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## WELCOME

Welcome to the AmeriCorps family! This handbook has been prepared to assist you, the Site Supervisor, in your important role in this program. It is designed to tell you more about AmeriCorps and the Education Awards Program, and to answer questions you might have regarding the goals and guidelines of the program. We hope you find it helpful and appreciate any feedback you can offer to help us improve this effort.

Congratulations on your decision to join this innovative and exciting program, and best of luck for a rewarding year for you and your AmeriCorps members!

## AMERICORPS TERMS

Because of the unique and innovative nature of this program, there are some terms that have been developed to accurately represent details of AmeriCorps. Consistent use of these terms helps reinforce the common objectives of AmeriCorps and clarifies AmeriCorps for the public. Some frequently used terms are:

*CNCS* – Corporation for National and Community Service

*Members* - people who participate in AmeriCorps should be referred to as "members" rather than volunteers, staff, workers, participants or employees.

*Education Award* – A post-service benefit earned by all AmeriCorps successfully completing a term of service. The award is paid directly to a lending or educational institution and may be used to pay off education loans or to finance college or graduate school.

*Grantee* – the direct recipient of an AmeriCorps grant

*Sub-recipient* – term used for Sites/Sub-grantees.

*Performance measure* - is the design, implementation and use of quantifiable indicators to report on program accomplishments and outcomes.

*Trust* - The National Service Trust is an account in the Treasury of the United States from which the Corporation makes payments of education awards, pays interest that accrues on qualified student loans for AmeriCorps participants during terms of service in approved national service positions, and makes other payments authorized by Congress.

*eGrants/Portal* – Web-based systems that CNCS uses for grantee oversight and information collection.

*Start date*- date which a member begins his/her service

*End date* – date a member **must** complete service hours by, one year from the start date

*Completion date* – date a member *actually* completes his/her service hours (if member finishes before end date)

**\*IMPORTANT:** Documents must be filled out within 30 days of the start, end, or completion date! All paperwork for enrollments and exits must be sent to the Program Coordinator at MACC *within* 30 days of the date on the documents.

## ASLIS PROGRAM OVERVIEW

AmeriCorps Student Leaders in Service (ASLIS) is an Education Award Only Program partnership between Massachusetts Campus Compact, Connecticut Campus Compact, and the University of Sacred Heart in Puerto Rico. ASLIS currently involves 31 of MACC member campuses, 8 CTCC member campuses and 1 PR campus. These campuses have a deep commitment to the value of service in education and to fulfilling their public trust by graduating people who are active participants in civic life. ASLIS is designed to both acknowledge and advance their efforts, placing students at the core. To encourage student ownership of community service as a way of teaching, learning and living, we offer a program that will involve students as active participants in the institutionalization of service-learning, as advocates for strong community-campus partnerships, and as direct providers of service in the areas of education, children and families, the environment, public health, and other human needs.

### 2011-2012 Participating Campuses:

Babson College	Health Sciences
Bentley University	Massachusetts Institute of Technology
Berklee College of Music	Middlesex Community College
Berkshire Community College	North Shore Community College
Brandeis University	Northeastern University
Bridgewater State College	Northwestern Connecticut Community College
Bristol Community College	Simmons College
Bunker Hill Community College	Smith College
Central Connecticut State University	Springfield College
Clark University	Stonehill College
Dwight Hall at Yale	Suffolk University
Eastern Connecticut State University	University of Bridgeport
Emerson College	University of New Haven
Endicott College	University of Massachusetts, Amherst
Fairfield University	University of Massachusetts, Dartmouth
Harvard University	University of Sacred Heart (PR)
Holyoke Community College	Wentworth Institute of Technology
Lasell College	Wesleyan University
Lesley University	Western New England College
Massachusetts College of Liberal Arts	Wheelock College
Massachusetts College of Pharmacy and	

### Acceptable Service

Our program is flexible and we encourage you to consider placements and programs that support your local community and campus goals. We highly encourage students who are serving in community service federal work-study positions to get involved with AmeriCorps Student Leaders in Service. These students are uniquely positioned in the community and are committed to a full academic year of service.

A few examples of how AmeriCorps members might contribute to the coordination and delivery of community service and service-learning programs on campus are through service as:

#### **\*Active participants in the institutionalization of service learning.**

*Members could work to further campus public service missions through:*

- Education, outreach and recruitment efforts on and off campus related to service programs.
- Identifying and coordinating the variety of efforts related to service and civic engagement among offices on campus (leadership offices, career offices, alumni offices) etc. and of individual faculty members.
- Support for faculty members in developing service-learning and community-based research projects including community needs assessments related to specific issue areas, building foundations for long term relationships with community-based organizations, developing infrastructure for on-going class projects, etc.

