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Sample Forest Service Financial Assistance Announcement

General Guidance

The following are recommendations for the attached draft "financial assistance announcement" for 3rd party AmeriCorps programs.

1. All Forest Service units that intend to have a 3rd party administer and manage their approved AmeriCorps programs must do so competitively and use a financial assistance announcement. This is not a procurement, nor is it a participating or challenge cost-share agreement process.

2. The attached draft is a "canned" announcement to assist the field in getting the document out to prospective bidders. It should be modified to meet individual units unique situations and circumstances. We highly recommend that it be sent out before January 1, 1995.

3. The following are some recommendations by section of the document (some are in bold and/or all CAPS):

a. Description of the program -- Leave as is except: paragraph 2, insert overall name of your unit project and indicate either residential or non-residential. Last sentence, include a list of some of the specific types of projects.

b. Eligible Applicants -- Leave as is except: indicate residential or non-residential paragraph 1. Paragraph 2 you can change the 25% (we recommend higher), but the 15% of the living allowance requirement is a MUST if the 3rd party is going to administer and manage the entire program.

c. Specific Americorps Projects -- Indicate name of unit, resident or non-resident, location of site, and number of full and part-time Members you anticipate. Then insert your revised and quantified objectives from your concept papers.

d. Program Requirements -- Modify as you think appropriate. We highly recommend you include item 7, 15, 17, and 18. Number 11 is optional dependent on how you want to run your program. If they process living allowance, they need 15% in-cash contribution plus item 7.

e. The Forest Service Shall Provide -- Modify as you think appropriate. You may want to move item 7 to what the program requirements for the applicant to provide dependent on your program.

f. Evaluation Criteria -- Indicate resident or non-resident program. Add additional ones if needed.

g. Submission of Applications -- We recommend you leave as is. Jan McCluskey provided you hard copies of the forms in Atlanta. Your Grants and Agreements personnel should also have copies.

We hope this helps you with this process. Please rely on your Forest and Regional Fiscal and Grants and Agreements personnel as a first step.

USDA FOREST SERVICE
FINANCIAL ASSISTANCE ANNOUNCEMENT
FOR THE
AMERICORPS PROGRAM

DESCRIPTION OF THE PROGRAM

The National and Community Service Act of 1993, Public law 103-82, was signed into law by President Clinton on September 12, 1993 and provided legislative authority for the establishment of the Corporation for National and Community Service and a variety of National Service Programs, one of which is titled AmeriCorps. AmeriCorps is a national service program that directly and demonstrably addresses the nation's education, human, public safety, and environmental needs at the community level. It offers opportunities for Americans age 17 and older to work in partnerships with communities to provide real and measurable service to meet these needs while earning education benefits and building an ethic of service, responsibility, and citizenship. Up to 20,000 Americans of all backgrounds served full-time or part-time in the program the first year, beginning in the fall of 1994.

The (insert overall title for Forest project) project, is a residential or non-residential, co-educational, national service program for Americans age 17 and older. The objective of this program is to provide training, education, and service opportunities for Americans from urban as well as small rural communities. The program will allow them to experience working with natural resources on a National Forest and other Federal lands, to provide service to local communities and counties, to develop a strong work ethic, learn to work with others, and learn about the environment around them. The projects will include a variety of forestry related resource work, such as (insert as specifically as possible the project anticipated).

You are invited to submit a financial assistance application for participation in the Forest Service AmeriCorps program. The Forest Service will recruit a socio-economically diverse group of AmeriCorps Members, with a goal for enrollment that includes an equal number of females and males of all races, classes, and physical abilities. Members will work at least a 40 hour work week and will be expected to take part in the entire program, both work and non-work related aspects. Participants will furnish their own work clothing, including long sleeved shirts, pants, and boots that lace above the ankle, and sleeping bags or other bedding as well as personal items.

ELIGIBLE APPLICANTS

Eligible applicants are State or local governments, governing bodies of any Indian Tribes, or nonprofit organizations that are capable of coordinating and managing a residential or non-residential national service program in a natural or cultural resource setting for individuals ages 17 and older. Applicants must be able to provide a mix of: work experience, basic social and life skills, qualified supervision, education, and training.

A matching contribution of at least 25 percent or more for the proposed project is desirable. Matching contributions may include cash, in-kind

services, volunteer services, and in-cash contributions such as services, facilities, materials, or equipment. At least 15% of each Member's \$7,660 living allowance must be paid to the Forest Service in cash by applicant if they are fully administering and managing the program.

SPECIFIC AMERICORPS PROJECTS

The USDA Forest Service, _____ National Forest residential or non-residential camp will be located _____. A total of _____ full-time and _____ part-time will be hired, dependent on available funding and partnerships, to accomplish the objectives listed below.

JUST INSERT YOUR REVISED QUANTIFIABLE OBJECTIVES FROM CONCEPT PAPERS

PROGRAM REQUIREMENTS

FOR ALL PROJECTS, THE APPLICANT PROVIDES, AT A MINIMUM:

1. A qualified and diverse staff to provide all residential supervision for AmeriCorps Members on a 24 hour per day schedule for the full-time projects. All staff must have a current Standard Red Cross card, or equivalent.
2. Qualified drivers and vehicles capable of safely transporting Members, tools, and equipment on a variety of road standards in support of all project activities. Crews will be transported in accordance with State laws. Separation must be maintained between tools and passengers.
3. A variety of planned and organized evening activities for Members. Activities can include such things as sports, games, crafts, reading groups, and presentations by outside guests and speakers. Weekend recreational activities need to be offered for seven day camps.
4. An on-the-ground representative who shall be available at all times and have authority to represent the applicant.
5. The completion of all assigned work projects to the specifications and standards of the Forest Service within an 1,812 hour service year (9-12 months and 1700 actual working hours) for full-time Members and 900 actual working hours over 9-12 months for part-time Members.
6. Written reports of the project operations on a quarterly basis. The reports shall include an evaluation of staff, members, health and safety matters, food service, physical facilities, education, work projects (including a summary of Member time spent on each project), the evening programs, vehicles, expenditures, and other items requested by the Forest Service.
7. Workers Compensation, liability and medical insurance coverage for all AmeriCorps Members as well as applicant employees.
8. Develop and publish rules and procedures that AmeriCorps Members must adhere to. As a minimum these rules and procedures shall prohibit the following:

Alcoholic beverages

Drugs or narcotics, except as authorized by a licensed physician

Firearms

Private vehicles, except as authorized by the project director.

Discipline must be consistent and in keeping with the overall AmeriCorps Program. The Forest Service must be notified prior to Members being discharged from the program for disciplinary, medical, or administrative reasons.

9. A safety and emergency plan to cover all activities, including work projects and off-work hours.
10. Program identity materials such as patches, decals, and tee-shirts with Forest Service provided insignia.
11. Processing of a living allowance for Members.
12. Pre-project orientation for Members.
13. A means of measuring the impact the program has on Members, relating to such things as knowledge gained and changes in behavior.
14. Members must be hired and orientation started by:

15. Day care services for Members with dependents under 13 years of age.
16. A structured and high quality training and education program including a GED program for Members without high school diplomas, that does not exceed 20% of the Members' time.
17. Qualified crew supervisors with at least two years experience serving on or supervising crews on a wide variety of natural resource and community construction, maintenance, and improvement projects.
18. Successful applicants will be provided with and be expected to follow the general guidelines for the AmeriCorps program as outlined in the Corporation for National and Community Service "Program Director's Handbook, Questions and Answers About Your AmeriCorps medusa Grant", and the "USDA Americorps Operations Manual."

THE FOREST SERVICE SHALL PROVIDE

1. Those project materials, tools, supplies, and special equipment needs not proposed by the applicant.
2. Suitable work projects.
3. An on-the-ground representative who shall be available to represent the Forest Service.
4. A job hazard analysis for the general type of work projects to be done by Members.
5. Hard hats, gloves, water bottles, and other safety equipment for Members as identified in the job hazard analysis.
6. Forest Service radios and training in radio procedures.
7. A barracks that will accommodate sleeping, showers, recreation room, cooking and eating area, rest rooms, etc., and storage facilities for tools and equipment.

You may want to include this in the list that the 3rd party provides depending on your circumstances - just move to that section.

EVALUATION CRITERIA

1. Demonstrated experience and performance in managing resident or non-resident national service programs.
2. Staffing.
3. Matching contributions from Federal and non-Federal sources such as cash, non-cash contributions such as services, facilities, materials, or equipment, in-kind services, and volunteer services.
4. Overall cost effectiveness of application.
5. Quality of training and education programs.
6. Ability to provide liability and health insurance, workers compensation, child care, and the 15% in-cash matching funds for Member living allowances.

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Fax: (808) 541-3603

Mr. Craig Warner
State Program Director
4600 Kietzke Lane
Suite E-141
Reno, NV 89502-5033
(702) 784-5314
Fax: (702) 784-5026

Region X

Mr. Billie Joe Caldwell
State Program Director - AK
Jackson Fed. Ofc. Bldg.
915 Second Ave., #3190
Seattle, WA 98174-1103
(206) 553-1558
Fax: (206) 553-4415

Mr. Kent Griffitts
State Program Director
304 N. 8th St., Room 344
Boise, ID 83702-5835
(208) 334-1707
Fax: (208) 334-1421

Ms. Robin Sutherland
State Program Director
Fed. Bldg., Room 647
511 N. W. Broadway
Portland, OR 97209-3416
(503) 326-2261
Fax: (503) 326-6572

Mr. John Miller
State Program Director - WA
Jackson Fed. Ofc. Bldg.
915 Second Ave., #3190
Seattle, WA 98174-1103
(206) 553-4975
Fax: (206) 553-4415

Sample press release should be sent out by all pilot locations by Friday, July 15.

SAMPLE RECRUITMENT PRESS RELEASE

(UNDERLINED SECTIONS SHOULD BE INDIVIDUALIZED AND PLACED ON USDA STATIONARY -- YOU SHOULD APPROVE YOUR VERSION WITH THE NATIONAL OFFICE BEFORE DISTRIBUTION)

Contact:

Joel Berg, (202) 720-6350
USDA Director of National Service
Jane Doesmith, (313) 555-1212
Illinois Public Affairs Officer

EAST ST. LOUIS AMERICORPS NATIONAL SERVICE PROGRAM BEGINS RECRUITMENT

EAST ST. LOUIS, ILLINOIS -- The United States Department of Agriculture (USDA) announced today that it has begun recruitment for the AmeriCorps national service project that the Department will run in East St. Louis starting this September.

AmeriCorps is President Clinton's national service initiative that allows diverse groups of young people to earn college or vocational school scholarships while performing critical service to meet human, environmental, public safety, and educational needs. Participants in the program will work for a year earning a stipend of at least \$7,500, and then receive an educational award worth \$4,725.

The 20 participants in the East St. Louis program will restore neglected and abandoned lots in residential neighborhoods, clean up and beautify State Community College, renovate the greenhouse at East St. Louis Service High School, and renovate local parks.

Any citizens age 17 or older from the St. Louis Metropolitan Area are eligible to apply for the program. There is no maximum or minimum family income required to apply. Applications will be accepted until August 5th.

To apply for the program or obtain more information, call Jon Jones at (333) 777-2222 or the toll-free national USDA AmeriCorps hot line at 1-800-880-4183.

Secretary of Agriculture Mike Espy urged all interested Americans to apply. Said Espy, "AmeriCorps is grounded in the mainstream values of community, responsibility, and opportunity. It is good for the participants, who benefit from their increased ability to attend college or vocational school --- good for communities, which benefit from their service --- and good for the country, which benefits from a renewed civic spirit."

###

SAMPLE LOCAL RECRUITMENT PLAN OUTLINE

Tuesday, July 5: Send press release to all area media outlets, including minority newspapers and radio stations; follow-up with phone calls to each outlet (see attached sample) -- Releases must be approved by USDA national office

By Friday, July 8: Have met with all financial aids counselors, community service coordinators, student deans, job placement coordinators, student activities coordinators at all universities, colleges, and vocational schools in the area -- including historically African-American, Hispanic, and American Indian institutions

By Friday, July 15: Have met with all Principals, Vice-Principals, guidance counselors, coaches, and student activities coordinators from all local public and private high schools

By Wednesday, July 13: Receive package of 500 recruitment brochures and 15 recruitment posters from national office; immediately place labels listing local contact number on all brochures and posters

Tuesday, July 19: Hold meeting with key community leaders, FFA coordinators, clergymen, business leaders, and 4-H coordinators

By Wednesday, July 20: Have hand-delivered or mail brochures to all recruitment contacts previously located

Thursday, July 21: Speak at Chamber of Commerce lunch

By Friday, July 22: Have personally placed all fifteen posters at key sites in the area where young people congregate; hold brochure distributing blitz to distribute brochures at local swimming, pools, parks, Summer feeding sites, public assistance offices, college campuses, and recreation centers

Monday, July 25: Speak at monthly meeting of local urban league chapter

Tuesday, July 26: Meet with local leaders from organization representing the disabled

Wednesday, July 27: Spanish-speaking member of staff appears on call-in show on local Hispanic radio station

Thursday, July 28: Make presentation at local FFA chapter meeting

Friday, July 29: Speak at local rotary club

By Monday August 1: Obtain lists of local residents interested in program who have called into the USDA and the Corporation for National and Community Service 800 lines

Friday, August 5th: Last day to receive applications; select finalists for interviews; will interview twice as many applicants as there are slots in the program

Monday, August 8: Bring xerox copies of all finalists' applications to USDA AmeriCorps staff training in Washington, D.C.

By Friday, August 12: Obtain approval of finalist list from national office

Monday, August 15: Begin interviewing finalists

By Thursday, August 18: Send list of final selections to national office for approval

Monday, August 22: Selections are finalized; local office calls all of those selected and as many of those not selected as possible; national office sends letters from Secretary Espy to all those who were and were not selected



**USDA-AMERICORPS CHECKLIST FOR
PROJECT DIRECTORS AND MANAGERS**

Upon notification of grant approval, the following items should be accomplished:

RECRUITMENT PHASE

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

SELECTION PHASE

- Review applications.
- Adhere to qualification criteria.
- Interview all finalists.
- Discuss Benefits.
- Determine educational background.
- Check at least one reference.
- Make Selection.
- Send letters of acceptance or rejection to all applicants.
- Site assignments (if needed).

ENROLLMENT PHASE

- Corporation Enrollment Form
- National Service Trust Enrollment Form
- Member Agreement
- Form I-9, Employment Eligibility
- Health Benefit Enrollment Form
- State & Federal tax forms.
- Direct Deposit Forms
- AD-349 - Employee Address
- SF 52, Request for Personnel Action
- Supplemental SF 52
- SF 1152, Designation of Benefit for Unpaid Compensation
- Safety Release Form (provided in Chapter on Safety in Manual)
- AD 332, Position Description Cover Sheet
- Child Care Packet (if needed and eligibility determined)
- ID Card

ORIENTATION PHASE

- Welcome - AmeriCorps - National Service Overview
- Work Schedules
- Duties/Responsibilities
- Swearing in Ceremony
- Clothing issue

- Provide Members with Orientation Handbook
- Training
 - Conflict Resolution
 - Communications
 - CPR, 1st Aid
 - Accident/safety/health
 - Ethics
 - Other training as needed or desired

EVALUATION/OPERATIONS PHASE

- Complete Operating Site Forms
- Discuss and review objective
- Finalize Cooperative Agreements with Partners
- Development Project Work Plans
- Develop Training Plan
- Tools and equipment
- Transportation
- Support Logistics (Lunch, Beverage, First Aid)
- Recording work accomplishments and Member data
- Quarterly reports
- Tailgate safety sessions
- Plan for improvement
- Cooperate with the National Evaluation

CLOSE-OUT PHASE

- Member Exit Form
- National Service Trust End of Term of Service Form



TM

***AmeriCorps/USDA
Application***

A Program of the AmeriCorps[®] National Service Network

OMB # 0506-0004 EXP. 4-30-98

FORM AD 1099 (USDA) (4/95)

APPENDIX H

II. Personal Statement

Please answer the following questions on an attached sheet.

1. Why do you want to join AmeriCorps?
2. What are your most important skills or experiences that will help you contribute to AmeriCorps?

III. Community Activities

List and describe your organizational memberships and community-based service experience. Include social, school, professional, and neighborhood projects and programs. Attach additional sheets if necessary.

DATES OF PARTICIPATION	NAME OF GROUP	DESCRIPTION OF ACTIVITIES/POSITION

IV. Skills

Indicate those areas in which you have had significant training or experience, including volunteer or community service experience.

- . Leadership
- . Business/Managing/Accounting
- . Child Care/Development
- . Communication/Journalism
- . Community Outreach

IV. Skills (Continued)

- . Construction
- . Nutrition
- . Survey/Questionnaire Interviewing
- . Nutrition Education (for all ages)
- . Recreation/Tourism Planning and Design
- . Meeting Facilitation
- . Supervisor
- . General Forestry
- . Solid Waste Specialist
- . Marketing Specialist
- . Public Speaking
- . Research
- . Writing
- . Natural Resource
- . Sociology
- . Economics
- . International Business
- . Volunteer Organizing
- . Law
- . Geography
- . Wood Utilization Specialist
- . Social Services
- . Teaching/Tutoring
- . Victim Assistance
- . Youth Work/Coaching
- . Foreign Language (Specify): -----
- . Other Skills not listed above (describe):

V. Educational Background

Check only highest level

- Graduate/Professional degree
- Some college
- High school graduate
- Graduate/Professional study
- Technical school/Apprenticeship
- GED
- College graduate
- Associate degree
- Less than high school completed
- Other (specify) _____

Beginning with the most recent, list all schools attended, including high school, any trade or technical schools, Job Corps, etc. Attach additional sheets if necessary.

