eligibility [AC IV. L.2 and AC EAP IV.M.2] <ul style="list-style-type: none"> • Age • Citizenship Status • High School Diploma/GED 						
3. Parental consent (<i>if member is under 18</i>)						
4. Signed Member contract: <ul style="list-style-type: none"> • Term of Service • Standards of Conduct • Prohibited activities • Requirements under the Drug-Free Workplace Act • Suspension and termination rules • Position description • Grievance Procedure • Other Program Requirements 						
5. Documentation of criminal background check (<i>if applicable</i>) Sec. 2522 and Sec. 2540						
6. Time sheets, signed by member and supervisor.						
7. Mid-term performance review						

(For full-time and half-time members)						
8. End of term performance review						
9. Documentation of Compelling Circumstances (<i>if applicable</i>)						
10. Change of Status Form (<i>if applicable</i>)						
11. Exit Form/Exit Survey (submitted within 30 days)						

Signature of AmeriCorps Student Leaders in Service Program Coordinator:

_____ **Date:** _____

Received by: _____ **Date:** _____

Interview with Current ASLIS Member

Do not have members complete the form themselves.

0	1	2	3	4	5
N/A	Never	Hardly	Sometimes	Usually	Always

- _____ My service assignment lives up to my expectations.
- _____ I feel as though my work is valued and makes a meaningful contribution to my service site.
- _____ I know exactly what is expected of me at my service site.
- _____ I feel as though others dump things on me that they do not want to do.
- _____ I have opportunities to be creative and share my ideas.
- _____ I have enough materials/tools to do my work.
- _____ I receive the type and amount of training I need to complete my assignment.
- _____ I need more structure and direction.
- _____ I am satisfied with my service assignment.
- _____ I am satisfied with my level of communication with my supervisor.

Additional questions include:

1. Please describe your understanding of AmeriCorps.

2. Please describe your daily responsibilities as an AmeriCorps member.

3. What has been the most positive aspect of your AmeriCorps experience?

4. What has been the most challenging aspect of your AmeriCorps experience?

5. How has AmeriCorps influenced your thoughts about your future career?

6. Are there any other comments about your AmeriCorps experience that you want to share with me?