**\*Advocates for strong community-campus partnerships.**

*In addition to the above activities, members could:*

- Assist faculty, community service and service-learning offices, and community partners in the development of campus-based programs that will meet needs identified by community-based organizations.
- Assume a leadership role in the initiation, development and coordination of campus service projects and programs to address local needs.
- Collect data and information that will inform state, city, and campus-wide cross-collaboration, resulting in more effective provision of services and understanding of the role of higher education in community problem solving.

**\*Providers of direct service to under-resourced communities.**

*Members could provide support for on-going campus service projects like America Reads, America Counts, and other community building initiatives including activities such as:*

- Tutoring and mentoring
- Coordinating after-school programs
- Providing public health outreach and education
- Building homes
- Recruiting and coordinating additional campus and community volunteers

*What about...?*

**Community-Based Work Study:** Yes! Hours DO count toward the scholarship.

**Co-ops, Internships, or Student Teaching:** Members involved in an *unpaid* student teaching position, internship, or co-op in which they are tutoring, mentoring, or addressing unmet human needs in a community can hours count toward the scholarship.

**Stipends:** While all AmeriCorps service must be unpaid, there are instances in which a member may receive a stipend from their academic program or from the community-based agency during their service at that site. Hourly wages are not allowed, but stipends may be allowed under the condition that they do not amount to an hourly wage or a living wage. The stipend may not exceed the living wage for the area in which the member is serving. We recommend that you consult the Living Wage calculator to determine the rate.  
<http://www.livingwage.geog.psu.edu/index.php>

Also, the Site Supervisor must write a note, on the organization's letterhead, explaining that the member is receiving a stipend, the amount is not based on an hourly wage, and does not exceed the living wage.

*Note:* Co-ops/Internships/Student Teaching/Stipends must be approved by the ASLIS Program Coordinator prior to service. If you question whether service may count, ask the coordinator.

## The Education Award

Upon successful completion of a required term of service, an EAP member qualifies for an AmeriCorps education award. Prior to this award being granted, an Exit Form and Survey must be completed by the member and Program Coordinator, which, among other things, certifies the hours served.

This award may be used to repay existing qualified student loans and to pay the cost of attending a qualified institution of higher education. Members can divide their award to pay a combination of these loans and/or expenses, and have seven years from the end of their term of service to use the award.

2011-2012 Award Education Award Amount:

Position	No. of Hours	Award
Minimum-Time	300 Hours	\$1,175

## Loan Forbearance and Interest Payments

While members are serving in AmeriCorps, they may apply for a forbearance, or postponement, of outstanding qualified student loans for their period of service. While the member will make this request, you should be aware of this option for your members.

Members will complete a forbearance request online at My AmeriCorps. Forbearance will automatically be granted for loans from most government sponsored loan programs provided that the loan is not in default. Private banks and other commercial loan holders have the option of granting or denying this request. AmeriCorps is not involved in this decision; it is merely able to verify membership in AmeriCorps. More specific instructions on how members can apply for this benefit can be found in the member handbook.

Also, upon successful completion of their service, the Corporation will pay all or a portion of the interest that accrued during the service period if the member applied for forbearance. This payment is made directly to the lending institution, not to the AmeriCorps member. This benefit is intended to enable an individual with an outstanding debt to participate in AmeriCorps. This is a benefit above and beyond the education award - the interest payment is not deducted from the amount of the award.

Again, members can make an interest accrual request on My AmeriCorps. While you are not responsible for completing this task, you should be aware that the Corporation cannot make interest payments until an Exit Form is submitted (discussed later in this handbook). Once again, more detailed information about this process can be found in the member handbook.

## SUPERVISOR RESPONSIBILITIES

### MOUS

Each ASLIS campus complies with and signs an annual program MOU outlining scope of work and responsibilities of each stakeholder involved. The MOU defines the role of Massachusetts Campus Compact

as sponsoring organization and the role of each site as program partner. Programs may not begin enrolling members each grant year until the MOU has been signed and returned to CTCC.

### **Confidentiality**

CTCC and participating campuses will, at all times, maintain the confidentiality of information regarding individual members. CTCC will obtain the prior written consent of all members before using their names, photographs and other identifying information for publicity, promotional or other purposes. Parental or legal guardian consent will be obtained for members under 18 years of age.