Name of School	Location of School (City/State)	Dates Attended		Area of Study Major/Minor	Type of Degree/ Certificate and Date Received (expected)
		From Mo./Yr.	To Mo./Yr.		

VI. References

Please list two individuals whom we may contact as references. We encourage you to list people who know you well such as teachers, employers, guidance counselors, or community members.

1. Name: Address: _____ Apt. #: _____ City: _____ State: _____ Zip Code: _____ Telephone Number: _____ Relation to you: _____	2. Name: Address: _____ Apt. #: _____ City: _____ State: _____ Zip Code: _____ Telephone Number: _____ Relation to you: _____
-----------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------

VII. Employment Record

Please include any self-employment, home management, military service - active duty/ Reserve / National Guard, salaried employment. Start with your current or most recent experience. Photocopy this page if additional sheets are necessary.

A. Employer:
Your Title:
Name of Supervisor:
City/State:

Your Duties & responsibilities:

From: (mo/yr)
To: (mo/yr)
Hours per week:
Phone Number:
Reason for Leaving:

C. Employer:
Your Title:
Name of Supervisor:
City/State:

Your Duties & responsibilities:

From: (mo/yr)
To: (mo/yr)
Hours per week:
Phone Number:
Reason for Leaving:

B. Employer:
Your Title:
Name of Supervisor:
City/State:

Your Duties & responsibilities:

From: (mo/yr)
To: (mo/yr)
Hours per week:
Phone Number:
Reason for Leaving:

D. Employer:
Your Title:
Name of Supervisor:
City/State:

Your Duties & responsibilities:

From: (mo/yr)
To: (mo/yr)
Hours per week:
Phone Number:
Reason for Leaving:

VIII. Preferences

A. Geographic

- only in or around my hometown
- in my home state or region of the country
- anywhere in the country (* No reimbursement for relocation expenses)

B. Program Areas

- Anti-Hunger, Nutrition, and Empowerment
- Public Lands & Environment
- Rural Development

IX. Additional Information

Please attach additional information that you think will help us evaluate your application, including a description of any particular hardship or special circumstances you have faced.

X. Certification

All applications must be signed by the applicant. By signing this application, you are stating that all of the information provided is true to the best of your knowledge.

Signature

Date

NOTE: The collection of this information is authorized by the provisions of the National and Community Service Act, as amended by the National and Community Service Trust Act of 1990. Information will be used to determine qualifications for selection of persons in the AmeriCorps program. The information will not be disclosed outside the government without written permission.

The information in the section below is optional, will in no way affect your selection into the program, and will be processed separately. You have three options:

- (1) You may return the Optional Information with the application;
- (2) You may detach the Optional Information form and return it separately and anonymously; or
- (3) You may choose not to return the Optional Information form.

.....

Optional Information

I. Describe your ethnic background:

Black (African American) Hispanic (Latino) American Indian/Alaskan Native
 White/non-Hispanic Asian or Pacific Islander Other _____

II. Do you have any special needs that require accommodation? Yes No
(specify) _____

III. Does your family receive public assistance (e.g., AFDC, Food Stamps): Yes No

If yes, please specify _____

Total annual household income from all sources \$ _____

How many people (parents/siblings, children) live with you? _____

.....



LIVING ALLOWANCE WAIVER FORM

I understand that, under the National and Community Service Act, as amended (42 U.S.C. § 12501, et seq.), I am entitled to a living allowance of \$_____ during the period that I am serving as an AmeriCorps Member. I understand that this living allowance may be taken into account in determining eligibility for Social Security Act programs, including AFDC and Medicaid. I also understand that I may waive my right to receive a living allowance and that I may revoke this waiver at any time during the course of the AmeriCorps Program.

I hereby waive my right to receive a living allowance.

(Name of AmeriCorps Member-please print)

(Signature)

(Date)

AmeriCorps[®]Care

How Participants Access Child Care Benefits

Once grantees determine that a full-time AmeriCorps participant is eligible for child care benefits and give participants their child care packet, participants simply contact *AmeriCorps[®]Care* at (202) 393-1135 from 8:30 am to 5:00 pm ET, Monday through Friday. *AmeriCorps[®]Care* staff will walk the participant through the contents of the packet, the search process, and the payment process. Those participants who have already identified a child care option will have the payment process explained.

Participants who require assistance in searching for child care will then receive local information regarding child care options. Included will be a select list of three to five child care providers developed to respond to the participant's unique needs. The child care providers will have confirmed vacancies so that participants simply visit and interview the caregivers in order to make a final selection.

Materials for Grantees

AmeriCorps[®]Care has developed and will supply each grantee with the following materials.

Eligibility Determination Manual containing detailed instructions on determining eligibility, documentation on state median income, review of the referral and payment benefits administered by *AmeriCorps[®]Care*, and information on how participants access services at each step of the process.

Child Care Benefits Eligibility & Redetermination Application

Child Care Packet for each participant containing information on child care needs assessment form, how to choose child care, how to assess quality in child care, parent/provider relationships, setting up backup child care, three-party child care agreements, child care coupons, parent handbook on payment process, and provider handbook on payment process.

Grantees may also directly access *AmeriCorps[®]Care* staff throughout the project year to receive supportive assistance as participants complete their year of service. *AmeriCorps[®]Care* staff will assist grantees with questions regarding eligibility determination, child care benefits, unique participant needs, and other issues relating to AmeriCorps child care benefits.

Because grantees must keep *AmeriCorps[®]Care* informed of the ongoing child care needs and changes during the course of the project year, an 800 telephone number is available to grantees for this type of follow-up assistance. *AmeriCorps[®]Care* staff are available from 9:30 am to 5:30 pm ET Monday through Friday at (800) 570-4543.

AmeriCorps®Care

Overview of Child Care Benefits for AmeriCorps Participants

AmeriCorps child care benefits include assistance in: 1) identifying child care and 2) payment of child care costs based on a regional allowance. Benefits are designed to support both the participant and the child(ren) so that the participant can successfully complete her/his term of service and the child(ren) receive developmentally appropriate care.

Grantees are responsible for determining a participant's eligibility for child care benefits. *AmeriCorps®Care* will administer payments and provide assistance in searching for child care to those participants who require such support. The process consists of the following steps which are essential to the successful placement of the child in a quality child care program

Orientation <i>(grantee)</i>	to provide the participant with the information needed to successfully choose a child care provider
	to gather essential information to determine the participant's eligibility for child care benefits
Verification/Certification <i>(grantee)</i>	to review all eligibility information for completeness and accuracy
	to review documentation and certify participant's eligibility based on current CCDBG requirements
Obligation/Authorization <i>(grantee)</i>	to provide each eligible participant with an <i>AmeriCorps®Care</i> parent packet and authorize payment to selected, qualified child care providers
Compensation <i>(AmeriCorps®Care)</i>	<i>AmeriCorps®Care</i> will administer a payment system, forwarding child care payments directly to child care providers on a monthly basis.

AmeriCorps®Care will provide grantees with an operations manual which details the steps involved in each of these five procedures, and an 800 technical assistance telephone number (1-800-570-4543 9:00 am to 5:30pm, EST, Monday through Friday) to answer any questions or to provide instructional guidance regarding the *AmeriCorps®Care* program.

**AmeriCorps®Care* will make available all such materials to grantees.

**Health Insurance Plan
for
AmeriCorps Participants
PLAN BENEFITS**

ELIGIBILITY... All AmeriCorps participants are eligible *unless* they already have health care coverage through an alternate source.

COVERAGE BEGINS... Immediately, provided that the participant is active in the AmeriCorps program.

POLICY YEAR... Each agency has a 12 month Policy Year that begins on that agency's date of implementation of the plan.

DEDUCTIBLE... The plan has a deductible of \$100 per Policy Year.

BENEFITS...

Level I

Each Policy Year, the plan pays 80% until the participant has paid \$1,000 in out-of-pocket expenses (including the deductible).

Level II

After \$1,000 in out-of-pocket expenses has been paid, the plan pays 100% for the rest of the Policy Year up to a lifetime maximum of \$50,000 for each cause.

PRE-EXISTING CONDITIONS...

Benefits are limited for eligible expenses incurred during the first 12 months of coverage if they are due to pre-existing conditions; the plan will pay only up to \$5,000.

Full coverage is provided once the participant has been covered for 12 consecutive months.

OTHER LIMITATIONS...

In addition to excluded expenses, there are several categories of expenses for which benefits are limited. A few examples follow:

<u>Expense</u>	<u>Benefit Limitation</u>
Hospital Room & Board	\$600 per day
Intensive Care	\$1,200 per day
Motor Vehicle Accident Injuries	\$10,000 per cause
Sports-Related Injuries	\$5,000 per cause

CONTINUATION AFTER PARTICIPATION...

When participation in the AmeriCorps program ends, a participant may elect to continue coverage. The premium rate for continuation is higher than the agency-paid rate per participant.

**Health Insurance Plan
for
AmeriCorps Participants**

IMPORTANT FACTS...

- Immediate Coverage for Participants (September 1 first possible effective date)
 - Monthly Premium is \$101.00 per Participant
 - Administrative Kits will be Mailed in approximately Two Weeks
 - Administrative Kit Contains:
 - Participant Brochures
 - Plan Information Summary
 - Administrative Manual
 - Form Types
 - Spanish Materials Available
 - Customer Service Staff 8 am to 8 pm Eastern Time (M-F) 1-800-788-6557
-

Plan Underwritten by Allianz Life Insurance Company of North America
Administered by Strategic Resource Company (SRC)

**If you have questions on the administration of the program,
please call Allianz Life at
1-800-788-6557.**

July 21, 1994

Dear Lender,

This is to inform you that individuals serving in an approved position in AmeriCorps, the national service program, are entitled to forbearance on qualified student loans during their terms of service. This benefit is intended to enable individuals with outstanding debt to participate in AmeriCorps, the national service program established by the National and Community Service Trust Act of 1993 (P.L. 103-82).

This law amended the Higher Education Act to provide that:

"upon written request, a lender shall grant a borrower forbearance on such terms as are otherwise consistent with the regulations of the Secretary [of Education], during periods in which the borrower is serving in a national service position, for which the borrower receives a national service educational award under the national and Community Service Trust Act of 1993."

The Department of Education has further incorporated this statutory mandate into its implementing regulations. The final regulation governing the Federal Family Education Loan Program (34 CFR Part 682) provides for mandatory forbearance for such a borrower "in yearly increments (or a lesser period equal to the actual period during which the borrower is eligible)." In the future, the Department will incorporate further regulatory references to this mandatory forbearance requirement for Perkins' loans.

The Department of Health and Human Services is developing policy guidance to notify schools, lenders, and holders that loans made pursuant to Title VII and VIII of the Public Health Service Act are similarly eligible for forbearance during any periods of service with the national service program.

The Corporation for National Service shall pay the interest that has accrued on the qualified student loans of any person in an approved national service position during their term of service, pursuant to Section 148(e) of the National and Community Service Trust Act. Interest will be paid to the lender at the end of the term upon the successful completion of service by the borrower in a national service program. Participants who fail to complete the full term will generally be liable for the accrued interest. In some instances, individuals may leave service early for compelling personal circumstances and the Corporation will also pay accrued interest during the term of service. Otherwise, individuals who leave the program early are responsible for paying the accrued interest.

Qualified student loans for which the Corporation will pay accrued interest costs are:

"any loan made, insured, or guaranteed pursuant to title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.), other than a loan to a parent of a student pursuant to section 428B of such Act (20 U.S.C. 1078-2);" and

"any loan made pursuant to title VII or VIII of the Public Health Service Act (42 U.S.C. 292a et seq.)."

In general, the Department of Education loans that are covered include: (a) Federal Family Education Loan Program, including: Federal Consolidation Loans, Federal PLUS Loans (excluding those made to parents), Federal Stafford Loans, Federally Insured Student Loans (1984 and prior), Guaranteed Student Loans (former name for Stafford Loans), and Supplemental Loans for Students; (b) Federal Direct Student Loan Program (FDSLPL); and (c) Federal Perkins Loans, including: National Defense Student Loan Program (NDSL); National Direct Student Loan Program (NDSL); and Income Contingent Loan Program.

For purposes of the Public Health Service Act, this includes Health Education Assistance Loans (HEAL), Health Professions Student Loans (HPSL), Loans for Disadvantaged Students (LDS), Primary Care Loans (PCL), and Nursing Student Loans.

When participants in national service wish to defer repayment of their loans, they should follow the procedures you have established for forbearance. We will work with the participant to provide any required certification either to you or to the participant, in accordance with your procedures. We will also work with lending institutions to determine the most effective procedures for payment of these accrued interest costs at the end of a participant's term of service.

If you have any further questions, you may call us at (202) 606-5000x347, or write to:

National Service Trust
Corporation for National Service
1201 New York Ave, NW
Washington, D.C. 20525

Thank you for assistance in the implementation of this requirement.

Sincerely,

\s\

Gary Kowalczyk
Acting Chief Financial Officer

IMPORTANT CORPORATION FORMS

The USDA Director of National Service will assign specific Program/Project I.D. to your project once it is approved. It is essential that you use this number in all correspondence referring to your project and in completing the required Corporation for National and Community Service Forms. We must all remember that an AmeriCorps Member's ability to use their post service education award is directly related to the accuracy of the information we place on the forms submitted to the Corporation. To ensure the accuracy of this information we must follow the following rules when completing forms for the Corporation:

1. Always use the USDA Program/Project I.D. number assigned to you;
2. For every form completed send the original to your agency national headquarters in Washington, D.C.
3. Retain a copy for your records.
4. For any form that the member is required to sign, make a copy for the member to retain for his/her records.

The consistent use of the USDA Program I.D. number is critical when you realize that at least seven different forms from the CNCS require a program I.D. number but the same number is called different things on different forms. For example, the participant Enrollment Form (PEF) asks for the "Sub-grantee I.D. Number". The National Service Trust Form asks for the "Program I.D. Number". Both forms are asking for the same number even though different names are used for the number on each form. The reason for this is probably that in the rush to get the Corporation up and running, different people developed different forms and that caused different names to be used. Rather than change all the forms, it is easier if we just recognize where the appropriate Program I.D. Number should go on each form regardless of what it is called. The table below contains a list of forms and the place where you put the USDA/AmeriCorps Program I.D. Number.

IMPORTANT NOTE: It is NOT acceptable to submit xerox copies of Corporation forms to the Corporation. Only original forms should be completed and forwarded. Contact your agency program manager if you need more forms.

LOCATIONS ON CNCS FORMS WHERE
THE USDA/AMERICORPS PROGRAM
I.D. NUMBER IS PLACED

USDA National Service Form Filing Number	Official CNCS Form Name	Name of Element on the form that should be completed by filling in the 14 digit USDA/AmeriCorps Program I.D. Number
2	Transmittal Sheet	Program I.D. Number
5	Training and Technical Assistance Form	Operating Site I.D. Number
6	SF 269a Financial Status Report	Recipient Account Number or identifying number (block #5)
8	AmeriCorps*USA Operating Site Quarterly Report	Operating Site I.D. #
11	Participant Enrollment Form (PEF)	Sub-grantee I.D. Number
12	National Service Trust Enrollment Form (NSTEF)	Program I.D. Number
13	National Service Trust End of Term of Service Form	Program/Project I.D. Number
	Corporation for National Service AmeriCorps*USA - Operating Site Information Form	Operating Site I.D.



NATIONAL SERVICE TRUST ENROLLMENT FORM

CORPORATION
FOR NATIONAL
★ SERVICE

Please CAREFULLY read instructions BEFORE filling out BOTH sides of this form.

USE NO. 2 PENCIL ONLY! Erase cleanly any changes or stray marks. Make black marks that fill the circles.

1. Print clearly your full name, including middle initial.
2. Provide your date of birth (in six digits, e.g. 11-03-74)
3. Provide your Social Security number. (If you do not have a Social Security card, you must obtain one.)
4. Indicate whether you plan to use the education award to pay for a student loan you owe and/or for future education expenses. If you are not sure, mark "Not sure".
5. Print clearly your current address and phone number.
6. Print clearly your permanent address (if it is the same as your current address, write "SAME").
7. Sign your name.

1. Participant's Name: _____
First
Middle Initial
Last

What is your birthdate?

DATE		
MO.	DAY	YR.
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

3. What is your SSN?

SOCIAL SECURITY NUMBER								
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

4. How do you plan to use this award?
(Mark all that apply.)

- Repay an outstanding student loan
- Pay for future education
- Not sure

5. Current Address

(All information will be sent to you at this address until you notify the Corporation of a change of address.)

Number and Street _____

City and State _____ Zip Code _____

Home Phone _____

Business or School Phone _____

6. Permanent Address

(Name and address of a person through whom you can always be reached.)

Name _____

Number and Street _____

City and State _____ Zip Code _____

Home Phone _____

Business or School Phone _____

7. Participant's Signature: _____ Date: _____

To be filled out by Approving Official

USE NO. 2 PENCIL ONLY! Erase cleanly any changes or stray marks. Make black marks that fill the circle

Sections 8-13 must be completed by one of the following:

- (a) the State Director of the Corporation for National Service if participant is a VISTA participant.
- (b) the Camp Commander or his/her designee if participant is a National Civilian Community Corps participant.
- (c) the Program Director if participant is an AmeriCorps USA program participant.

