



Campus Compact

# Iowa College AmeriCorps Program

2018 Host Site Application

Technical Assistance



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# Agenda

- Background
- Deadline
- Selection
- Obligations (including financial)
- Available Positions
- Program Design
- Performance Measures
- Host Site Application



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# Background

## Corporation for National & Community Service

The mission of CNCS is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

## Iowa Commission for Volunteer Services

To improve lives, strengthen communities, and foster civic engagement through service and volunteering.



## Background

ICAP is the AmeriCorps program for campuses seeking to expand or deepen their community partnerships.

- Started in 2007 as a direct service AmeriCorps program
- In 2012, switched to capacity building/volunteer mgmt.
- In 2016, added full-time positions & additional member benefits
- Provide capacity building services and student volunteers to Iowa's nonprofit community to enhance their services.



# Background

- Program Dates: 9/1/18 - 10/31/19 (possibly 8/1/18)
- AmeriCorps positions are awarded to campuses
- Full time positions serve on campus
- Part time positions serve on campus, off campus, or both
- All positions provide indirect (non-administrative) services



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# Deadline

- Priority Deadline: Friday, December 1, 2017
- Final Deadline: Friday, May 11, 2018



# Selection

Iowa Campus Compact will select host sites and make awards based on several criteria. IACC will consider the host site's ability to recruit members, manage the program, and effectively supervisor members.

Host sites requesting continued support will be reviewed through these additional items.

- Host site reports - attainment of Performance Measure Goals
- Enrollment and retention rates
- Compliance with submitting enrollment and exit paperwork by program deadlines
- Site visit or other monitoring findings (if applicable)
- Timely payment of cost share (full-time member positions only)
- Meeting of match requirements



# Obligations - host site

## Basic Requirements

Host sites must be able to:

- Direct the project
- Recruit and supervise the AmeriCorps member(s)
- Develop a position description that describes member duties (see position description guidelines for specific requirements)
- Provide necessary administrative support to complete the goals of the project

Host sites develop and manage projects with the involvement of the communities that will be served. The beneficiary of any Iowa College AmeriCorps Program initiative are nonprofit community organizations and government agencies.





# Obligations - host site

## Match

- Host sites are expected to provide a source of matching funds for each member they enroll.
- \$6000 (cash or in-kind) for each full-time member enrolled,
- \$175 (cash or in-kind) for each part-time member enrolled

## Cost Share

- \$4000 (cash) for each full-time member enrolled



# Financial Match

## Allowable sources of match

- Staff Time (must complete IACC background check)
- Supervisor and Member travel
- Supply purchases
- Contractual/consultant services
- Other program costs (housing)



# Obligations - service site

## Basic Requirements

Service sites must be able to:

- Direct the project
- Supervise the AmeriCorps member(s)
- Develop a position description that describes member duties (see position description guidelines for specific requirements)
- Provide necessary administrative support to complete the goals of the project

Service sites develop and manage projects with the involvement of the communities that will be served. The beneficiary of any Iowa College AmeriCorps Program initiative are community members.



# Obligations - service site

## Eligible Organizations

Service sites must be any of the following types of public organizations:

- Host Site
- State and local government organizations
- Indian Tribes
- Nonprofit private organizations

Organizations that focus solely on advocacy and lobbying are not eligible. Members cannot perform or recruit volunteers to perform prohibited activities for service sites.



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# Available Positions

Type	Hours	Duration	Intensity
Semester/Summer Part Time	300	3 to 4 months	18 - 22hrs/wk
Academic Year Part Time	300	8 to 9 months	13 - 17hrs/wk
Program Year Part Time	300	10 to 12 months	6 - 10hrs/wk
Program Year Full Time	1700	11 months	35 - 40hrs/wk



## Part Time Member Benefits

- \$75 Professional Development budget
- \$75 scholarship to cover their entire registration fee for the Iowa Civic Action Academy
- Additional professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$1,222, from the National Service Trust. 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.
- 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 a portion of the interest that accrued on the loan during the term of service according to hours served.