CTCC will permit a member, who submits a written request, access to review records that pertain to him/her and were created pursuant to this grant. We can release aggregate and other non-identifying information (such as the anonymous exit survey data), and are required to release member information to CNCS and its designated contractors.

### **Retention of Records**

While ASLIS is a centralized program and MACC is ultimately responsible for all program records, we ask that campuses retain and make available all required records for three years after the grant is closed. We ask that if you need to recycle paper files or make room, please scan records. This is to assure that if we are ever audited and cannot find a document, another copy would exist. As a reminder, all records with confidential information should be shredded when being disposed.

### **Provide Supervision and Rewarding Service Opportunities**

In agreeing to place an EAP AmeriCorps member, an organization agrees to provide an opportunity for direct and meaningful service on the part of the member. Members should be able to learn about themselves and the work of your organization, and the activities of the member should allow for personal growth and learning about the community.

You must provide adequate supervision of the member in order to facilitate the learning and growth described above. An environment should be established that challenges the member. You as the campus supervisor should provide members with the information, orientation, guidance, and support necessary to contribute to your programs and to experience personal and professional growth.

### **Monitor Service Hours and Activities**

One extremely important role of the campus supervisor is to monitor the number of hours a member has served, in order to verify that member's eligibility for the education award. The campus supervisor, therefore, must approve a record of service hours and maintain a copy of these records.

Service hours are monitored through the use of timesheets. You should approve service hours on a monthly basis, and maintain a record of what you have approved. It is important for you to monitor the rate at which a member is completing the service hours to insure that he or she will be able to complete the term requirement within the year.

Because AmeriCorps focuses on "getting things done", members will also be required to keep track of their service activities. These activities will be reported on the monthly timesheet. Members will also keep track of program performance measures.

## Assist in Completion of End of Service Paperwork

An Exit Form and Survey must be submitted to the Program Coordinator no later than 30 days after a member exits the program or finishes the term of service. Additional details about this form, which is required for the education award, are provided in the Exiting section of this handbook. You should coordinate with your Program Coordinator the timing of any information you may need to provide so he or she can complete the member Exit Form in a timely manner.

## ENROLLMENT

### Eligibility

In order to enroll in the ASLIS program a member must meet the following guidelines:

- Be 17 years of age or older
- Have a high school diploma or GED
- Be a current student at a MACC/CTCC/USC campus
- Be a U.S. citizen, U.S. national, or a lawful permanent resident alien of the United States, and be able to provide documentation

*Note: If members are re-enrolling in ASLIS, they must be exited from their first term before they can be enrolled again.*

### Non-Discrimination and Reasonable Accommodation Policies

Participation in CNCS and its programs and projects will be based on merit and equal opportunity for all, without regard to factors such as race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community, or social affiliations.

Campuses must also notify the public in recruitment material and application forms that it operates its program or activity subject to the non-discrimination requirements. Sample language, in bold print, is **“This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or religion.”** Where a significant portion of the population eligible to be served needs services or information in a language other than English, the grantee shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

A program must also provide reasonable accommodation to otherwise qualified members with known mental or physical disabilities. Accommodation must be based on the member's individualized needs. All selections and project assignments must be made without regard to the need to provide reasonable accommodation.

Programs are not required to provide accommodations that would impose an undue burden. Your Program Coordinator will work with the Corporation to determine whether or not accommodations are reasonable. Assistance may be available through your State Commission to help your program with reasonable accommodation issues.

### Term of Service

Each ASLIS member has exactly one year in which to complete their term of service from the DAY THEY ARE ENROLLED. Please note that this may not be the same day as when the student submits their paperwork or the campus coordinator mails the paperwork in. This is the date that MACC enters into the AmeriCorps Portal online system. This is almost always the date on the cover of the enrollment packet unless

MACC receives it after 30 days. If the Program Coordinator has to change a member's enrollment date, he or she will send you an email notification and you should make a note in your records.

### **30 Day Rule**

All enrollment (and exit) paperwork must be received and entered by MACC into the online database within 30 days. This means that all forms should be signed and sent to MACC within 15 days of completion to ensure compliance. Once again, if the Program Coordinator receives enrollment paperwork later than 30 days of the enrollment date written on the packet, he or she will have to change it. Also, as a reminder, timesheets cannot have hours on them before the enrollment date. They will not count.