- 8. Indicate whether the participant is enrolled in a full-time or part-time program. If a VISTA or a National Civilian Community Corps participant, mark "Full-time" program unless enrolled in the summer program. If an AmeriCorps USA participant, indicate whether the individual is a full-time participant (minimum of 1700 hours) or a part-time participant (900 hours). If reduced part-time, indicate the number of hours.
- 9. Indicate whether the participant receives an education award or Stafford Loan Forgiveness. (Unless informed otherwise, mark "Education Award".)
- 10. Indicate the type of program in which participant is enrolled. If "Other", be specific.
- 11. Provide the date of the participant's enrollment in the program (in six digits).
- 12. Provide the date of the participant's expected completion of the program (in six digits).
- 13. The Approving Official must provide the name of the program, program director, phone number (including area code), program address, and sign the form. The program I.D. number should reflect either the assigned grant number or other approved identification number.

8. Type of Participant Enrollment:
(Mark only one.)

Full-time

Part-time

Reduced part-time (How many hours _____)

Summer

Other (Specify: _____)

11. Date of Enrollment

DATE					
MO.	DAY	YR.			
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

12. Expected Date of Completion

DATE					
MO.	DAY	YR.			
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

9. Participant receives:
(Mark only one.)

Education Award

Stafford Loan Forgiveness

10. Type of program:
(Mark only one.)

AmeriCorps USA

National Civilian Community Corps

VISTA

Other(Specify: _____)

13. Program Information:

Name of Program: _____

Program Director: _____

Phone Number: _____ / _____ / _____
Area Code

Address of Program: _____
Street City State Zip Code

Program I.D. Number: _____

Signature of Approving Official: _____ Date: _____

PRIVACY ACT NOTICE

The collection of this information is authorized by the provisions of the National and Community Service Act, as amended by the National and Community Service Trust Act of 1993. Information will be used to enroll persons in the National Service Trust. The information will not be disclosed outside the government without written permission.



PARTICIPANT ENROLLMENT FORM

CORPORATION
FOR NATIONAL
SERVICE

USE NO. 2 PENCIL ONLY! Erase cleanly any changes or stray marks. Make black marks that fill the circles.

For Local Program Staff Use

Grantee: _____

Subgrantee/Program: _____

Subgrantee ID Number: _____

The participant was recruited: Nationally (referred to you from the national referral database)
 Locally (recruited through your own local efforts. No involvement with the national referral system.)

Date of Participant's Enrollment

DATE		
MO.	DAY	YR.

Participant: Please sign and complete the remainder of items on this form.

Participant's Name: _____ (Print clearly.)
First Middle Initial Last

Participant's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____
(If required)

Current Address (Print clearly.)
(All information will be sent to you at this address until you notify the Corporation of a change of address.)

Number and Street _____

City and State _____ Zip Code _____

Home Phone _____

Business or School Phone _____

Permanent Address (Print clearly.)
(Name and address of a person through whom you can always be reached.)

Name _____

Number and Street _____

City and State _____ Zip Code _____

Home Phone _____

Business or School Phone _____

1. What is your SSN?

2. What is your birthdate?

SOCIAL SECURITY NUMBER								

DATE		
MO.	DAY	YR.

3. Are you?
 Female
 Male
4. Are you a(n)...
 U.S. Citizen
 Permanent Resident (not a U.S. Citizen)
 Alien with a work permit/authorization to work
5. Are you registered to vote? (optional)
 Yes
 No
 Not sure

6. Which one of the following categories best describes your racial or ethnic origin?
- White (non-Hispanic)
 - African American (non-Hispanic)
 - Hispanic/Latino
 - Asian/Pacific Islander
 - American Indian/Alaskan Native
 - Other (Specify: _____)
 - Prefer not to respond

7. Which of the following best describes your current marital status? (Mark only one.)
- Single, never married
 - Married, living with husband/wife
 - Married, not living with spouse/legally separated
 - Widowed
 - Divorced

8. What is the highest level of education you have completed?
- Graduate degree
 - Graduate study
 - College graduate
 - Associate degree
 - Some college
 - Technical school/Apprenticeship
 - GED
 - High school graduate
 - Less than high school completed

9. Do you have a disability?
- Yes (Specify: _____)
 - No

10. Were you previously enrolled in any other service program sponsored by the Corporation for National Service (or by any one of its predecessors, ACTION or the Commission for National and Community Service)?
- Yes
If yes, when? _____ / _____ / _____ to _____ / _____ / _____
Month Day Year Month Day Year
 - No

11. What will your participation in the program be?
- Full-time
 - Part-time

12. What are the two major reasons you decided to join this program?
- To get an education scholarship
 - To be a part of the national movement
 - To get a job/earn money
 - Friends have joined
 - To make friends
 - To learn about or work with different ethnic/cultural groups
 - Parents/teachers wanted me to join
 - To explore future job/education interests
 - Interested in health issues
 - Interested in education issues
 - Interested in environment issues
 - Interested in public safety issues
 - To help other people/perform a community service
 - Other (Specify: _____)

13. How did you hear about this program? (Mark all that apply.)
- Read about it in a newspaper/magazine
 - Saw a public service announcement
 - Heard one of the President's speeches on a Call to Service
 - Recruited by an organization/school
 - Guidance Counselor/Teacher/Parent/Relat.
 - Friend told me/Friend applied
 - Heard about it on the TV/radio
 - Other (Specify: _____)

14. When you joined the program, who among the following were part of your household? (Mark all that apply.)
- Mother
 - Father
 - Foster parent(s)
 - Spouse
 - Boyfriend/girlfriend
 - Sisters or brothers (How many? _____)
 - Your own children (How many? _____)
 - Other adults (Not including roommates) (How many? _____)
 - Other children (How many? _____)
 - No one, live alone

15. Last year, about how much money did you earn? (If possible, base your answer on the "adjusted gross income" figure from last year's federal income tax return.)
- \$0 - \$1,000
 - 1,001 - 5,000
 - 5,001 - 10,000
 - 10,001 - 20,000
 - 20,001 - 30,000
 - 30,001 - 40,000
 - Over 40,000

16. Last year, what was the TOTAL income of all other members of your household? (If possible, base your answer on the "adjusted gross income" figure from last year's federal income tax return.)
- \$0 - \$1,000
 - 1,001 - 5,000
 - 5,001 - 10,000
 - 10,001 - 20,000
 - 20,001 - 30,000
 - 30,001 - 40,000
 - 40,001 - 50,000
 - 50,001 - 60,000
 - 60,001 - 70,000
 - 70,001 - 80,000
 - 80,001 - 90,000
 - 90,001 - 100,000
 - Over 100,000
 - Have no idea

17. Which of the following do you or your parents/guardians receive? (Mark all that apply.)
- Aid to Families with Dependent Children (AFDC)
 - General Assistance/General Relief
 - Foodstamps
 - OWIC
 - Worker's Compensation
 - Social Security Benefits
 - Other welfare or public assistance
 - None

PRIVACY ACT NOTICE

The collection of this information is authorized by the provisions of the National and Community Service Act, as amended by the National and Community Service Trust Act of 1993. Information will be used to enroll persons in the AmeriCorps program. The information will not be disclosed outside the government without written permission.



No: _____

Position Description
AmeriCorps USDA

Complete Name: _____
Title: USDA AmeriCorps Member
Location: _____

1. As a Member of the USDA AmeriCorps the incumbent must have the following abilities:

- Ability to work as a team member.
- Ability to follow instructions.
- Ability to communicate.
- Ability to work outdoors.
- Ability to work with citizens of the community.
- Ability to perform a wide range of functions.

2. Major Duties: (To be completed by Supervisor)

3. Member must support and participate in Equal Opportunity and Civil Rights Program activities.

4. Member must practice appropriate safety procedures in all tasks.

5. Member must keep the workplace free of drugs and alcohol.

Supervisor's Name: _____

Supervisor's Title: _____

Date: _____

**PUBLIC LANDS AND
ENVIRONMENT CORPS
AGREEMENT OF PARTICIPATION
IN THE
USDA AMERICORPS PROGRAM**

Whereas, the Corporation for National and Community Service (CNCS) and the United States Department of Agriculture (USDA) have jointly entered into this agreement to promote national and community services among the citizens of the United States to help meet human, educational, environmental and public safety needs, particularly those related to poverty.

Whereas, the mission of the USDA AmeriCorps program is to engage a diverse group of Americans in working partnerships with communities to provide real and measurable service to meet environmental and human needs, while earning education benefits and building an ethic of service, responsibility, and citizenship.

Whereas, USDA actively supports the development of the nation's youth through programs such as AmeriCorps.

Therefore, the usda will operate it's AmeriCorps Program to further objectives of mutual civic obligation.

AUTHORITY: This agreement is entered into pursuant to the authority of the National and Community Service Act of 1990 as amended (42 U.S.C. 12501 et. Seq.), Public Law 103-82.

I. Purpose

It is the purpose of this agreement to delineate the terms, conditions, and rules of membership regarding the participation in the USDA AmeriCorps Program. This agreement is hereby entered into on this _____ day of _____ 1994, between the United States Department of Agriculture (hereinafter referred to as the "Program").and

(hereinafter referred to as the "Member.")

II. Minimum Qualification

The Member certifies that he/she is a United States citizen, a national or a legal permanent resident and at least 17 years of age (or 16 in the case of a Youth Corps members).

III. Terms of Service

(a) The Member's term of service begins on _____ and ends on _____. This term of service may be extended by the Member with the approval of the Program Director, in writing for the following reason:

the Member's service has been suspended due to compelling personal circumstances.

(b) The Member will complete a minimum of 1812 hours of service during this period. Of these 1812 hours, 40 hours will be excused absence, 72 hours will be for holidays, and 20% of these hours may be training, education, or other similar approved activities.

(c) The Member understands that in order to be eligible for serving a second term of service, the Member must receive satisfactory performance reviews for any previous term of service. The Member's eligibility for a second term of service will be based on at least a mid-term and end of term evaluation of the Member's performance focusing on factors such as: whether the Member has--

- (1) completed the required number of hours;
- (2) satisfactorily completed assignments, tasks, or projects; and
- (3) met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service.

(d) The Member understands, however, that mere eligibility for an additional term of service does not guarantee selection or placement.

IV. Benefits

(a) The Member will receive from the Program the following benefits--

- (1) a living allowance of \$7,660, if the Member is a full-time participant. (The allowance will be distributed evenly over the term of service on a biweekly basis (less tax withholdings.)
- (2) health care insurance, if the Member is qualified for coverage. (The health insurance policy is hereto attached.)
- (3) a child care allowance to be provided directly to the provider, if the Member qualifies for the allowance.

(b) Upon successful completion of the Member's term of

service, the Member will receive an education award of a value of \$4,725 (This amount is for a full-time Member.)

- (1) Prior to using the education award, the Member agrees (in the event the Member has not yet received a high school diploma or its equivalent, including an alternative diploma or certificate for individuals with learning disabilities) to obtain a high school diploma or its equivalent (unless the Member is enrolled in an institution of higher education on an ability to benefit basis or the Program has waived the requirement due to the results of the Member's education assessment).
- (2) The Member understands that his/her failure to disclose to the Program any history of having been released for cause from another AmeriCorps program will render the member ineligible to receive the education award.

(c) If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay any interest that accrued on the loan during the term of service.

V. Rules of Conduct

The Member agrees to act in conformance with, and abide by, all current and future rules and procedures established by USDA. The AmeriCorps Program Member further agrees to act in conformance with and abide by, the provisions of 7CFR Part 735, as amended (attached). Members must not misuse government property and must conform to the specific limitations of use of such property and must conform to the specific limitations of use of such property while on official Federal government business.

(a) The Member is expected to, at all times while acting in an official capacity as an AmeriCorps Member,

- (1) demonstrate mutual respect toward others;
- (2) follow directions;
- (3) direct concerns, problems, and suggestions to the appropriate Program official; and
- (4) not engage in any activity involving proselytizing or assisting religious organizations, attempting to influence legislation or an election or aid a partisan political organization, helping or hindering union activity, or aiding a business organized for profit.

(b) At no time may the Member

- (1) engage in personal use of government vehicles, property, tools, equipment, or telephones;
- (2) possess or use any and all forms of addictive or hallucinatory drugs, including, but not limited to amphetamines, barbituates, cocaine, marijuana, etc.;
- (3) consume or be under the influence of intoxicating beverages on or in government-owned or leased property/vehicles; or transportation of such beverages in government vehicles.
- (4) Use abusive, vulgar, and discriminatory language, including verbal/sexual harassment toward fellow members, staff, supervisors, or other official contacts;
- (5) destroy government or personal property of others;
- (6) fail to comply with a supervisor's instructions, unless these instructions are clearly illegal or unsafe;
- (7) transport family members, pets, or any unauthorized personnel in government vehicles;
- (8) engage in any activity that is illegal under local, State, or Federal law;
- (9) engage in activities that pose a significant safety risk to others;

(c) The Member understands that the following acts will also constitute a violation of the Program's rule of conduct

- (1) unauthorized tardiness;
- (2) unauthorized absences;
- (3) repeated use of inappropriate language (i.e. profanity) at job site;
- (4) failure to wear appropriate clothing to service assignments;
- (5) stealing or lying;
- (6) engaging in activity that may physically or emotionally damage other Members of the program or members of the community; or
- (7) failure to notify the Program of any criminal arrest or conviction that occurs during the term of service.

(d) For violating the above stated rules, the program will do the following (except in cases where during the term of service the Member has been charged with or convicted of a violent felony, possession, sale, or distribution of a controlled substance)--

- (1) for the Member's first offense, an appropriate Program official will issue a verbal warning to the Member;
- (2) for the Member's second offense, an appropriate Program official will issue a written warning and reprimand to the Member;
- (3) for the Member's third offense, the member may be suspended for one day or more without compensation.
- (4) for the fourth offense, the Program may release the Member for cause.

(e) The Member understands that he/she will be either suspended or released for cause in accordance with paragraphs (b), (d), and (e) of section VI of this agreement for committing certain acts during the term of service such as being convicted or charged with a violent felony, possession, sale or distribution of a controlled substance.

VI. Release from Term of Service

(a) The Member understands that he/she may be released for the following two reasons:

- (1) for cause, as explained in paragraph (b) of this section; or
- (2) compelling personal circumstances as defined in paragraph (c) of this section.

(b) The Program will release the member for cause for the following reasons:

- (1) the Member has dropped out of the Program without obtaining a release for compelling personal circumstances from the appropriate Program official;
- (2) during the term of service the Member has been charged with a violent felony or the sale or distribution of a controlled substance;
- (3) the member has committed a fourth offense in accordance with paragraph (d) of section V of this agreement; or
- (4) any other serious breach that in the judgment of the

Director of the Program would undermine the effectiveness of the program.

(c) The Program may release the Member from the term of service, due to compelling personal circumstances if--

- (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 the United States; or
- (4) some other circumstance occurs that makes it impossible or very difficult for the Member to complete the term of service and the Program deems that circumstance to be compelling.

(d) The Program will suspend the Member's term of service for the following reasons:

- (1) during the term of service the Member has been charged with a violent felony or the sale or distribution of a controlled substance. (If the Member is found not guilty or the charge is dismissed, the Member may resume his/her term of service. The member, however, will not receive back living allowances or credit for any service hours missed.)
- (2) during the term of service the Member has been convicted of a first offense of possession of a controlled substance. (If the Member, however, demonstrates that he/she has enrolled in an approved drug rehabilitation program, the Member may resume his/her term of service. The Member will not receive back living allowances or credit for any service hours missed.)

(e) The Program may suspend the Member's term of service for violating the rule of conduct provision in accordance with the rules set forth in paragraph (c) in section V of this agreement.

(f) If the Member discontinues his/her term of service for any reason other than a release for compelling personal circumstances as described in paragraph (b), (d), and (e), the member will cease to receive the benefits described in paragraph (a) of section IV and will receive no portion of the education award or interest payments.

(g) If the Member discontinues his/her term of service due to

compelling personal circumstances as described in paragraph (b) of section V of this agreement, the member will cease to receive benefits described in Section IV. If, however, the Member has completed at least 15% of the required service hours (250 service hours) the Member will receive a pro-rated portion of the education award or interest payments described in paragraphs (b) and (c) of section IV.

VII. Grievance Procedures

(a) The Member understands that the Program has a grievance procedure (outlined in the Member Orientation Handbook) to resolve disputes concerning the Member's suspension, dismissal, service evaluation or proposed service assignment;

(b) The Member understands that, as a participant of the program, he/she may file a grievance in accordance with the Program's grievance procedure which is set forth in a separate document and hereto attached.

VIII. USDA Responsibilities to Members:

(1) have selected all AmeriCorps Members in an impartial and non-discriminatory manner that bolsters AmeriCorps' vision of diversity;

(2) provide AmeriCorps Members with approved handbooks, documents, and forms needed to follow the provisions of AmeriCorps and the National and Community Service Trust Act of 1993;

(3) provide AmeriCorps Members with the orientation, training, technical assistance, and supervision necessary to complete their service activities;

(4) provide all AmeriCorps Members with ongoing education and instruction needed not only to perform their specific service projects, but to grow and develop as citizens, community problem-solvers, and developing professionals;

(5) design and coordinate service projects for AmeriCorps Members so that the members will continuously have productive and useful service projects in environmental or human needs;

(6) structure work schedules to ensure that AmeriCorps members will be reasonably able to perform 1,700 hours of service within a year;

(7) treat all AmeriCorps Members with respect and provide them with the guidance, support, discipline, and counseling they reasonably require to perform AmeriCorps service;

(8) work with AmeriCorps Members to develop mechanisms

through which the AmeriCorps Members can have significant input and impact upon service assignments, rules of conduct, and all other aspects of the AmeriCorps; and

(9) provide other additional support and services to ensure the success of all programs.

