

# FOIA MARKER

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[Americorps Checklist for Project Directors and Managers]

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**AMERICORPS CHECKLIST FOR  
PROJECT DIRECTORS & MANAGERS**

*(Upon notification of grant approval the following items should be accomplished:)*

**RECRUITMENT PHASE**

- o Develop a recruitment plan and submit copy to agency National level
- o Press releases developed, approved, and disseminated to local media
- o Brochures and posters disseminated.
- o Send out applications to local sources
- o Get list of potential applicants from 800 numbers
- o Consult with State Commission

**SELECTION PHASE**

- o Review applications
- o Interview all finalists
- o Determine educational background
- o Send letters of acceptance or rejection to all applicants
- o Site assignment (if needed)
- o Check at least one reference

**ENROLLMENT PHASE**

- o Corporation Enrollment Form
- o National Service Trust Enrollment Form
- o Member Agreement
- o Health Benefit Enrollment Form
- o State & Federal tax forms
- o Direct Deposit Forms

- o AD-349 - Employee Address
- o SF 52, Request for Personnel Action
- o AD 332, Position Description Cover Sheet
- o Child Care Packet given if needed and eligibility determined
- o ID Card

#### **ORIENTATION PHASE**

- o Welcome - AmeriCorps - National Service Overview
- o Work Schedules
- o Duties/responsibilities
- o Swearing In Ceremony
- o Clothing Issue
- o Provide members with Orientation Handbook
- o Training
  - Conflict Resolution
  - Communications
  - CPR, 1st Aid
  - Accident/safety/health
  - Ethics
  - Other training as needed or desired

#### **EVALUATION PHASE**

- o Set annual objectives
- o Develop Training Plan
- o Develop Work Plan
- o Plan for Improvement
- o Finalize Cooperative Agreements with Partners
- o Cooperate with the National Evaluation
- o Quarterly Reports

**CLOSE-OUT PHASE**

- o Member Exit form
- o Certification for Term of Service Completion