### **Required Enrollment Packet Forms:**

The following documents should all be completed, signed and mailed in together as part of a **complete** enrollment packet.

#### **i. AmeriCorps Enrollment Form**

Members complete Parts 1 and 2 in their entirety. The Program Coordinator acts as the certifying official and completes Part 3 of the enrollment form. Please make sure each member's social security number is also filled out on the top of Part 3. Once members and the coordinator complete these sections, the form is finished.

#### **ii. Member Contract**

At the start of the service period, each member must sign a contract that sets out the terms of his or her participation in AmeriCorps. There are many items to be covered in this contract, such as the minimum number of service hours, start and end dates of service period, acceptable conduct, prohibited activities, and other terms of participation. Members complete the entire form, filling in the blanks with the appropriate information.

**A member's start date begins on the date on which the CONTRACT IS SIGNED.** Hours can only count *after* the date signed on the contract. The enrollment date on the front of the enrollment workbook should also match this date. We cannot change enrollment dates once they are entered online, so please make sure members put the correct date for their individual service. Members have one calendar year from their start date to complete their service.

Both the member and campus supervisor sign the last page of the Member Contract. The member is the student, and the campus supervisor is you. MACC's current Program Coordinator signs the ASLIS Program Coordinator line. Please make sure the member completed the high school diploma or GED information box. If you are enrolling members who are 17 years of age, their parents or legal guardians must sign the contract as well.

#### **iii. AmeriCorps Member Position Description**

The Position Description provides a primary service activity area, a primary service site, a service description for member's participation in AmeriCorps, as well as contact information for the supervisor on site. Please make sure members sign the bottom.

#### **iv. AmeriCorps Pledge**

During the member orientation, you should ensure that all members sign the AmeriCorps pledge.

**v. Eligibility Verification Form**

Regarding proof of a member citizenship or lawful permanent resident status, programs must ascertain and document the citizenship status of members, a record of which must be kept in the member's file. ONLY the documents listed in the enrollment packet are adequate verification of eligibility. It must be one of the forms on this list. Please make sure the photocopy is clear.

**vi. Site Agreement and Member Development Plan**

Members fill this form out with their **service site supervisor**. If the member is working primarily through your office, then you can fill out the form with them. The bottom box must be filled out and signed!

**vii. Criminal Record Check Verification Form**

If the site supervisor checks "Yes" that the member will receive a criminal history check from their organization on the Site Agreement and Member Development Plan, the Criminal Record Check Verification Form must be completed. Once the background check is completed, the site supervisor can fill in the box and confirm the member passed and where the background check will be kept on file. If it is pending at time of enrollment, make a note that the form will be coming.

**viii. Verification Form for Temporary Supervision**

Any member whom the results of a State criminal registry check are pending may serve temporarily at a service site with **vulnerable populations** (children, persons age 60 and older, or individuals with disabilities) until cleared if accompanied by an authorized program representative who has previously been cleared for such access. If the member is not working with vulnerable populations, the form does NOT need to be completed.

**ix. Pre-Enrollment Survey**

To help ensure the accuracy of the statistics and performance measures we report to CNCS, members will take a pre and post survey indicating their feelings about orientation, service, and their skills.

**x. Drug Awareness Quiz**

Each member must take the drug awareness quiz and sign and date as part of the enrollment process and the ASLIS Drug Awareness Program.

**xi. State of Connecticut Criminal History Record Request Form**

If a member is not receiving a criminal history check from his/her site, MACC must conduct a check on the member. Please have the member fill out the State of Connecticut Criminal History Record Request Form. **Please make a copy of the government issued ID you verify and send in with completed form.**

**\*Each institution should also submit a member orientation sign-in sheet for each orientation session held. Every member must sign an orientation sign-in sheet.**

**Drug-Free Workplace**

ASLIS is committed to protecting the safety, health and well being of all members and other individuals in community-based sites. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. All members must be notified about the policy and its

requirements. A drug-free awareness program must be conducted (drug awareness quiz) to inform members about the dangers of drug abuse in the workplace.

#### *Covered Workers*

Any individual who conducts business for the organization, is applying for a position, or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to Members.

#### *Applicability*

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all service hours and whenever conducting business or representing the organization.

#### *Prohibited Behavior*

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

#### *Notification of Convictions*

Any member who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

#### *Consequences*

One of the goals of our drug-free workplace program is to encourage members to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

- In the case of applicants, if he or she violates the drug-free workplace policy, the offer of enrollment can be withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment drug test.
- If a Member violates the policy, he/she will be terminated from his/her term of service.