IX. Amendments to This Agreement

This agreement may be changed or revised by written consent by both parties.

X. Authorization

The Member and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement.

AmeriCorps Member

USDA
Program Director

**RURAL AND PROFESSIONAL
DEVELOPMENT CORPS
AGREEMENT OF PARTICIPATION
IN THE
USDA AMERICORPS PROGRAM**

Whereas, the Corporation for National and Community Service (CNCS) and the United States Department of Agriculture (USDA) have jointly entered into this agreement to promote national and community services among the citizens of the United States to help meet human, educational, environmental and public safety needs, particularly those related to poverty.

Whereas, the mission of the USDA AmeriCorps program is to engage a diverse group of Americans in working partnerships with communities to provide real and measurable service to meet environmental and human needs, while earning education benefits and building an ethic of service, responsibility, and citizenship.

Whereas, USDA actively supports the development of the nation's youth through programs such as AmeriCorps.

Therefore, the usda will operate it's AmeriCorps Program to further objectives of mutual civic obligation.

AUTHORITY: This agreement is entered into pursuant to the authority of the National and Community Service Act of 1990 as amended (42 U.S.C. 12501 et. Seq.), Public Law 103-82.

I. Purpose

It is the purpose of this agreement to delineate the terms, conditions, and rules of membership regarding the participation in the USDA AmeriCorps Program. This agreement is hereby entered into on this _____ day of _____ 1994, between the United States Department of Agriculture (hereinafter referred to as the "Program").and

(hereinafter referred to as the "Member.")

II. Minimum Qualification

The Member certifies that he/she is a United States citizen, a national or a legal permanent resident and at least 17 years of age (or 16 in the case of a Youth Corps members).

III. Terms of Service

(a) The Member's term of service begins on _____ and ends on _____. This term of service may be extended by the Member with the approval of the Program Director, in writing for the following reason:

the Member's service has been suspended due to compelling personal circumstances.

(b) The Member will complete a minimum of 1812 hours of service during this period. Of these 1812 hours, 40 hours will be excused absence, 72 hours will be for holidays, and 20% of these hours may be training, education, or other similar approved activities.

(c) The Member understands that in order to be eligible for serving a second term of service, the Member must receive satisfactory performance reviews for any previous term of service. The Member's eligibility for a second term of service will be based on at least a mid-term and end of term evaluation of the Member's performance focusing on factors such as: whether the Member has--

- (1) completed the required number of hours;
- (2) satisfactorily completed assignments, tasks, or projects; and
- (3) met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service.

(d) The Member understands, however, that mere eligibility for an additional term of service does not guarantee selection or placement.

IV. Benefits

(a) The Member will receive from the Program the following benefits--

- (1) a living allowance of \$12,000, if the Member is a full-time participant. (The allowance will be distributed evenly over the term of service on a biweekly basis (less tax withholdings.)
- (2) health care insurance, if the Member is qualified for coverage. (The health insurance policy is hereto attached.)
- (3) a child care allowance to be provided directly to the provider, if the Member qualifies for the allowance.

(b) Upon successful completion of the Member's term of

service, the Member will receive an education award of a value of \$4,725 (This amount is for a full-time Member.)

- (1) Prior to using the education award, the Member agrees (in the event the Member has not yet received a high school diploma or its equivalent, including an alternative diploma or certificate for individuals with learning disabilities) to obtain a high school diploma or its equivalent (unless the Member is enrolled in an institution of higher education on an ability to benefit basis or the Program has waived the requirement due to the results of the Member's education assessment).
- (2) The Member understands that his/her failure to disclose to the Program any history of having been released for cause from another AmeriCorps program will render the member ineligible to receive the education award.

(c) If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay any interest that accrued on the loan during the term of service.

V. Rules of Conduct

The Member agrees to act in conformance with, and abide by, all current and future rules and procedures established by USDA. The AmeriCorps Program Member further agrees to act in conformance with and abide by, the provisions of 7CFR Part 735, as amended (attached). Members must not misuse government property and must conform to the specific limitations of use of such property and must conform to the specific limitations of use of such property while on official Federal government business.

(a) The Member is expected to, at all times while acting in an official capacity as an AmeriCorps Member,

- (1) demonstrate mutual respect toward others;
- (2) follow directions;
- (3) direct concerns, problems, and suggestions to the appropriate Program official; and
- (4) not engage in any activity involving proselytizing or assisting religious organizations, attempting to influence legislation or an election or aid a partisan political organization, helping or hindering union activity, or aiding a business organized for profit.

(b) At no time may the Member

- (1) engage in personal use of government vehicles, property, tools, equipment, or telephones;
- (2) possess or use any and all forms of addictive or hallucinatory drugs, including, but not limited to amphetamines, barbituates, cocaine, marijuana, etc.;
- (3) consume or be under the influence of intoxicating beverages on or in government-owned or leased property/vehicles; or transportation of such beverages in government vehicles.
- (4) Use abusive, vulgar, and discriminatory language, including verbal/sexual harassment toward fellow members, staff, supervisors, or other official contacts;
- (5) destroy government or personal property of others;
- (6) fail to comply with a supervisor's instructions, unless these instructions are clearly illegal or unsafe;
- (7) transport family members, pets, or any unauthorized personnel in government vehicles;
- (8) engage in any activity that is illegal under local, State, or Federal law;
- (9) engage in activities that pose a significant safety risk to others;

(c) The Member understands that the following acts will also constitute a violation of the Program's rule of conduct

- (1) unauthorized tardiness;
- (2) unauthorized absences;
- (3) repeated use of inappropriate language (i.e. profanity) at job site;
- (4) failure to wear appropriate clothing to service assignments;
- (5) stealing or lying;
- (6) engaging in activity that may physically or emotionally damage other Members of the program or members of the community; or
- (7) failure to notify the Program of any criminal arrest or conviction that occurs during the term of service.

(d) For violating the above stated rules, the program will do the following (except in cases where during the term of service the Member has been charged with or convicted of a violent felony, possession, sale, or distribution of a controlled substance) --

- (1) for the Member's first offense, an appropriate Program official will issue a verbal warning to the Member;
- (2) for the Member's second offense, an appropriate Program official will issue a written warning and reprimand to the Member;
- (3) for the Member's third offense, the member may be suspended for one day or more without compensation.
- (4) for the fourth offense, the Program may release the Member for cause.

(e) The Member understands that he/she will be either suspended or released for cause in accordance with paragraphs (b), (d), and (e) of section VI of this agreement for committing certain acts during the term of service such as being convicted or charged with a violent felony, possession, sale or distribution of a controlled substance.

VI. Release from Term of Service

(a) The Member understands that he/she may be released for the following two reasons:

- (1) for cause, as explained in paragraph (b) of this section; or
- (2) compelling personal circumstances as defined in paragraph (c) of this section.

(b) The Program will release the member for cause for the following reasons:

- (1) the Member has dropped out of the Program without obtaining a release for compelling personal circumstances from the appropriate Program official;
- (2) during the term of service the Member has been charged with a violent felony or the sale or distribution of a controlled substance;
- (3) the member has committed a fourth offense in accordance with paragraph (d) of section V of this agreement; or
- (4) any other serious breach that in the judgment of the

Director of the Program would undermine the effectiveness of the program.

(c) The Program may release the Member from the term of service, due to compelling personal circumstances if--

- (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 the United States; or
- (4) some other circumstance occurs that makes it impossible or very difficult for the Member to complete the term of service and the Program deems that circumstance to be compelling.

(d) The Program will suspend the Member's term of service for the following reasons:

- (1) during the term of service the Member has been charged with a violent felony or the sale or distribution of a controlled substance. (If the Member is found not guilty or the charge is dismissed, the Member may resume his/her term of service. The Member, however, will not receive back living allowances or credit for any service hours missed.)
- (2) during the term of service the Member has been convicted of a first offense of possession of a controlled substance. (If the Member, however, demonstrates that he/she has enrolled in an approved drug rehabilitation program, the Member may resume his/her term of service. The Member will not receive back living allowances or credit for any service hours missed.)

(e) The Program may suspend the Member's term of service for violating the rule of conduct provision in accordance with the rules set forth in paragraph (c) in section V of this agreement.

(f) If the Member discontinues his/her term of service for any reason other than a release for compelling personal circumstances as described in paragraph (b), (d), and (e), the member will cease to receive the benefits described in paragraph (a) of section IV and will receive no portion of the education award or interest payments.

(g) If the Member discontinues his/her term of service due to

compelling personal circumstances as described in paragraph (b) of section V of this agreement, the member will cease to receive benefits described in Section IV. If, however, the Member has completed at least 15% of the required service hours (250 service hours) the Member will receive a pro-rated portion of the education award or interest payments described in paragraphs (b) and (c) of section IV.

VII. Grievance Procedures

(a) The Member understands that the Program has a grievance procedure (outlined in the Member Orientation Handbook) to resolve disputes concerning the Member's suspension, dismissal, service evaluation or proposed service assignment;

(b) The Member understands that, as a participant of the program, he/she may file a grievance in accordance with the Program's grievance procedure which is set forth in a separate document and hereto attached.

VIII. USDA Responsibilities to Members:

(1) have selected all AmeriCorps Members in an impartial and non-discriminatory manner that bolsters AmeriCorps' vision of diversity;

(2) provide AmeriCorps Members with approved handbooks, documents, and forms needed to follow the provisions of AmeriCorps and the National and Community Service Trust Act of 1993;

(3) provide AmeriCorps Members with the orientation, training, technical assistance, and supervision necessary to complete their service activities;

(4) provide all AmeriCorps Members with ongoing education and instruction needed not only to perform their specific service projects, but to grow and develop as citizens, community problem-solvers, and developing professionals;

(5) design and coordinate service projects for AmeriCorps Members so that the members will continuously have productive and useful service projects in environmental or human needs;

(6) structure work schedules to ensure that AmeriCorps members will be reasonably able to perform 1,700 hours of service within a year;

(7) treat all AmeriCorps Members with respect and provide them with the guidance, support, discipline, and counseling they reasonably require to perform AmeriCorps service;

(8) work with AmeriCorps Members to develop mechanisms

through which the AmeriCorps Members can have significant input and impact upon service assignments, rules of conduct, and all other aspects of the AmeriCorps; and

(9) provide other additional support and services to ensure the success of all programs.

IX. Amendments to This Agreement

This agreement may be changed or revised by written consent by both parties.

X. Authorization

The Member and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement.

AmeriCorps Member

USDA
Program Director



**USDA AMERICORPS
MEMBER SEMI-ANNUAL PERFORMANCE APPRAISAL**

NAME: _____ DATE: _____

LOCATION: _____ SITE #: _____

	Yes	No
1. Is Member's work neat, accurate, & complete?		
2. Is Member prompt in completing job tasks?		
3. Does Member take initiative?		
4. Does Member readily accept responsibility?		
5. Does Member follow instructions accurately?		
6. Is Member punctual?		
7. Is Member absent from place of work for unauthorized intervals?		
8. Does Member follow appropriate safety procedures?		
9. Does Member wear appropriate clothing for tasks?		
10. Does Member participate in training sessions?		
11. Does Member accept constructive criticism and take steps for improvement?		
12. Is Member cooperative?		
13. Does Member appear to have a good attitude?		
14. Does Member work well with others?		
15. Does Member show respect for others?		
16. Do you feel that the Member is well placed?		
17. Does the Member display a desire to participate in National Service?		
18. Would you recommend this person for a second term?		
19. Did Member contribute to meeting objectives?		
20. Other?		

(Supervisor's Signature)

(Date)

(Member's Signature)

(Date)

(Place any comments on back of form.)



NATIONAL SERVICE TRUST END OF TERM OF SERVICE FORM

CORPORATION
FOR NATIONAL
SERVICE

Please CAREFULLY read instructions BEFORE filling out BOTH sides of this form.

USE NO. 2 PENCIL ONLY! Erase cleanly any changes or stray marks. Make black marks that fill the circles.

1. Print clearly your full name, including middle initial.
2. Provide your Social Security number.
3. Print clearly your current address and phone numbers.
4. Print clearly your permanent address and phone numbers. (If the same as your current address, write "SAME".)
5. Sign your name and enter today's date.

1. Participant's name?: _____
Last
Middle Initial
First

2. What is your SSN?

SOCIAL SECURITY NUMBER								
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

3. Current Address

(All information will be sent to you at this address until you notify the Corporation of a change of address.)

 Number and Street

 City and State Zip Code

 Home Phone

 Business or School Phone

4. Permanent Address

(Name and address of a person through whom you can always be reached.)

 Name

 Number and Street

 City and State Zip Code

 Home Phone

 Business or School Phone

Participant's Signature: _____ Date: _____

PRIVACY ACT NOTICE

The collection of this information is authorized by the provisions of the National and Community Service Trust Act of 1993. Information will be used to verify completion of service under the National Service Trust. The information will not be disclosed outside the government without written permission.

Appendix S

Questions 6-12 to be filled out by Approving Official

USE NO. 2 PENCIL ONLY! Erase cleanly any changes or stray marks. Make black marks that fill the circles.

Sections 6-12 must be completed by one of the following:

- (a) the State Director of the Corporation for National Service if participant is a VISTA participant.
- (b) the Camp Commander or his/her designee if participant is a National Civilian Community Corps participant.
- (c) the Program Director if participant is an AmeriCorps USA program participant.

6. Enter the hours of service completed under the National Service Program. VISTA and National Civilian Community Corps programs should not complete this item.
7. Show the ending date of the term of service.
8. Indicate whether the participant was enrolled in a full-time or part-time program. If a VISTA or a National Civilian Community Corps participant, mark "Full-time" program unless enrolled in the summer program. If an AmeriCorps USA participant, indicate whether the individual was a full-time participant (minimum of 1700 hours), a part-time participant (900 hours), a reduced part-time participant (less than 900 hours), or a summer participant.
9. Give the name of the program or project.
10. Show the Program or Project ID that has been assigned to this program by the Corporation.
11. Indicate the type of termination of the end of service. Please be sure to follow the Corporation's regulations in making this selection. If participant is continuing service for another term under the National Service Trust on this or another project, another Trust Enrollment form must be completed.
12. Print your name, then sign and date the Certification of Service.

6. Hours of service completed

HOURS			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

7. Date of Completion

DATE		
MO.	DAY	YR.
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

8. Type of Participant Enrollment: (Mark only one.)

- Full-time
- Part-time
- Reduced part-time
- Summer
- Other (Specify: _____)

9. Name of Program/Project: _____

10. Program/Project ID Number: _____

11. Type of termination:

- Completion of service as scheduled and eligible for an education award.
- Early termination for Cause and not eligible for an education award.
- Early termination for Compelling Personal Circumstance and eligible for a partial education award.

12. Certification of Service:

I certify that this individual performed the service indicated above.

Name of Authorized Certifying Official

Signature of Authorized Certifying Official

Date



AMERICORPS MEMBER EXIT FORM

CORPORATION
FOR NATIONAL
SERVICE

USE NO. 2 PENCIL ONLY! Erase cleanly any changes or stray marks. Make black marks that fill the circles.

Program Identification:
In what AmeriCorps program did you participate?

AmeriCorps * VISTA AmeriCorps * NCCC
 AmeriCorps * USA Other

Participant Identification:

Participant's Name: _____
(Print clearly.) First Middle Initial Last

Participant's SSN:

SOCIAL SECURITY NUMBER								
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

The Corporation for National Service is very interested in your experiences in the AmeriCorps program. We will use your comments from this form to help us improve future programs. Your answers on this form will be kept completely private. No one from your program will know how you answer. Please answer the questions honestly, then fold and seal the form. Thank you!

1. **Did you complete your AmeriCorps term of service?**
- Yes (skip to question 2)
 No (continue below)
- Please indicate below the main reason why you left your program:
- Got a job/expanded working hours
 - Enrolled in a job training program
 - Enrolled in another service program
 - Dissatisfied with assigned tasks
 - Enlisted in the military
 - Enrolled in school
 - Dissatisfied with program staff/supervisor
 - Moved away
 - Health reasons
 - Left at parent's request
 - Asked to leave the program by project manager
 - Left program for other personal reasons (please specify _____)

2. **If a friend was thinking about joining your AmeriCorps program, how strongly would you encourage your friend to join?**
- Strongly encourage joining
 - Encourage joining
 - Discourage joining
 - Strongly discourage joining
3. **How likely are you to volunteer to serve your community in the future?**
- Very likely
 - Likely
 - Not likely
 - Not at all
4. **Thinking about your answer to question 3, how much did your AmeriCorps experience affect your feelings about serving your community?**
- Very much
 - Somewhat
 - Not much
 - Not at all

Appendix T

PRIVACY ACT NOTICE

The collection of this information is authorized by the provisions of the National and Community Service Act, as amended by the National and Community Service Trust Act of 1993. Information will be used for reporting purposes only. The information will not be disclosed on an individual basis outside the government without written permission.

5. How likely are you to continue your education?

- Very likely
- Likely
- Not likely
- Not at all

6. Thinking about your answer to question 5, how much did your AmeriCorps experience affect your feelings about continuing your education?