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# Full Time Member Benefits

- All part-time member benefits plus
- A living stipend paid out bi-monthly from Iowa Western Community College totaling \$15,000 over 11 calendar months.
- Full health insurance coverage through Iowa Western Community College
- \$1000 Professional Development budget



## Additional host site benefits

- Iowa Civic Action Academy travel support. ICAP members are eligible to request up to \$75 in order to reimburse travel costs (mileage, hotel, etc.) to attend the Iowa Civic Action Academy. There is no match requirement for Iowa Civic Action Academy Funds.
- National Days of Service funding. ICAP host site may request up to \$1000 in order to reimburse project funds for National Days of Service that leverages community or student volunteers for day of service events such as 9/11 Day of Service and Remembrance, MLK Day (1/21/19), Mayor's Day (April 2019), AmeriCorps Week (March 2019), National and Global Youth Service Day (April 2019), Make a Difference Day (10/28/2018), or other large service project. Host sites are responsible for matching (cash or in-kind) at least 30% of awarded funds.
- Evaluation project support. ICAP Host sites may request project funds in order to conduct an evaluation of their ICAP members or service sites. Host sites are responsible for matching (cash or in-kind) at least 30% of the awarded funds.





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# Program Design

## Interventions

- Community Engagement
- Organizational Development
- Program Development
- Volunteer Management (direct service)

FT can focus on one or more.

PT can focus on one per service site.



# Program Design

## Long-term Program Outcomes

- Community Engagement, Organizational Development, Program Development
- Better beneficiary outcomes or more beneficiary's served
- Volunteer Management (direct service)
- Sustainable pipeline of volunteers to the community



# Prohibited Activities

ICAP members and the volunteers they recruit/manage cannot

- Displace or duplicate existing staff/volunteer efforts
- Provide abortion services
- Conduct voter registration drives
- Write grant applications for federal funds (including AmeriCorps)
- Proselytize
- See full list in the host site application



# Community Engagement

## Outcomes

- Increase awareness of the organization or
- Increase the diversity of partnership arrangements

## Example Activities

- Creation of an external website
- Procedures to regularly update external website
- Regular staff/volunteer contribution to the website's blog
- Development of a social media policy



# Community Engagement

## Outcomes

- Regularly assess your strengths and needs, and
- Assess external opportunities and risks

## Example Activities

- Development of an organization database
- Regular maintenance of an organization database
- Researching organizational management best-practices
- Annual reviews of state/federal regulations



# Program Development

## Outcomes

- Increase the number of clients served,
- Track types and amounts of program services provided,
- Obtain client feedback, and
- Track client outcome data.

## Example Activities

- Organized staff or volunteer training workshops
- Development of program training modules
- Development of curriculum for new or existing program(s)/event(s)
- Creation of an operations manual for new or existing program(s)/event(s)



# Volunteer Management

## Outcomes

- Increase visibility in the community and at local college/university campuses,
- improve client services,
- increase volunteer retention, and
- increase program capacity

## Example Activities

- Develop a new or update an existing written volunteer generation plan
- Establish formal partnerships for volunteer recruitment
- Establishment of a volunteer unit within the program or organization
- Creation of volunteer manual/training/curriculum



# Performance Measures

## Capacity Building Outputs/Outcomes

- **Output:** The number of organizations receiving capacity building services
- **Outcome:** The number of organizations reporting that capacity building helped make them more effective

## Volunteer Management Outputs/Outcomes

- **Output:** Number of community volunteers recruited by ICAP members
- **Outcome:** Number of organizations implementing effective volunteer management practices





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# Host Site Application

- Instructions

- [http://iacampuscompact.org/wp-content/uploads/sites/29/2016/08/2018\\_ICAP\\_HostSiteApplication\\_10162017.pdf](http://iacampuscompact.org/wp-content/uploads/sites/29/2016/08/2018_ICAP_HostSiteApplication_10162017.pdf)

- Application

- [https://iacampuscompact.formstack.com/forms/icap\\_host\\_site\\_application](https://iacampuscompact.formstack.com/forms/icap_host_site_application)



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# Questions

- Justin Ellis
- 515-235-4681
- [jellis@iwcc.edu](mailto:jellis@iwcc.edu)