#### *Assistance*

ASLIS recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our members, our drug-free workplace policy encourages Members to:

- seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

#### *Confidentiality*

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

#### *Shared Responsibility*

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All members are required to not report to their service site or be subject to duty while their ability to perform their service is impaired due to on- or off-duty use of alcohol or other drugs.

## **Training and Orientation**

At the beginning of a term of service, the Program Coordinator will provide an orientation for all supervisors. At this orientation you will receive enrollment materials and an orientation PowerPoint for members. This orientation should cover topics such as member rights and responsibilities, prohibited activities, requirements under the Drug-Free Workplace Policy, suspension and termination from service, grievance procedures, non-discrimination issues and other topics as necessary.

To supplement the orientation, you should then brief your members on issues that are specific to your institution. For example, you should fully explain the mission of your office and describe the major activities that you do. You should discuss your expectations and performance standards for your members, and clarify your institution policies.

## **Verifying and Recording Hours**

As mentioned earlier in this handbook, site supervisors are responsible for monitoring, verifying and maintaining a record of a member's service hours. This is an extremely important function because eligibility for the education award and interest payments is contingent upon proof of completion of service hours.

Your Program Coordinator will provide monthly timesheets for you to use. Timesheets should be signed by you and the member. A member should keep a copy and you should also keep a copy in your files. It is important to remain up to date with this record keeping because of its importance in confirming your member's completion of service. Remember, you need to keep track of direct service hours separate from fundraising and training hours. The Program Coordinator will notify you when a member has gone over in training or fundraising hours. No other hours in those categories will count.

## **Grievance Policy**

ASLIS has a grievance procedure to resolve disputes concerning the member's suspension, dismissal, service evaluation or proposed service assignment. The member must file a grievance in accordance with the program's grievance procedure. In the event that informal efforts to resolve disputes are unsuccessful, ASLIS members, labor unions, and other interested individuals may seek resolution through the program grievance procedures. These procedures are intended to apply to service-related issues, such as assignments, evaluations, suspensions, or release for cause, as well as issues related to non-selection of members, and displacement of employees, or duplication of activities by AmeriCorps. Please see the Grievance Procedures and Policy for more information.

## **PROHIBITED ACTIVITIES**

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;

- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. 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;
- g. 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;
- h. Providing a direct benefit to—
  - i. A business organized for profit;
  - ii. A labor union;
  - iii. A partisan political organization;
  - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit.

### **SAFETY FACTORS**

- Participating in activities that pose a significant safety risk to participants;
- Texting While Driving: As of October 2009 and per Executive Order (EO) 13513 (<http://edocket.access.gpo.gov/2009/pdf/E9-24203.pdf>), ASLIS bans program staff, Campus Coordinators and members from text messaging while driving during activities or business related to the ASLIS program.

### **FUNDRAISING**

AmeriCorps members may raise resources directly in support of your program's service activities. Examples of fundraising activities AmeriCorps members **may** perform include, but are not limited to, the following:

- (1) Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
- (2) Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- (3) Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;

(4) Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;

(5) Seeking donations from alumni of the program for specific service projects being performed by current members.

**AmeriCorps members may not:**

(1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;

(2) Write a grant application to the Corporation or to any other Federal agency.

**TRAFFICKING IN PERSONS**

This grant is subject to requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).

You as the grantee and your employees may not:

- i. Engage in severe forms of trafficking in persons during the period of time that the grant is in effect;
- ii. Procure a commercial sex act during the period of time that the grant is in effect; or
- iii. Use forced labor in the performance of the grant.

You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in the paragraph above of this grant term.

Definitions:

a. "Employee" means either:

- i. An individual employed by you or a sub-grantee who is engaged in the performance of the project or program under this grant; or
- ii. Another person engaged in the performance of the project or program under this grant and not compensated by you including, but not limited to, a volunteer or individual whose service are contributed by a third part as an in-kind contribution toward cost sharing or matching requirements.

b. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

c. "Private entity":

i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR Part 175.25.

ii. Includes:

(a.) A nonprofit organization, including any non-profit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR Part 175.25(b).

(b.) A for-profit organization.

d. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

**EXITING**

**Early Release from Service**

While strongly discouraged, there are instances when a member cannot complete their term of service. There are several options below for how to address this situation short of a complete exit. The member and Campus Coordinator should determine if any of these options apply before initiating an exit.