- Very much
- Somewhat
- Not much
- Not at all

7. If you plan to continue your education, at what level will you continue in school?

- High School
- Tech/trade school
- Junior College
- College/University
- Other (specify _____)

8. Did you receive academic credit or a General Equivalency Diploma (GED) as a result of your participation in the program?

- No (skip to question 9)
- Yes (continue below)

Please indicate below what type of academic credit:

- GED
- College Credit Hours
- Workstudy Credits
- CEUs (Continuing Education Units)
- Other (specify _____)

9. Did you benefit from participating in AmeriCorps?

- No (skip to question 10)
- Yes

Please indicate below the primary benefits you received: (mark all that apply)

- Learned about or worked with different ethnic/cultural groups
- Explored future job/educational interests
- Learned about public safety issues
- Learned about environmental issues
- Made new friends
- Served my community
- Developed leadership skills
- Obtained an educational scholarship
- Helped others
- Gained communication skills
- Learned job skills
- Accomplished a specific task
- Made money
- Was part of a national movement

10. How satisfied were you with:

- a. Your overall AmeriCorps experience
- b. The service activities you performed this year
- c. The training you received
- d. The progress you made toward completing your assignments
- e. The support (transportation, tools, materials) you received to do your assignments
- f. The local program staff when you had questions or needed help
- g. The effect your work had on the community

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
a.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. What do you feel were the two most important skills you learned through AmeriCorps?

1. _____
2. _____

12. What did you like most about your AmeriCorps program?

13. What did you like least about your AmeriCorps program?

14. What recommendations do you have for improving the program next year?



CORPORATION
FOR NATIONAL
SERVICE

Corporation for National Service AmeriCorps*USA

OPERATING SITE INFORMATION FORM

Instructions

This form should be completed by every AmeriCorps operating site at the beginning of the grant period. Before completing this form, please review the definitions and examples below. If after reading the definitions and examples, you are still uncertain about who completes this form, please contact the Office of Evaluation at the Corporation for National Service, 202-606-5000 (x488).

SECTION I – Operating Site Identification

Corporation Grantee: The organization that receives money directly from the Corporation. Generally, the grantee is also the legal applicant. State Commissions, national non-profits, tribal governments, and federal agencies are usually the Corporation grantees.

Operating Site: The final unit that performs direct service and administers AmeriCorps grant money. An operating site has an AmeriCorps budget and a staff. It is responsible for Member supervision, record keeping, program administration, etc.

Operating Site ID: A Corporation-issued identification number based on Corporation grantee ID numbers. The attached reference guide lists all operating site IDs by State. If you have any questions, please call your Corporation Grantee or the Office of Evaluation.

Operating Site Congressional Districts: The congressional districts in which the operating site provides services.

National Non-Profit/Federal Agency Examples

Example 1:

A national non-profit organization, Helping America!, receives a grant from the Corporation. Helping America! awards some of its grant money to a Helping America! program called Volunteers in Action. Volunteers in Action places individual AmeriCorps Members in community-based organizations.

The *Corporation grantee* is Helping America!.

The *operating site* is Volunteers in Action.

The *host organizations* are the community-based organizations.

Who completes this form?: VOLUNTEERS IN ACTION

Example 2:

A national non-profit organization (or federal agency) receives a grant from the Corporation. The national non-profit organization provides money to five regional offices. From those offices, teams of AmeriCorps Members work on environmental projects in concert with environmental non-profits in each region.

The *Corporation grantee* is the national non-profit.

The *operating sites* are the regional offices.

The *host organizations* are the environmental non-profits.

Who completes this form?: EACH REGIONAL OFFICE

Continued on next

Appendix U

State Commission Examples

Example 1:

A State Commission receives a grant from the Corporation. It awards a subgrant to a non-profit organization. The non-profit organization places AmeriCorps Members in community organizations throughout the state, and there are no administrative "offices" between the non-profit and the Members.

The *Corporation grantee* is the State Commission.

The *operating site* is the non-profit organization.

The *host organizations* are the community organizations throughout the state where the AmeriCorps Members serve.

Who completes this form?: THE NON-PROFIT ORGANIZATION THAT RECEIVED THE STATE COMMISSION GRANT

Example 2:

A State Commission receives a grant from the Corporation to operate a state conservation corps. The corps has a city office and a rural office. Each office manages several teams. The city teams renovate parks and green space with the city Recreation Department; the rural teams do stream rehabilitation with the state Environmental Agency.

The *Corporation grantee* is the State Commission.

The *operating sites* are the city and rural offices.

The *host organizations* are the Recreation Department and the Environmental Agency.

Who completes this form?: THE CITY AND RURAL OFFICES

SECTION II – Operating Site Profile

Urban/suburban/rural: The program setting or settings in which most of your Members work.

Residential/non-residential: If your Members live in AmeriCorps-provided dormitories or housing, your operating site is residential; if they do not, it is non-residential.

Individual-based: Operating sites using an individual placement model in which Members are assigned to project sites in small numbers (one or two per site) and generally work under the supervision of host organization personnel.

Crew-based or Team-based: Operating sites using a corps model in which Members work in larger groups and are generally supervised by AmeriCorps personnel.

Direct Service: Service provided by Members that directly benefits service recipients.

Coordinating Volunteers: Service provided by Members that consists primarily of recruiting, coordinating, and supervising non-paid community volunteers, who, in turn, provide service.

SECTION III – Primary Partners

Host Organizations: Those organizations through which your Members provide services. Please be as specific as possible, identifying the unit within your host organization that directly coordinates your service. For example, an operating site providing services in a national park should identify the park administrative unit with whom they work, not the Department of the Interior.

Funders: Those organizations or individuals who provide funds for the AmeriCorps operating site. Please include cash amounts as well as the estimated value of in-kind contributions. On the first line, indicate the amount your operating site receives from the Corporation grant (either directly or through a subgrant). If you receive funds from your Corporation grantee beyond those that originally came from the Corporation, and you know the ultimate source of those funds (i.e., the contributors to your Corporation grantee), please provide the names of those contributors. Otherwise, include your Corporation grantee as a source of funding. If you anticipate receiving funding from an organization but the funds have not yet been committed, please list that organization in the "Anticipated Funders" column. When categorizing your contributors, report private individuals as "other."

SECTION IV – Direct Services

For each priority area that is a primary focus of your service, mark all the services you provide. Then complete part b by estimating the proportion of your total service time that is devoted to that priority. Your responses to the five part b questions (education, human needs, public safety, environment, other) should sum to 100 percent of your direct service time.

SECTIONS V, VI – Other Service Information

Please mark the appropriate ovals as indicated.

SECTION VII – Operating Site Description

Please provide a description of your operating site and the services your AmeriCorps Members provide.

SECTION I Operating Site Identification

Corporation Grantee: _____

Operating Site Name: _____

Operating Site ID:

93	A	D	C	A	N	A	N	0	0	0	0	0	0	0	0
94	L	H	F	B	O	B	O	1	1	1	1	1	1	1	1
95	N	M	S	D	Q	D	Q	3	3	3	3	3	3	3	3
			N	E	R	E	R	4	4	4	4	4	4	4	4
				F	S	F	S	5	5	5	5	5	5	5	5
				G	T	G	T	6	6	6	6	6	6	6	6
				H	U	H	U	7	7	7	7	7	7	7	7
				I	V	I	V	8	8	8	8	8	8	8	8
				J	W	J	W	9	9	9	9	9	9	9	9
				K	X	K	X								
				L	Y	L	Y								
				M	Z	M	Z								

Telephone: 1. () _____

2. () _____

Fax Number: () _____

First Date of Member Training or Service: _____
(use earlier date)

Note: Insert only one letter in each of these blocks.

Operating Site Address: _____

Number and Street: _____

City and State: _____

ZIP Code: _____

Operating Site Congressional Districts (please use the district numbers): _____

Mail Address: _____

Who completed this form (please print): _____

Date form was completed: _____
Month Day Year

SECTION II Operating Site Profile

1. Is your program:

- (mark one) ▶ a. Primarily Urban Primarily Rural Primarily Suburban Mixed _____ Describe Briefly
- (mark one) ▶ b. Residential Non-Residential
- (mark one) ▶ c. Individual-based, providing direct service Individual-based, "coordinating" volunteers
Crew-based/Team-based, providing direct service Crew-based/Team-based, "coordinating" volunteers

2. Number of paid staff involved with AmeriCorps when fully operational

(do not include AmeriCorps Members): _____ (full-time) _____ (part-time)

3. Number of AmeriCorps Members who will be enrolled at your operating site when you are fully operational: _____

4. Did your Corporation grantee operate a service program prior to this program year? Yes No

If "Yes," was it an AmeriCorps-type program? Yes No

5. Did your operating site operate a service program prior to this program year? Yes No

If "Yes," was it an AmeriCorps-type program? Yes No

SECTION III Primary Partners

Current and Anticipated Host Organizations:

If your Members provide service through other organizations, please list those organizations below. Be as specific as possible; e.g., if Members serve in schools, list the schools by name rather than the district.

Organization Codes

- 1 = For-profit organization
- 2 = Community-based organization, Non-profit
- 3 = Federal Government
- 4 = State Government
- 5 = Local Government
- 6 = Educational institution/organization
- 7 = Foundation
- 8 = Religious organization
- 9 = Other

Name	ZIP Code	Type of Organization (mark one)
ex: Anytown Junior High School	22222	1 2 3 4 5 6 7 8 9
1.		1 2 3 4 5 6 7 8 9
2.		1 2 3 4 5 6 7 8 9
3.		1 2 3 4 5 6 7 8 9
4.		1 2 3 4 5 6 7 8 9
5.		1 2 3 4 5 6 7 8 9
6.		1 2 3 4 5 6 7 8 9
7.		1 2 3 4 5 6 7 8 9
8.		1 2 3 4 5 6 7 8 9
9.		1 2 3 4 5 6 7 8 9
10.		1 2 3 4 5 6 7 8 9
11.		1 2 3 4 5 6 7 8 9
12.		1 2 3 4 5 6 7 8 9
13.		1 2 3 4 5 6 7 8 9
14.		1 2 3 4 5 6 7 8 9
15.		1 2 3 4 5 6 7 8 9
16.		1 2 3 4 5 6 7 8 9
17.		1 2 3 4 5 6 7 8 9
18.		1 2 3 4 5 6 7 8 9
19.		1 2 3 4 5 6 7 8 9
20.		1 2 3 4 5 6 7 8 9
21.		1 2 3 4 5 6 7 8 9
22.		1 2 3 4 5 6 7 8 9
23.		1 2 3 4 5 6 7 8 9
24.		1 2 3 4 5 6 7 8 9
25.		1 2 3 4 5 6 7 8 9
26.		1 2 3 4 5 6 7 8 9
27.		1 2 3 4 5 6 7 8 9
28.		1 2 3 4 5 6 7 8 9
29.		1 2 3 4 5 6 7 8 9
30.		1 2 3 4 5 6 7 8 9

Current and Anticipated Funders:

Print or type the full name and ZIP code of your primary funders:

Organization Codes

- 1 = For-profit organization
- 2 = Community-based organization, Non-profit
- 3 = Federal Government
- 4 = State Government
- 5 = Local Government
- 6 = Educational institution/organization
- 7 = Foundation
- 8 = Religious organization
- 9 = Other

FUNDING AMOUNTS

Current Funders	ZIP Code	Cash	In-kind	Total	Type of Organization (mark one)
1. Corporation for National Service	20525				1 2 3 4 5 6 7 8 9
2.					1 2 3 4 5 6 7 8 9
3.					1 2 3 4 5 6 7 8 9
4.					1 2 3 4 5 6 7 8 9
5.					1 2 3 4 5 6 7 8 9
6.					1 2 3 4 5 6 7 8 9
7.					1 2 3 4 5 6 7 8 9
8.					1 2 3 4 5 6 7 8 9
9.					1 2 3 4 5 6 7 8 9
10.					1 2 3 4 5 6 7 8 9
11.					1 2 3 4 5 6 7 8 9
12.					1 2 3 4 5 6 7 8 9
13.					1 2 3 4 5 6 7 8 9
14.					1 2 3 4 5 6 7 8 9
15.					1 2 3 4 5 6 7 8 9
Anticipated Funders					
1.					1 2 3 4 5 6 7 8 9
2.					1 2 3 4 5 6 7 8 9
3.					1 2 3 4 5 6 7 8 9
4.					1 2 3 4 5 6 7 8 9
5.					1 2 3 4 5 6 7 8 9
6.					1 2 3 4 5 6 7 8 9
7.					1 2 3 4 5 6 7 8 9
8.					1 2 3 4 5 6 7 8 9
9.					1 2 3 4 5 6 7 8 9
10.					1 2 3 4 5 6 7 8 9
11.					1 2 3 4 5 6 7 8 9
12.					1 2 3 4 5 6 7 8 9
13.					1 2 3 4 5 6 7 8 9
14.					1 2 3 4 5 6 7 8 9

SECTION IV What are the primary direct services that you provide?

Note: Your responses to 1b, 2b, 3b, 4b, and 5b should sum to 100 percent.

1a. Education
(Include primary services only; mark all that apply.)

School Readiness

- Child care
- Head start/preschool
- Parent literacy
- Other (Specify: _____)

b. About what percent of direct service time is devoted to Education:

%			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

School Success

- In-class support
- After school tutoring
- After school mentoring
- Service-learning coordinator
- Other (Specify: _____)

3a. Public Safety
(Include primary services only; mark all that apply.)

Crime Prevention

- Violence prevention patrols
- Conflict resolution
- Reduction of substance abuse
- After school activities
- Other (Specify: _____)

b. About what percent of direct service time is devoted to Public Safety:

%			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

Crime Control

- Community policing
- Victim assistance
- Anti-victimization programs
- Juvenile justice programs
- Other (Specify: _____)

2a. Human Needs
(Include primary services only; mark all that apply.)

Health

- Independent living assistance
- Supporting community health clinics
- Prenatal care
- Health care to families of young children
- Other (Specify: _____)

b. About what percent of direct service time is devoted to Human Needs:

%			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

Home

- Shelter support for the homeless
- Rehabilitating low-income housing
- Public assistance transaction support
- Other (Specify: _____)

4a. Environment
(Include primary services only; mark all that apply.)

Neighborhood Environment

- Revitalizing neighborhoods
- Eliminating environmental risks
- Energy efficiency efforts, recycling
- Other (Specify: _____)

b. About what percent of direct service time is devoted to Environment:

%			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

Natural Environment

- Conserving and restoring public lands
- Trail maintenance
- Natural resource sampling, mapping, and monitoring
- Other (Specify: _____)

5a. Other
(Specify: _____)

b. About what percent of direct service is devoted to service work in other areas:

%			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

SECTION V

Who are the primary beneficiaries of the services your Members provide?
(Include primary beneficiaries only; mark all that apply.)

Primary Beneficiaries

- Pre-School children
- K-12 students
- College students
- Young adults (ages 17-24)
- Senior citizens
- General public
- Educationally disadvantaged
- Economically disadvantaged
- Mentally disabled persons
- Physically challenged persons
- Homeless
- Low-income housing residents
- Unemployed
- "At-Risk" youth
- Immigrants, refugees
- Migrant workers
- Patients/Residents in hospitals, nursing homes, hospices, other long-term care facilities
- Substance-dependent individuals
- Outdoor recreationalists
- Environmentalists/conservationists
- Families/Parents
- Business Community
- Veterans
- Other (Specify: _____)

SECTION VI

What are the major services you provide for Members?
(Mark all that apply.)

a. Basic Education

- Basic/remedial education
- English as a second language
- General education development (GED) preparation
- Tutoring, other preparatory assistance
- Other (Specify: _____)

b. Occupational Education

- Communication skills
- Working in teams
- General employment skills
- Specific occupational skills
- Work experience, job shadowing, etc.
- Career awareness, job search skills
- Other (Specify: _____)

c. Participant Development

- Leadership training
- Self-esteem enhancement
- Reflection/community awareness
- Citizenship education
- Mediation training
- Other (Specify: _____)

d. Life Skills

- Parenting and family management
- Nutrition
- Personal health care
- Personal finances
- Individual or group counseling
- Interpersonal skills
- Substance abuse prevention program
- Substance abuse treatment program
- CPR training
- Other (Specify: _____)





USDA/AmeriCorps Program

Member Acknowledgment Safety
Form

I, _____, as a Member of the
USDA AmeriCorps Program, make my personal commitment to help
strengthen the ability of communities to respond to problems of
hunger, rural development and the environment.

I understand my assignments may include, among other things,
(*Programs to fill in. Examples: planting trees, cleaning
streambeds, performing water quality assessments, providing food
assistance to the needy, and providing assistance to Native
Americans.*) It is further understood and acknowledged that
although training and reasonable precautions will be taken to
protect my safety, my assignments may involve some risk.

Signature

Date

Date of Birth

If you have not reached your eighteenth birthday by the date of
the signing of this acknowledgment, a parent or legal guardian
must also sign below.

Parent or Legal Guardian

Date

LEVELS OF SUPERVISION/COORDINATION

The level of supervision is often dependent on the management structure of the organization sponsoring the project. NRCS (formerly SCS) for example is structured along state lines. There is a manager in each state. The Forest Service is structured along regional lines where regions encompass several states. The following levels of supervision were defined so that the level of supervision provided by a state level contact for NRCS could be related to the appropriate level of supervision provided by other agencies such as the Forest Service.

These definitions are important in tracking who is responsible for members, who should receive various training and information, and who is responsible for objectives and progress reports. For the USDA/AmeriCorps Program/Project I.D. Number the lowest level of supervision that we want to track is defined as either the SITE SUPERVISOR or the FOREST SERVICE CAMP DIR.

a. SITE SUPERVISOR - The person who is the closest level or unit of management to the AmeriCorps member who is NOT a team leader. In instances where the group of members is so large that there are team leaders, the site supervisor would be the supervisor of the team leaders. In anti-hunger groups this is Elizabeth Riley or Tony Perez. In Public Lands groups this is the supervisor of a group of members. In NRCS groups this is the long term supervisor of a group of members, not the person who oversees the work of a team for a few weeks. In rural development groups this is the person who is directly supervising the member(s).

b. FOREST SERVICE CAMP DIR - PUB LND - This level distinguishes between a public land site supervisor overseeing a crew of ten members and the supervisor responsible for a camp with many more members. Randy Scurry is an example of this type of manager.

The table below shows the levels of supervision as they relate to different agencies for the FY 94 AmeriCorps projects.

Level of Super/coord	Forest Service	NRCS	RECD
I. Site Supervisor	<u>Camp Director</u> RDT Supervisor	Site Supervisor	Site Supervisor
II. Agency Coordinator	RDT Field Coordinator	State Contact	State Contact
III. Agency Regional Coordinator	Regional Coordinator	Regional Coordinator	
IV. USDA Regional Facilitator			

SAMPLE PERSONNEL LETTERS TO AMERICORPS MEMBERS

Dear _____

We have received your resignation from your AmeriCorps position with the _____ (organization name) _____. We regret that you are not able to finish the term of service that you have originally envisioned.

You should be aware that as you leave the AmeriCorps Program, all rights and benefits from that program will cease, and you will not be entitled to receive any portion of the education award or interest payments. Because you were not classified as a Federal employee, you are not eligible for unemployment benefits. If you have any questions regarding your AmeriCorps benefits, you may contact the Corporation for National and Community Service at (202) 606-5000.

We would like to thank you at this time for your contribution to the (organization name) and for the AmeriCorps spirit that you brought to the AmeriCorps project. Without caring individuals like you, this program could never succeed.

We would like to ask you to complete the enclosed Member Exit Form, and return it to the (organization name) office, (address). This form will help us better evaluate and improve the AmeriCorps Program.

We are glad that you were a part of the (organization name) AmeriCorps Team, (member name), and we wish you the best of luck in all of your future endeavors. If you have any questions, or if we can be of assistance in any way, feel free to call at (phone number).

Human Resources Officer

Dear _____

(Supervisor's name) on (date) reports that you have not shown up for work, nor have you called to explain your absences, since December 12, 1994. He reports that he met with you on January 10, 1995 and told you to report to work on January 23, 1995 or at least inform him that you no longer wished to participate in the Program. You did not report to work nor did you call.

On January 26, 1995 Mr. (supervisor) sent you a letter instructing you to report to work on January 30, 1995. This letter was sent certified, return receipt and was signed for on January 28. You did not report to work as instructed.

On February 13, 1995, Mr. (supervisor) sent you a certified, return receipt, letter proposing to remove you from the AmeriCorps Program effective March 1, 1995. This letter was sent certified to the above address was returned unclaimed after three notices from the United States Post Office. Since you have not reported to work as instructed on January 20 and again the January 26 letter, I have decided to terminate you from the AmeriCorps Program effective April 15, 1995.

Since you are being terminated before the completion of your agreed tour of duty, all rights and benefits from the program will cease and you will not be entitled to receive any portion of the educational award or interest payments. Because you were not a Federal employee, you are not eligible for unemployment benefits.

You are entitled to use both the informal and formal grievance procedures available to AmeriCorps Members as outlined in the attached. A grievance must be made within one year of the receipt of this letter. If you have questions on the grievance process you can contact our Human Resources staff at (phone #).

We are sorry that we have had to remove you. Please accept our thanks for your contributions to the (organization) Service and for the spirit that you brought to the AmeriCorps project.

Sincerely,

Dear _____

I have been told that on March 2, 1995 you contacted Mr. (supervisor's name) and informed him that you were going to be working at another job in Seattle, Oregon. You told him that you would be sending in a letter of resignation from the AmeriCorps Program. As of today you have not submitted a letter of resignation; therefore, we will be accepting the March 2 telephone conversation as a verbal resignation.

Our Human Resources staff will be processing your resignation effective March 3, 1995 and will provide you with additional pertinent information.

If it is not your intent to resign from the AmeriCorps Program, please report back to work at our (work location) office no later than Monday, April 15, 1995.

I hope that you had an enjoyable experience with AmeriCorps and that you will continue to work toward the preservation and the wise use of all of our natural resources.

Sincerely,

HISTORY OF NATIONAL SERVICE

In times of great need, Americans have always answered the call of service. Our nation was founded by citizens who risked everything to build a foundation for freedom. In the years since, Americans have struggled through service to offer freedom to more Americans, and to eliminate discrimination and other great injustices. From the American Revolution to the Civil Rights Movement and from the smallest farms to the biggest cities, Americans have worked together to improve their communities and their lives.

America's tradition of service has always had strong roots in its communities. The country's vast network of civic and religious organizations, schools, and businesses has been especially important in bringing people together in order to meet common goals. Since the 19th century, foreign observers have noticed how through these groups, Americans have shown an unusual commitment of service—whether building new homes, protecting public spaces, or helping those in need.

1933: Franklin D. Roosevelt creates the Civilian Conservation Corps.

Throughout this century, each new generation of Americans has risen to the challenge of national service. During the Great Depression of the 1930s, President Franklin D. Roosevelt created the Civilian Conservation Corps (CCC). Four million young people joined in response—restoring the nation's parks, revitalizing its economy, and supporting their families and themselves. Through eleven years of Depression, the CCC provided billions of dollars in services and enabled millions of families to live in dignity.

With World War II, the GI Bill linked service to education, offering war veterans the opportunity to pay for school in return for service to their country. Because of the GI Bill, veterans improved their own lives by attending college. They also contributed mightily to America's future: with the education they received, those citizens helped spark the economic boom that gave America the world's leading economy. The principles of the CCC and the GI Bill—encouraging Americans to serve and rewarding those who do—inspire AmeriCorps today.

For the next generation, the call to service came from President John F. Kennedy, who developed programs such as the Peace Corps that continue to flourish today. "Ask not what your country can do for you," Kennedy said, "ask what you can do for your country." Responding to that call in the years since, thousands of Peace Corps volunteers have left the comforts of home and traveled to the poorest corners of the globe, building schools where none existed, helping farmers feed the hungry, and creating hospitals to care for the sick. After meeting vital needs overseas, returned Peace Corps Volunteers have put to work at home their new knowledge of others and spirit of citizenship, changing America for the better.

1961: The Peace Corps is established.

The 1960s also saw the birth of Volunteers in Service to America, or VISTA, which is now part of AmeriCorps and engages adults in helping low-income communities help themselves. Initiatives such as the Retired Senior Volunteer Corps, the Foster Grandparents Program, and the Senior Companion Program also developed in order to engage older Americans in the work of improving the nation.

In the 1970s and 1980s, a variety of programs at the local, state, and national levels expanded to offer young people opportunities to serve. Youth corps and school and college-based programs mobilized communities—the people at the grassroots—to find and solve their own problems. In a time of scarce resources, these initiatives continued to involve citizens in meeting national needs.

**1994:
AmeriCorps is
launched.**

Today, another President has called Americans to service. In his Inaugural Address, President Bill Clinton challenged Americans to "seasons of service" around the country. In May, 1993, President Clinton introduced historic legislation to expand opportunities for young Americans to serve our country, build up their communities, and earn awards for their own education in return. Months later, Democrats and Republicans in Congress joined together to pass the bill creating AmeriCorps and the agency that administers it, the Corporation for National Service. President Clinton signed the legislation, the National and Community Service Trust Act, on September 21, 1993. You are a central part of AmeriCorps—and of a vital American tradition.

Some Discussion Questions

—What are the common features of national service programs?

What are key differences?

(You might talk to alumni of initiatives such as the Civilian Conservation Corps, the Peace Corps, and VISTA to learn more about these programs and compare your experiences.)

—Why have service programs taken different forms during different periods in our history?

—What are the best arguments for national service? What are the strongest objections to the idea?

THE CORPORATION FOR NATIONAL SERVICE

The Corporation for National Service administers AmeriCorps and pays many of the expenses for your program, including your education award and, in general, most of your stipend. Like other government agencies such as the Department of Education and the Department of Defense, the Corporation is supported by the American people with the money they pay in taxes. The Corporation is directly accountable to Congress, which decides each year how much taxpayer money to give the Corporation. National service is an investment by Americans in America's future.

In his Inaugural Address, President Clinton said, "I challenge a new generation of young Americans to a season of service... There is so much to be done—enough, indeed, for millions of others who are still young in spirit to give of themselves in service, too." The Corporation was created by President Clinton's national service legislation in order to meet his inaugural challenge. The mission of the Corporation is to encourage service of every sort around the country. The Corporation supports a range of national and community service programs, providing opportunities for Americans to serve full-time and part-time, as volunteers or as stipended participants, and as individuals or in teams. The Corporation aims to enable Americans to

engage in "seasons of service" throughout the seasons of life.

There are three basic sets of Corporation initiatives:

LEARN AND SERVE AMERICA

integrates service into education programs through a method called "service learning," which enables young people to learn and develop through active participation in service.



—Through the K-12 program, over 275,000 school-age youth in all fifty states participate in service activities which are integrated into their school curriculum or community-based learning program, providing structured time for service and time for students to think, talk, or write about their service experiences.

—The Higher Education Innovation Programs engage college students in meeting community needs. Some of these programs are student-run; others are faculty-led; many are integrated with academic study; and all help young people contribute to their community as they learn in college.

AMERICORPS will include more than 20,000 Americans ages 16 and older. The program's goals are getting things done, strengthening community, encouraging responsibility, and offering education awards in return for service. The AmeriCorps National Service Network consists of more than 300 diverse programs in every state in the nation. The Network also includes two special initiatives of the Corporation:



—AmeriCorps*VISTA is the thirty year-old program for men and women ages 18 and older who commit themselves to helping low-income people to improve their own lives. AmeriCorps*VISTAs serve in rural or urban areas or on Indian reservations, sharing their skills and experience in fields such as employment training, literacy, shelter for the homeless, and neighborhood revitalization. Approximately 3,500 AmeriCorps*VISTAs are currently serving, joining more than 100,000 alumni.

—AmeriCorps*NCCC, the National Civilian Community Corps, will involve 1,000 young people ages

18-24 in programs focused on environmental needs. AmeriCorps★NCCC is a residential service program in which corpsmembers are housed and trained together on military bases and deployed as teams to community service sites. AmeriCorps★NCCC combines the best of our military tradition with the best practices of local service corps.



NATIONAL SENIOR SERVICE CORPS engages older Americans—with their great skills, talents, and experience—in addressing urgent issues facing the nation. Together, these programs involve over 470,000 volunteers in more than 1,200 projects and provide more than 110 million hours of service to their communities each year. The NSSC consists of three programs:

—**The Foster Grandparent Program** offers low-income older Americans the opportunity to serve one-on-one with children and young people who have special needs, including teen parents and those who are abused and neglected. Foster Grandparents serve 20 hours each week in hospitals, public schools, day care centers, and correctional institutions.

—**Senior Companion Program** engages low-income seniors in providing individualized support and assistance to other adults, primarily the homebound elderly. Their services help the homebound achieve their highest level of independent living, providing disability assistance, home management assistance, and social and recreational companionship to about 32,000 individuals each year.

—**The Retired and Senior Volunteer Program (RSVP)** is a network of 430,000 Americans ages 55 or older who perform a wide range of volunteer services that meet community needs. RSVP provides communities with volunteers diverse in experience, interest, income and education, and ready to take on challenges of education, health care, and community revitalization.

HOW THE CORPORATION WORKS

While the Corporation headquarters are in Washington, the Corporation maintains program offices in nearly every state. In addition, State Commissions on National and Community Service or similar entities appointed by the Governor of each State have significant responsibilities for the Corporation's programs.

The Corporation helps programs to operate in two basic ways. A few Corporation initiatives, such as AmeriCorps★NCCC and AmeriCorps★VISTA, are operated directly by the Corporation. Most

Corporation programs, however, are run by other federal, state, and local public and private non-profit organizations selected through a competition run by the Corporation. This year, more than 1200 organizations applied to operate AmeriCorps programs, but only about 400 were selected. These programs are now working as partners with the Corporation to make sure to "get things done," build community, and meet the Corporation's other goals.

The Corporation operates in accordance with the principles of "reinventing government"—ideas developed in recent years, and championed by Vice President Al Gore, to make government work better and cost less. This means that while the Corporation makes sure that all programs achieve certain goals, it provides programs with a lot of flexibility to meet those goals. Reinventing government also means treating communities and Members of AmeriCorps like customers of a business. Finally, reinventing government means measuring results and keeping costs down to ensure the highest possible return on the taxpayer dollar.

The Corporation and its programs operate in accordance with the principle of equal opportunity and do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or political affiliation.

NATIONAL SERVICE AND NATIONAL NEEDS

The first goal of AmeriCorps is "getting things done," or meeting the nation's unmet education, public safety, human, and environmental needs.

The specific work will vary tremendously. Some Members will help toddlers prepare for school; others will help older Americans live independently. Some will work in urban areas, supporting community policing; others will work in the national parks, preserving the forests. All Members will make an important contribution to America's future.

The sections that follow give a brief overview of the needs that AmeriCorps seeks to meet and the ways it will meet them. You will learn more about the particular projects of your program from your team leaders and program directors. And you can always get more information from newspapers, books, and teachers.

AMERICORPS AND EDUCATION

Education is the key to America's future. In today's international economy, where investment is mobile and technology increasingly complex, countries with the best educated citizens will attract the best jobs and achieve the highest incomes. Education is also vital to our democratic way of life: our society's freedom depends on our citizens' education, their ability to read newspapers, to consider the quality of candidates intelligently, and to participate in civic life effectively. And nothing is more central to individual success than good schooling—from readiness for the first day of school to excellence on the day before graduation. If every American is to have an equal opportunity to achieve his or her dream—and that's the American ideal—then every American must have access to a decent education.

Today, too many Americans don't learn what they need and deserve in order to succeed. Many of our children don't arrive at school ready to learn: one out of three six-year-olds today isn't prepared for formal education. And once they get to school, too many kids don't get needed skills, or even remain in school. While America's public schools were once the best in the world, today the average skills and scores of our young people are lower than in other industrialized nations like Germany and Japan. A third of teens today don't finish high

EDUCATIONAL NEEDS

- A third of all six-year-olds are not prepared for formal education.
- A third of all teenagers drop out of high school.

school—more than half in many areas. The situation is particularly shocking in our poorest communities: according to one study, the reading proficiency of the average 17-year-old in poor urban areas matched that of a typical 13-year-old in affluent urban areas. Functional illiteracy remains the reality for millions of Americans of all ages.

AmeriCorps is poised to help tens of thousands of Americans get the education they need to find better jobs, become more active citizens, and lead better lives. AmeriCorps Members will teach Americans of all different ages. In pre-school centers, they'll enable more of our youngest Americans to get ready for school. In after-school centers, AmeriCorps Members will provide extra individual attention and support to help young people boost their reading and math skills—and stay in school. And in literacy centers, AmeriCorps Members will throw open the doors to a whole new world by enabling adult Americans to read.

Different AmeriCorps education programs will work differently. Some will place Members as teachers in front of the classroom. Others will focus on providing individual tutoring and mentoring. And some will engage in outreach activities, to enable more Americans to make use of educational facilities already available to them. Whatever the strategy, all AmeriCorps education programs will enable Americans to learn the things they need in order to lead better lives.

AMERICORPS AND PUBLIC SAFETY

Recent polls show that Americans consider crime to be more important than any other issue facing the nation today. And with good reason: the rise in crime rates represents a deep crisis. The United States has the highest rates of murder, rape and violent crime in the industrialized world. Every three hours, a child is murdered, and three million crimes are committed each year in and around schools alone. Whatever their race or income, law-abiding Americans are afraid, and nearly half of our citizens fear walking around their own neighborhoods at night.

While putting more police officers on the streets and keeping more offenders behind bars are important parts of the fight against crime, they will never win the war alone. In the long run, vibrant neighborhoods are communities'

PUBLIC SAFETY NEEDS

- Every three hours, a child is murdered.
- America has the highest crime rate in the industrialized world.

best defense. Citizens need to work with each other and with police officers in order to prevent crimes before they happen. That's why AmeriCorps is so important.

AmeriCorps will help restore the bonds of community that are essential to safe neighborhoods. In areas where isolation and mistrust are widespread, AmeriCorps Members will reconnect citizens in their efforts to reduce violence. Whether it's organizing crime watches, establishing safe havens, providing victim assistance, offering drug abuse prevention, or engaging in conflict resolution, AmeriCorps members will help Americans to help themselves—building a sense of security and safety in place of violence and fear.

In what is called the "community policing movement," police departments today are changing the way they do their work—returning to an older model of policing, where officers spend long periods of time in specific neighborhoods, getting to know residents, and working with them to recognize and solve their particular problems. AmeriCorps is

contributing to the community policing movement. By solving problems before they become crises, and by building the bonds among citizens and with police officers, AmeriCorps has become an important part of the fight against crime in which every element of the community must do its part.