### **COMPELLING PERSONAL REASONS**

ASLIS may release the member from the term of service, due to compelling personal circumstances. If the member has completed at least 15% of the term of service and is released from service for a “compelling personal reason” they are eligible to receive a prorated award, based on the length of service.

If a member thinks this may apply to them, they should contact their Campus Coordinator. The Campus Coordinator will contact CTCC to provide the support and guidance required to process a prorated award. The member will need to provide documentation supporting the reason for release.

While there are not absolute guidelines for what constitutes a compelling personal reason, examples of circumstances that might be considered compelling include:

1. The member has a serious injury or illness that makes completing the term impossible;
2. There is a serious injury, illness or death of an immediate family member and the member is needed to care for that family member or take over the duties of the family member;
3. The member is drafted by the Armed Services of United States;
4. Some other circumstance occurs that makes it impossible or very difficult for the member to complete the term of service and ASLIS staff deems the circumstance to be compelling.

Compelling personal circumstances **do not include leaving the program due to;**

- a. Change in class schedule or non-related work hours;
- b. To obtain employment;
- c. Because of dissatisfaction with the program.

### **SUSPENSION**

ASLIS may suspend the member’s term if the member has a serious injury or illness, death in the immediate family, or other life condition, which requires an extended leave of absence and such leave is approved by the Campus Coordinator and Program Coordinator.

If a member thinks they need a suspension of service, they should contact their Campus Coordinator immediately. The Campus Coordinator will contact the CTCC staff office to determine how to proceed.

An example would be a National Guard member who needs to suspend service for three months in order to serve their military duty. If they only have two months to go in their one year term of service, their service can be suspended for the three months they are on duty and they will not count against them. When they return, they can be reinstated and complete the final two months.

### **NON-COMPLETION**

If the member discontinues his/her term of service for any reason other than a release for compelling personal circumstances as described in this agreement, he/she will receive NO portion of the education award or interest payments. They must still complete an AmeriCorps Exit Form and ASLIS Exit Survey. The Campus Supervisor needs to write a paragraph stating the reasons for their departure and attempts to help the member complete his/her term of service. *Please note that Non-Completion or early exit should be the final decision after all efforts are made to retain the member.*

If the member cannot be located to complete their exit paperwork, the Campus Coordinator can complete the Exit Form on behalf of the member and where it asks for the member's signature write "signature not available." They should still provide a paragraph regarding the circumstances of the departure.

## **REQUIRED END OF TERM FORMS (for all types of exits!)**

### **i. Exit Form**

An Exit Form must be completed and submitted to the Program Coordinator. Members complete Part 1 of the exit form with an address and a member signature. The Program Coordinator will fill out Part 2.

**The Exit Form must be sent to the Program Coordinator no later than 30 days after the member finishes service or reaches his/her end date.** A member must exit and send in the paperwork when he/she completes their service. However, if a member would like to remain active as an AmeriCorps member (i.e. to stay in forbearance) then he/she must continue "actively serving" in the program. *To be considered actively serving the member must continue serving the same average amount of hours as in other months.* This is to prevent members from claiming to be active while decreasing service hours significantly. Timesheets must continue to be passed in as well.

An Exit Form must be submitted for all members, even if they didn't complete their term of service. If a member has left the program prior to completing service, this fact should be communicated to the Program Coordinator. We ask that you try and have each member fill out an Exit Form, regardless of whether or not they completed the program.

The Corporation is unable to grant education awards or make an interest payment until this form is received, which serves as proof of completion of service requirements.

### **ii. Exit Survey**

The ASLIS Exit Survey allows us to gather necessary information for our program performance measures, and it also lets us assess each aspect of the program and make improvements so our members have a better service experience in the future. Each member must fill out an Exit Survey and send it in with the Exit Form. We ask that you try and have each member fill out an Exit Survey, regardless of whether or not they completed the program. This is especially true for the survey so we can see what factors contributed to them leaving.

**\*\*Whenever MACC misses the 30 day deadline, we are out of compliance and the system records it. Annually, CNCS looks at our percentage of members that exceed the requirement and it impacts MACC's risk assessment score. This could negatively impact our grant in the future.**

### **iii. Exit Interview**

Some site supervisors find it helpful to conduct an exit interview or ask members to fill out an evaluation form on their experience as an AmeriCorps Education Awards member. This will help you learn from your experience in AmeriCorps as well and make any changes or improvements for the future. At this time, ASLIS does not require an exit interview, but can provide examples.