HUMAN NEEDS

- More than 600,000 Americans are homeless on a given night—100,000 of them children.
- Only one-half of inner city preschool children were immunized in 1990.

AMERICORPS AND HUMAN NEEDS

"Human needs" encompass some of the most diverse and most important areas that AmeriCorps will address. The three biggest fields are housing/homelessness, health, and independent living.

The crisis of homelessness is both a tragedy for those who suffer it and a blight on the nation's collective consciousness. On an average night in America, at least 600,000 people are homeless—100,000 of them children. There are many reasons for the rise in homelessness: a three-quarters cut in federal housing assistance during the 1980s; the deinstitutionalization of the mentally ill in the 1970s; and

within depressed areas, the flight of jobs and rise in substance abuse. AmeriCorps provides comprehensive assistance to homeless individuals, helping address the many different causes of the crisis. Some AmeriCorps programs will build or renovate low-income housing. Others will help provide or locate needed, comprehensive services: housing search, job search, health care, drug and alcohol abuse treatment, and the like.

In the area of health care, AmeriCorps will especially focus on expanding care to underserved areas, those parts of America where quality care is hardest to find. In 1991, the federal government estimated that more than 2,000 geographical areas in America had too few health care providers, and that year nearly 20 percent of American children had no contact with a physician. By increasing outreach, staffing home visits, and developing comprehensive community-based health care services, AmeriCorps will help ensure that more Americans get the care they need.

A particular focus within health care will be ensuring that America's youngest citizens, its infants, begin life with a healthy start. The stunning fact remains that the infant mortality rate in America is higher than in 18 other industrialized nations, and a child born in Bulgaria has a better chance of reaching her first birthday than an African-

American child born in America. AmeriCorps Members will help ensure that pregnant mothers get the prenatal care they need. Members will also ensure that infants get their immunizations, preventing the diseases that end too many lives too early.

The third focus area for AmeriCorps within human needs will be independent living. It is a quintessentially American idea that citizens ought to be able to live at home and take care of themselves for as long as possible. Independent living saves the government money by reducing support costs; more important, it secures the dignity of individuals by allowing them to lead their lives as they wish. In some cases, AmeriCorps Members will help recipients of public assistance to obtain the job training and child care they need to become self-sufficient. In other cases, AmeriCorps Members will help care for individuals with AIDS, enabling them to remain at home for as long as possible. And in still other cases, AmeriCorps Members will help older Americans living at home with routine tasks such as buying groceries, doing chores, and administering medications. These efforts keep individuals out of costly nursing care, and enable them to remain with friends and family for as long as possible.

ENVIRONMENTAL NEEDS

- Americans fill 63,000 garbage trucks everyday. Lined up, they would stretch from San Francisco to Los Angeles.
- Three million children have toxic levels of lead in their blood.

AMERICORPS AND THE ENVIRONMENT

Whatever else Americans want, we need a safe, healthy environment in order to achieve it. The neighborhoods in which citizens live and raise their children ought to be free from dangerous toxins. The parks in which our children play ought to be clean and safe. And away from our homes, America's splendid parks, forests, and wildlife need to thrive. As resources, these are important for our economy, and as refuges from the hustle of daily life, they are essential for our collective well-being.

Unfortunately, neither our neighborhood environment nor our natural environment has flourished in recent years. In our cities, toxins like lead, nitrites, and pesticides threaten the health of many families, and millions of children have toxic levels of lead in their blood—impairing mental development, causing behavioral disorders, and stunting growth.

In 1991 alone, more than 2.2 billion pounds of toxic waste were released into the atmosphere by U.S. industries. America continues to generate vast amounts of garbage—250 million tons a year. And America's unique wilderness areas are slowly disappearing: today one-third of our rivers, one-half of our estuaries, and more than half of all lakes are unsafe for fishing or swimming.

AmeriCorps can clean up our urban neighborhoods and restore our natural habitat. In our neighborhoods, AmeriCorps Members will use advanced technology to identify and remove toxins like lead and radon. Elsewhere AmeriCorps will rely on environmental improvement methods that are more traditional but just as important: turning abandoned lots into community gardens, for example, and organizing communities to recycle waste. In our natural habitats, AmeriCorps Members will follow in the footsteps of the Civilian Conservation Corps, which planted millions of trees and saved billions of dollars for America sixty years ago. But AmeriCorps Members will do more than plant trees; they will restore whole ecosystems, irrigate land, and identify endangered species so they can be preserved.

The first step toward a healthier environment is a citizenry that understands the problem—and the solutions. And so in addition to restoring and protecting our environment, many AmeriCorps Members will engage in environmental education, teaching a new generation of Americans how to care for their surroundings. All in all, AmeriCorps Members can make a contribution to America's environment that saves the nation money and improves our citizen's lives..

Some Discussion Questions

—*What are the greatest areas of need in your community? Consider how different community members would answer this question.*

—*Which of the priority needs does your program address, and how does it address them?*

—*If you had to name the most important achievements of your AmeriCorps program, what would they be?*

—*Can you think of good ways to measure your program's achievements?*

—*What have you, as an individual, accomplished to meet needs in different priority areas?*

—*What are the long-term causes of the problems your community faces? Can you think of long-term solutions?*

STAYING INVOLVED

While your AmeriCorps service may end after a year or two, your service to your community can continue for decades. As you keep contributing, your year in AmeriCorps can be only one moment in a lifetime of service.

One part of the AmeriCorps ethic that you can enact throughout your life is taking responsibility. You can take responsibility by doing your part for your family and friends, by making the most of yourself, and by remaining engaged in your community. And of course, there are many ways you can take responsibility that no handbook can ever describe—that only you can know, through the unique experiences of your own life.

One way to take responsibility is to continue your service in the future. You may want to spend another term as an AmeriCorps Member; you can earn up to two awards. If you want, you may be able to reapply to AmeriCorps through your current program, or you can contact the Corporation for National Service at (800) 94-ACORPS, (1-800-942-2677 or TDD 1-800-833-3722) to get information about another program in which you might serve.

If you feel prepared to take on a leadership position, you may want to apply to the AmeriCorps Leaders Program. AmeriCorps Leaders are exceptional individuals who have completed a year of service and

wish to develop their leadership skills, increase program effectiveness in addressing community needs, and build connections among AmeriCorps programs. Leaders will receive intensive training and then act as "front-line" Member supervisors and team leaders. They will receive a living allowance of \$14,880, health care benefits, and an education award of \$4,725. If you wish to apply to become an AmeriCorps Leader, please call, (202) 606-5000, ext. 192.

Even if you don't join AmeriCorps next year, you can continue contributing to your community in many other ways. You may want to contact your school, a nearby Voluntary Action Center (toll free at 1-800-879-5400), or other local organizations to find out how to stay involved. Or you can pursue your own dream for transforming your community and your country. America's future is in your hands.

THE AMERICORPS NATIONAL SERVICE NETWORK

AMERICORPS★VISTA

AmeriCorps ★VISTAs serve in every state in the nation.

NATIONAL CIVILIAN COMMUNITY CORPS

Aberdeen, Maryland
Charleston, South Carolina
Denver, Colorado
San Diego, California

NATIONAL PROGRAMS

These programs operate in more than one state.

ACORN Housing Corporation

A Home for All

Arizona-Mexico Commission

Border Volunteer Corps

Arkansas Department of Human Services/Division of Volunteerism

Delta Service Corps

Association of Farmworker

Opportunity Programs

National Farmworker Training
and Service Program

Boston University

School of Public Health

Health and Housing Fellows

Children's Health Fund

AmeriCorps Community

Outreach Program

City Year, Inc.

City Year AmeriCorps

Environmental Careers

Organization, Inc.

Technical Advisor Program for
Toxics Use Reduction
(TAPTUR)

Environmental Protection Agency

Improving Disadvantaged
Neighborhoods

Green Corps

Neighborhood Green Corps

Habitat for Humanity International, Inc.

Habitat★AmeriCorps

I Have a Dream Foundation

IHAD AmeriCorps

Kansas City Consensus

Bridges Across The Heartland

Legal Services Corporation

National Service Legal Corps

Local Initiatives Support Corporation

LISC AmeriCorps

Magic Me, Inc.

Magic Me America

Mid-Atlantic Network

of Youth & Family Services

MANY-Corps

National Association of Child Care Resource & Referral Agencies

Action for Children Today

National Center for Family Literacy

The Family Literacy Corps

National Community AIDS Partnership

Youth & HIV/AIDS Services

Partnership

National Council of the Churches of Christ in the U.S.A.

Ecumenical Program For Urban
Service (EPRUS)

National Endowment for the Arts

The Writers Corps

National Institute for Literacy

Literacy AmeriCorps

National Multiple Sclerosis Society

Bridge to Independence

Navajo Nation

Navajo Nation Youth

Conservation Corps

Neighborhood Reinvestment

Corporation

NeighborWorks Community

Corps

New York University

Project Safety Net

Philadelphia Bar Foundation

The Philadelphia Fellowship

Public Allies

Next Generation of Public

Leaders

Public Education Fund Network
 Project FIRST
Summerbridge National
 Summerbridge AmeriCorps
Teach for America
 The Next Stage
The ASPIRA Association, Inc.
 ASPIRA AmeriCorps
U.S. Department of Agriculture
 AmeriCorps/USDA-Public
 Lands & Environmental Team
 AmeriCorps/USDA-Anti-Hunger
 Team
 AmeriCorps/USDA Rural
 Development Team
U.S. Department of Energy
 Salmon Corps
**U.S. Department of HHS-Health
 Resources and Services Administration**
 HRSA Model Health Service
 Corps
**U.S. Department of HHS-Administration
 on Children, Youth, and Families**
 FamilyServe
**U.S. Department of HHS-Administration
 on Developmental Disabilities**
 ADD CORPS
**U.S. Department of Housing
 and Urban Development**
 Hope VI AmeriCorps
**U.S. Department of Justice-
 Weed and Seed**
 Just Serve
U.S. Department of Labor
 AmeriCorps Youth Fair
 Chance Project
U.S. Department of the Interior
 Interior AmeriCorps
U.S. Department of the Navy
 Seaborne Conservation Corps
U.S. Department of Transportation
 Transportation AmeriCorps
U.S. Department of Veterans Affairs
 Collaboration to Help Homeless
 Veterans
University of Texas at Austin
 AmeriCorps for Math and
 Literacy
Western Rural Development Center
 Northwest Service Academy
**Woodrow Wilson National
 Fellowship Foundation**
 National School & Community
 Corps
YMCA of the USA
 YMCA Earth Service Corps
Youth Volunteer Corps of America
 YVCA Leadership Corps
YouthBuild USA, Inc.
 YouthBuild AmeriCorps

STATE PROGRAMS

ALASKA

Anchorage

Nine Star Enterprises, Inc.
AmAk Literacy Project

RurAL CAP

RurAL CAP AmeriCorps
Program

Juneau

Southeast Alaska Guidance
Association (SAGA)
Serve Alaska Youth Corps

ALABAMA

Auburn

Alabama Council
on Human Relations, Inc.
Communities in Action

Birmingham

Birmingham AIDS Outreach (BAO)
(BAO)/AmeriCorps

Dothan

Troy State University at Dothan
One Problem at a Time

Montgomery

Montgomery YMCA
Changing Lives
AMERICORPS

Tuscaloosa

The University of Alabama
Students of Alabama for
independent Living

AMERICAN SAMOA

Pago Pago

American Samoa Government
American Samoa
Conservation Corps

ARKANSAS

Little Rock

University of Arkansas for
Medical Sciences
Learn and Serve:
Healthy Arkansas

Morrilton

Community Service, Inc. (CSI)
Arkansas

Community Alliance for a
Safer Tomorrow (CAST)

Texarkana

Arkansas Family Network
School-Based Truancy
Prevention Project

ARIZONA

Flagstaff

AZ Board of Regents for and on
Behalf of NAU-ACVTE
Youth In Action-Learn and
Serve

Mesa

City of Mesa, Arizona
Mesa AmeriCorps Community
Service Partnership

Phoenix

Arizona Conservation Corps
Arizona Conservation Corps
Leadership Corps Proposal
Arizona Council of Centers for
Children and Adolescents
ACCCA/AmeriCorps
Coalition for Children's
Services

Tucson

Rural Health Office,
University of Arizona
Arizona AHEC Rural
AmeriCorps Project

CALIFORNIA

Berkeley

Regents of the University of
California at Berkeley
Berkeley AmeriCorps

Escondido

EYE Counseling and Crisis Services
Escondido Empowerment
Corps

Fortuna

California Conservation Corps
The Watershed Stewards
Project

Los Angeles

Los Angeles Unified School District
LAUSD AmeriCorps Campus
Safety Aides Initiative
Occidental College
Building up Los Angeles/
Aggregate Proposal

Oakland

East Bay Conservation Corps
East Bay Conservation Corps
AmeriCorps Collaborative
Spanish Speaking Unity Council
FCC/AmeriCorps

Pomona

Cal Poly Pomona Foundation, Inc
PolyCorps-An AmeriCorps
Project

Richmond

Bay Area Community Resources
Bay Area Youth Agency
Consortium AmeriCorps
Project

Sacramento

California Conservation Corps
A Cadre of Corps
"Community Service Leaders"
California Conservation Corps
CCC-AmeriCorps
California Conservation Corps
W.A.T.E.R Shed Project

San Diego

San Diego Consortium & Private Industry Council
Safe Zones for Learning-
AmeriCorps Program
San Diego State University Foundation
California YMCA PRYDE
AmeriCorps
The Urban Corps of San Diego
A San Diego Safety
Partnership: The Balboa Park
Ranger Corps

San Francisco

California Court Appointed Special Advocate Assoc.
California CASA Programs
The Tides Foundation
Partners In School Innovation
Volunteer Center of San Francisco
Linking San Francisco
Real Alternatives Program
San Francisco Culture of
Peace Project

Santa Ana

Civic Center Barrio Housing Corporation
Building Community

Santa Rosa

Sonoma County People for Economic Opportunity
Sonoma County People for
Economic Opportunity

COLORADO

Denver

Cole Coalition, Inc.
Cole: Building Community
Community College of Denver
Colorado Corps
Office of Rural Job Training
Colorado HIPPY AmeriCorps
Sheridan School District #26
Sheridan Family Resource
Center Project
Volunteers of America Colorado Branch, Inc.
Metro Denver Gang
Prevention Program
Colorado Mountain College
Community Collaboration
Team

CONNECTICUT

Bridgeport

**Department of Police-
City of Bridgeport**
Youth In Service Ambassadors
Volunteer Center of Greater Bridgeport
Bridgeport Inter Regional
AmeriCorps Program

New Haven

Leadership, Education and Athletics in Partnership
Leadership, Education and
Athletics in Partnership
AmeriCorps Pinellas County

Stuart

United Way of Martin County
AmeriCorps Martin County

Tavaraers

Lake County Board of County Commissioners
UNITY-AmeriCorps Lake
County

GEORGIA

Albany

City Of Albany, GA
City of Albany's AmeriCorps
Program

Atlanta

Georgia Department of Community Affairs
Georgia Peach Corps
Hands On Atlanta, Inc.
Hands On Atlanta Youth
Corps
Metro Atlanta Task Force for the Homeless
Task Force Service Corps

Decatur

Georgia School-Age Care Association, Inc.
The 3:00 Project

Douglas

City of Douglas
Douglas/Coffee County
Service Corps

Macon

Mid State Children's Challenge Projects Inc.
Georgia Challenge Corps

GUAM

Agana

**The Honorable Joseph F. Ada,
Governor of Guam**
Guam Community Service
Program

HAWAII

Honolulu

Hawaii Lawyers Care
Student Advocacy for Victims
of Domestic Violence

DISTRICT OF COLUMBIA**DC Service Corps**

Youth in Service, Shaping the
Future!

George Washington University
AmeriCorps Program

Mennonite Board of Mission DC
Service Unit
AmeriCorps Project

DELAWARE*Dover*

Dover Housing Authority
Dover Community Service
Challenge

FLORIDA*Brooksville*

City of Brooksville
AmeriCorps Hernando

Fort Lauderdale

Broward County Sheriff's Office
AmeriCorps Broward-
Coalition for Community
Empowerment

Fort Myers

The Coalition for a Drug Free Lee
County
Fort Myers/Lee County
AmeriCorps Program

Frostproof

Frostproof Care Center, Inc.
AmeriCorps Frostproof

Jacksonville

Neighborhood Economic
Development Initiative
AmeriCorps Jacksonville
Coalition Grant Proposal

Miami

United Way of Dade County
Dade County AmeriCorps
Initiative

Pensacola

Escambia-Pensacola Human
Relations Commission
AmeriCorps Escambia
County-The Engelwood
Initiative

St. Petersburg

St. Petersburg Junior College-
Criminal Justice Institute

Pahala

Institute for a Sustainable
Future, Inc.
Big Island AmeriCorps:
Community Based
Environmental Recovery

IOWA*Ames*

Iowa State University Extension
Iowa College & Community
Action Network (ICAN)

Des Moines

Iowa Coalition Against Domestic
Violence
Domestic Violence Project

Marshalltown

Mid-Iowa Community Action
Incorporated
Marshalltown AmeriCorps:
Linking Home, School and
Community

IDAHO*Boise*

Idaho Department of Parks and
Recreation
Idaho AmeriCorps

Lewiston

Lewis-Clark State College
Idaho TRIO AmeriCorp
Project

ILLINOIS*Belleville*

Belleville Area College
Activities in Community
Teaching and Service (ACTS)

Chicago

Chicago Commons Association
Chicago Commons
AmeriCorps Program

Chicago Youth Centers

Chicago: Side By Side

Latino Youth, Inc.

Youth for Unity

Mid-America Chapter,**American Red Cross**

AmeriCorps Health and Safety
Services Program

Public Allies

Public Allies Chicago

Uptown Habitat for Humanity

Nobel Project National
Service Program

*Decatur***City of Decatur, Illinois**

Decatur AmeriCorps Program

*Ina***Rend Lake College**

ChildCorps

Springfield

**Illinois Department of Energy and
Natural Resources**
RiverWatch
Illinois Department of Public Aid
Young Parent Services-
AmeriCorps

INDIANA

Elkhart

City of Elkhart
Elkhart EnviroCorps

Indianapolis

**Marion County Family Advocacy
Center, Inc.**
Indy Corps
Martin University
Corps of Scholars

**State Student Assistance
Commission of Indiana (SSACI)**
21st Century Scholars
AmeriCorps Program

Notre Dame

University of Notre Dame
AmeriCorps Program

KANSAS

Horton

Kickapoo Nation
Kickapoo Youth Conservation
Corps

Kansas City

United Way of Wyandotte County
United Way Neighborhood
Corps of Kansas City, Kansas

Manhattan

Kansas State University
Kansas Health and Safety
Extension Corps

Topeka

Topeka Youth Project
Topeka Youth Corps

Wichita

Wichita State University
Neighborhood Freedom
Corps

KENTUCKY

Frankfort

**Homeless and Housing Coalition of
Kentucky, Inc.**
Getting Things Done for
Kentucky's Homeless

Franklin

**Simpson County Board of
Education Service Learning
Impacting**
Children's Education (SLICE)

Louisville

The Neighborhood Place
Agencies/Communities Merging
Effectively (ACME)

Morehead

Morehead State University
MSUCorps

Richmond

Eastern Kentucky University
Student Service Consortium

LOUISIANA

Baton Rouge

Mid City Redevelopment Alliance
SERVE! MID CITY

New Orleans

New Orleans Youth Action Corps
New Orleans Youth Action
Corps

Shreveport

Shreveport Green
ShrevCORPS

MASSACHUSETTS

Boston

City Year Boston
City Year: A Beacon for the Nation

Brockton

Old Colony Y Services Corps
CITY PRIDE, Brockton's
Urban Youth Service Corps

Cambridge

Cambridge Community Services
Academic for Changing Times (A.C.T.)

Chelsea

**ROCA Inc. of North Suffolk Mental
Health Association**
Youth STAR (Service Taking
Action in Revere)

Lawrence

Lawrence Youth Commission
Lawrence Youth commission
City CORE

Lowell

Lowell YWCA
Neighborhood Service Corp

Lynn

North Shore Employment Training
Lynn Youth Conservation
Service Corp

Pittsfield

**Berkshire Training and Employment
Program**
Berkshire Conservation Team

Roxbury

YouthBuild Boston, Inc.
YouthBuild Boston

Springfield

Corporation for Public Management
Linking Lifetime AmeriCorps

Worcester

**Worcester Community Action
Council**
CITYWORKS

MAINE*Portland*

**Portland West Neighborhood
Planning Council**

Portland Youth For Public Safety

Augusta

Job Training Administrative Office
Maine College Conservation
Corps

MARYLAND*Annapolis*

**Maryland Conservation Corps
(MD DNR-Public Lands & Forestry)**
United Youth Corps of
Maryland

Baltimore

Action for the Homeless, Inc.
HOME CORPS

Governor's Office on Volunteerism
Volunteer Maryland!

University of Maryland at Baltimore
Enhancing Neighborhood
Action By Local
Empowerment (ENABLE)

Bowie

Bowie State University
Maryland Students Taking
Responsibility for Tomorrow-
MSTART

Frostburg

Frostburg State University
A STAR! IN WESTERN
MARYLAND Appalachian
Service through Action and
Resources

Rockville

**Montgomery County Government,
Department of Police**
Americorps Maryland-
Community Assisting Police

MICHIGAN*Ann Arbor*

**The Regents of The University of
Michigan**

The Michigan AmeriCorps
Community Service Plan

East Lansing

Michigan State University
Environmental Problem
Solving in Lansing, Michigan

Flint

**United Way of Genesee and Lapeer
Counties**
Genesee County AmeriCorps
Program (GCAP)

Grand Rapids

Grand Rapids Service Corps
Grand Rapids Service Corps

Rochester

Oakland University
AmeriCorps Oakland

Saginaw

United Way of Saginaw County
Saginaw AmeriCorps

Southfield

**Big Brothers Big Sisters of
Metropolitan Detroit**
CircleNet

Ypsilanti

Eastern Michigan University
AmeriCorps: Teams for
School Success

MINNESOTA*Minneapolis*

**Pillsbury Neighborhood
Services, Inc.**

Community Works
Two or More, Inc.
Twin Cities Youth and
Housing Initiative

Owatonna

**Southeastern Minnesota Initiative
Fund**

Southern Minnesota Youth
Works Coalition

St. Paul

City of Saint Paul
Future Force-St. Paul
Neighborhood Housing Association
Multicultural Communities in
Action

MISSISSIPPI*Jackson*

Operation Shoestring Inc.
Metro Jackson Service Corp.

Oxford

North Mississippi Regional Center
Interactive Community
Transitions (InterACT)

Port Gibson

Mississippi Cultural Crossroads
Arts Partners

MISSOURI*Cape Girardeau*

Southeast Missouri State University
Southeast Missouri
Partnership for Community
Service

Kansas City

YouthNet of Greater Kansas City
Blue Hills Together
Kansas City Urban Youth
Initiative

St. Louis

American Youth Foundation
St. Louis Safety Service Corps
Service

St. Joseph

Inter/Serv

Come As You Are Project

St. Louis

American Youth Foundation

AmeriCorps Program

Grace Hill Neighborhood Services

Grace Hill River Trail

MONTANA

Bozeman

Montana Conservation Corps, Inc.

AmeriCorps Application

Browning

Blackfeet Nation

Blackfeet Health and Safety

Corps

Harlem

Fort Belknap Community Council

Ft. Belknap AmeriCorps

Project

Missoula

Missoula Aging Services

Volunteer Montana!

NORTH CAROLINA

Chapel Hill

Day Care Services Association

T.E.A.C.H. Early Childhood

Corps Project

The University of North Carolina at

Chapel Hill

The SCALE Community

Literacy Initiative

Charlotte

University of North Carolina at

Charlotte

Tutorial Connection

Durham

The Leadership Academy

Warren Service Corps

Greensboro

**The University of North Carolina
at Greensboro**

North Carolina Child Care

Corps

Jefferson

New River Area MH, DD & SA

Programs

New River Senior Health

Corps

Raleigh

NC Low Income Housing Coalition

Service for Shelter

North Carolina State University

The North Carolina Support

Our Students AmeriCorps

Demonstration Project

NEBRASKA

Lincoln

Community Action of

Nebraska, Inc.

Statewide Youth Violence

Prevention

NEW HAMPSHIRE

Bedford

New Hampshire College and

University Council

The Public Service Compact

Berlin

Tri-County Community Action

Program, Inc.

North Country Community

Corps

Charlestown

Student Conservation

Association, Inc.

New Hampshire Conservation

AmeriCorps Program

Concord

N.H. Department of Justice

Domestic/Sexual Violence

Program

NEW JERSEY

Newark

Community Agencies Corporation

Newark/Essex AmeriCorps

Program

NJ Chapter-National Committee for

Prevention of Child Abuse

ParentCorps

Paterson

New Jersey Community

Development Corporation

The Community Leaders

Program

Trenton

Big Brothers and Big Sisters of

Mercer & Ocean Counties

AmeriCorps-National Service

New Jersey Public Interest

Research Foundation

NJ Community Water Watch

New Jersey Youth Corps

New Jersey AmeriCorps

Urban Schools Service Corps

New Jersey's Urban Schools

Service Corps

Union City

Union City Day Care Program, Inc.

Union City Day Care

AmeriCorps Program

NEW MEXICO*Embudo*

**Siete del Norte Community
Development Corporation**
Resolana: Learning While
Serving

Santa Fe

Santa Fe Community College
AmeriCorps Program

NEVADA*Fallon*

St. John's Lutheran Church
TURNABOUT Americorps
Project

Reno

Community Chest
Pinon Service Project

NEW YORK*Albany*

**New York State Council on Children
and Families**
AmeriCorps Family Literacy/
Employment Readiness
Project

Bronx

**Bronx Youth Conservation Corps
(BYCC)**
SAVE A GENERATION

Brooklyn

**Bedford Stuyvesant Community
Conference Inc.**
SANKOFA LINKS

*New York***Aspira of New York, Inc.**

Project Safe and Sound

City Volunteer Corps Inc.

The City Volunteer Corps
Community Leadership
Program

**New York State Urban Development
Corporation**

New York State Mentoring
Program

**NYPD National Service Police
Cadet Corps**

NYPD National Service Police
Cadet Program

Phoenix House Foundation, Inc.

NYIPEA /AmeriCorps Project

**Rheedlen Centers for Children
and Families**

Harlem Peacemakers

Plattsburgh

Clinton County Youth Bureau
Clinton County AmeriCorps

Rochester

Monroe Community College
Rochester AmeriCorps
Program

Syracuse

New York State Corps
Collaboration c/o Year Round
Syracuse

Meeting the Challenge

New York State Corps
Collaboration c/o Year Round
Syracuse

Nature and Neighborhoods:
NY Corps Improving the
Environment

Vernon

Oneida Indian Nation of New York
AmeriCorps Youth Program

OHIO*Athens*

Ohio University
Appalachian Access

Cleveland

Case Western Reserve University
AmeriCorps Program
Neighborhood Centers Association
Tutors and Mentors In-
Schools

Columbus

Greater Columbus Arts Council
Children of the Future
Ohio Coalition for the Homeless
AmeriCorps Houses for the
Homeless
Ohio Department of Youth Services
Youth and Community in
Partnership

Dayton

University of Dayton
Serve With Energy and Talent

Newark

Center for Alternative Resources
CommunityCorps

Toledo

**Toledo Area Private Industry
Council**
AmeriCorps Serving
Northwest Ohio

OKLAHOMA*Enid*

Rural Health Projects, Inc.
Oklahoma PATCH

Oklahoma City

**LIFE, Inc. (Love for the
Independent Frail Elderly)**
AmeriCorps/AmeriCares

OREGON*Bend*

**Central Oregon Community College
Foundation**

AmeriCorps Service to
Community Project

Eugene

**University of Oregon Office
of Research10**

Resource Assistance for Rural
Environments

Salem

**Oregon Housing and Community
Services Department**

Oregon Energy Conservation
Corps

PENNSYLVANIA*Ebensburg*

**Appalachia Intermediate Unit 8-PA
Mountain Service Corps**
Pennsylvania Mountain
Service Corps

Harrisburg

**PA Association of Colleges
and Universities**

Pennsylvania Service Corps
**Pennsylvania Campus
Compact/PACU**

Pennsylvania Service-Scholars
Pennsylvania Conservation Corps
AmeriCorps Project

Knox

Keystone School District

Keystone Caring for
Generations with S.M.I.L.E.S.

Newport

Visions International Inc.

Inner-City Youth Works

Philadelphia

Philadelphia Youth Service Corps
Safe Haven Learning Centers

Pittsburg

YouthBuild Pittsburg, Inc.

Intergenerational
Conservation Corps

Selinsgrove

**Union-Snyder Office of Human
Resources**

Central Susquehanna
AmeriCorps

PUERTO RICO*Arecibo*

Youth Service Center, Inc.
AmeriCorps Program

Cupey

Luis Munoz Maria Foundation
Un Pedacito de Tierra:
A Horticulture Demonstration
Program for Community
Service and Neighborhood
Revitalization

Ponce

Centros Sor Isolina Ferré, Inc.
Museum and Communities
Working Together

RHODE ISLAND*Pawtucket*

City of Pawtucket

Leadership, Education and
Service Enterprise (LEASE)

Providence

City Year, Inc.

Making a Difference in Rhode
Island Communities

**The Rhode Island Children's
Crusade for Higher Education**

The Rhode Island Community
Mentoring Coalition

SOUTH CAROLINA*Columbia*

**Office of the Governor,
Division on Aging**

AmeriCorps Project

**South Carolina Department
of Mental Health**

South Carolina Department
of Mental Health: AmeriCorps

**South Carolina Victim Assistance
Network**

SCVAN-AmeriCorps

University of South Carolina

AmeriCorps Project

SOUTH DAKOTA*Dupree*

**General Convention of
Sioux YMCAs**

Community Volunteer Corps

TENNESSEE*Knoxville*

**Knoxville-Knox County Community
Action Committee**
CAC/AmeriCorps Program

Memphis

**Exchange Club Center for the
Prevention of Child Abuse of
Greater Memphis**
Project TLC: To Love a Child
Memphis City Schools
AmeriKids Project

Nashville

Nashville Healthcare
Partnership/Middle Tennessee
Community Foundation
Nashville Health Corps
**Student Health Coalition of Center
for Health Services**
Student Health Coalition
on Aging

TEXAS*Alamo*

**Community Advocacy
of South Texas, Inc.**
Youth Harvest Community
Services Program

Arlington

**Community Services Development
Center, School of Social Work,
University of Texas at Arlington**
AmeriCorps-University of
Texas at Arlington

Austin

Austin Housing Authority
Austin Housing Authority
American Institute for Learning
Casa Verde Builders Program
Mental Health Association in Texas
Parenting Education Project

Middle Earth Youth Options

Youth In Education for
Service (YES)

**Texas Department of Mental Health
and Mental Retardation**
Project Connect

The University of Texas at Austin
The University of Texas
AmeriCorps Project

College Station

Texas Agricultural Extension Service
South Texas AmeriCorps
Initiative

Dallas

Dallas Youth Services Corps
Dallas AmeriCorps
Partnership Project
**Greater Dallas Community
of Churches**
Making Connections for
Children and Youth

El Paso

**East Central El Paso Community
Development**
Project VidaCom
The University of Texas at El Paso
Alliance for Community
Development

Houston

SERVE HOUSTON
SERVE HOUSTON YOUTH
CORPS

Killeen

Central Texas Armed Services
YMCA Killeen
(KISSS) Kids in School on
Saturday and Sunday

San Antonio

**Children's Association for
Maximum Potential (CAMP)**
CAMP AmeriCorps Respite
Enablers (C.A.R.E.)

VIRGIN ISLANDS*Christiansted, St. Croix*

**St. Croix Foundation for Community
Development, Inc.**

Coalition of Virgin Islands
Non Profit Organizations

Frederiksted, St. Croix

**Lutheran Social Services of
the Virgin Islands**
Project Reach

UTAH*Moab*

Grand County Council
AmeriCorps Collaborative
Land Management

Salt Lake City

**Mathematics, Engineering, Science
Achievement (MESA) Program**
Mathematics, Engineering,
Science Achievement
(MESA)+ Program

**YOUTH FORCE: The Salt Lake
County Service & Conservation
Corps**

Parkview-Edison-
AmeriCorps Team (PEAT)

St. George

Dixie College of Adult Education
Southern Utah AmeriCorps
Education Program

Spokane

Educational Service District 101
Spokane Service Team

WISCONSIN*Glenwood City***WestCAP Volunteer Program**

WestCAP Volunteer Program

*Kenosha***Kenosha Voluntary Action Center**

Students and Neighborhoods

Coming Together (SANCT)

*Madison***Operation Fresh Start, Inc.**

Operation Fresh Start

AmeriCorps

*Milwaukee***Milwaukee Community****Service Corps**

Citizenship Through Service:

Milwaukee Community

Service Corps

Open Door Community Center, Inc.

Open Door AmeriCorp Project

*Wausau***North Central Technical College**

AmeriCorps Team-Marathon

County

WEST VIRGINIA*Charleston***Regional Family Resource Network**

West Virginia Collaborative

for AmeriCorps

*Sutton***West Virginia Coalition****Against Domestic Violence**

West Virginia Coalition

Against Domestic Violence

WYOMING*Casper***Wyoming Congress of Parents and
Teachers (dba Wyoming PTA)**

Volunteer Coordinating,

Organizing, Recruiting for

Education (V-CORE)

*Cheyenne***Laramie County Community College**

Project Uplift: A Model for

Community Service

VIRGINIA*Alexandria***Northern Virginia Urban****League, Inc.**

Service to Alexandria

*Fairfax***George Mason University**

Leadership for Empowerment

and Development: Project

LeaD

*Richlands***Southwest Virginia Community College**

SVCC AmeriCorps Tutoring

Program

*Richmond***Virginia Campus Outreach****Opportunity League**

AmeriCorps Program

Virginia Commonwealth University

VCU AmeriCorps

VERMONT*Burlington***VT Association for the Blind
and Visually Impaired**

Independent Living Project

*Lyndonville***Lyndon State College**

Northeast Kingdom Initiative

WASHINGTON*Mountlake Terrace***Neutral Zone**

Neutral Zone YouthCorp Peer

Development and Education

Program

*Olympia***Community Youth Services**

AmeriCorps Youth in Service

Department of Ecology/Washington**Conservation Corps**

Educational Conservation

Corps

Washington State Employment**Security Department**

Washington AmeriCorps

*Pasco***Pasco School District #1**

Regional Youth Service Corps

MAP OF THE NATIONAL SERVICE NETWORK



● AmeriCorps Programs
(partial listing)