



Campus Compact

Summer Reading Corps

2019 Host Site Application

Technical Assistance



Campus Compact

Iowa Campus Compact Staff



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Agenda

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



Campus Compact

Iowa Campus Compact

Mission Statement: Iowa Campus Compact strengthens the capacity of colleges and universities to prepare all students to become engaged citizens.

Vision Statement: Through the strength of our coalition, Iowa campus Compact provides leadership for the civic mission of higher education.



Campus Compact

Corporation for National & Community Service

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

Nationalservice.gov





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Iowa Commission for Volunteer Services

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



Volunteeriowa.org



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Background

Summer Reading Corps is the AmeriCorps program for agencies seeking to expand or deepen their summer reading programs.

- Started in 2018 as a part of the IACC Summer VISTA program
- Expanded in 2019 with AmeriCorps state



Background

- Program Dates
 - May 13, 2019 Pre-Service Orientation (In-service from 5/20 to 7/19)
 - May 20, 2019 Pre-Service Orientation (In-service from 5/28 to 7/26)
- AmeriCorps positions are awarded to agencies
- IACC pays the member benefits, living allowance
- All positions provide direct or indirect (non-administrative) services that supports literacy programs or initiatives



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Application Deadlines

- Priority Deadline: 11:59 PM Monday, November 26, 2018
- Final Deadline: 11:59 PM Friday, February 22, 2018



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Eligibility

- This application is open to the following types of public organizations located in the state of Iowa:
 - Iowa Campus Compact higher education member institutions
 - State and local government organizations
 - Indian Tribes
 - Nonprofit private organizations
- Please note that eligible nonprofit private organizations are not limited to those with IRS 501(c) (3) status, but rather all organizations with IRS 501(c) status
- Organizations that focus solely on advocacy and lobbying are not eligible.



Selection

Campus Compact will select applications for funding the demonstrate meaningful and allowable service projects through their position description(s). Campus Compact may request additional information from the applicant if the request includes

- (1) an unusually large number of positions (6+),
- (2) an unusual or unallowable method to contributing to the in-kind match goal, or
- (3) identified performance measures that do not have a logical connection to the proposed member service activities.

Campus Compact does not consider performance measure goals when selecting applicants.



Obligations - host 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
- Provide necessary administrative support to complete the goals of the project including
 - Review/approve bi-weekly timesheets
 - Submit an end-of-term member evaluation
- Submit a performance measure report
- Pay cost share and/or submit documentation of other program costs

- 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 - Enrollment

An individual can be enrolled into an AmeriCorps position if they meet all of the following criteria

- The member must be a United States citizen, a United States national, or a legal permanent resident of the United States and at least 17 years of age.
- The member must pass all three criminal history checks (Sex offender, state, and FBI).
- The member must have obtained a high school diploma, GED, or is working to obtain during their term of service.

IACC asks that host sites give priority to currently enrolled college students at an Iowa Campus Compact member institution



Obligations - Members

All individuals enrolled into the program must meet the following requirements in order to successfully complete the program

- Serve a minimum of 300 hours over the 9 weeks of service (about 34 hrs/wk)
- Submit timesheets every two weeks
- Attend an in-person orientation
- Complete necessary enrollment paperwork prior to starting in the program
- Complete necessary exit paperwork prior to exiting the program
- Complete duties and tasks outlined in their position description



Obligations - Financial

Host sites are required to pay \$250 for each Summer Reading Corps member they enroll into the program. Cost share payments will not be returned or prorated under any circumstances.

Host sites are expected to contribute additional local resources to support their summer reading program. Funds can support the local project, but host sites cannot increase a member's living allowance. To that end, host sites have three options:

1. Provide host site supervisor personnel time as a source of match for the 9 week period. See specific requirements listed below.
2. Provide documentation of other local and allowable costs as a source of match for the 9 week period.
3. Pay an additional \$350 (\$600 per member total) for each Summer Reading Corps member they enroll into the program.



Obligations - Financial

\$250/enrolled member plus ..		
Option 1	Option 2	Option 3
Document the amount of paid personnel time spent on supervising the SRC member(s).	Document other actual costs related to the SRC project.	Pay an additional \$350/enrolled member.
Requires (1) background checks (completed by IACC) (2) wage/salary letter (3) monthly timesheets	Such as (1) Travel time (2) Supplies (3) Other costs?	The new total is \$600/enrolled member instead of \$250/enrolled member.



Unallowable sources of matching funds

- (1) Your source of funds comes from CNCS
- (2) Source of funds come from another federal agency
 - i. Generally, unallowable but there are some exceptions. Ask before you submit your application!
- (3) Related to travel time
 - i. Commute time, gas cards, gas receipts
- (4) Related to supplies
 - i. Food costs, costs incurred prior to the SRC position, gift cards

See full list in the application instructions



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Available Positions

Type	Hours	Duration	Intensity
Summer Part Time	300	9 weeks	33hrs/wk

Start Date Options

- May 13, 2019 Pre-Service Orientation (In-service from 5/20 to 7/19)
- May 20, 2019 Pre-Service Orientation (In-service from 5/28 to 7/26)



SRC Member Benefits

- A living stipend paid out bi-monthly from Iowa Western Community College totaling \$2,450 over 9 calendar weeks.
- Additional professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$1,252.91 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.
- Child-care benefits are contingent on having a child under 13, meeting an income threshold, needing child-care assistance to complete the AmeriCorps term of service, and having a financial need to pay necessary child-care expenses. More information can be found at <http://www.americorpschildcare.com/>.



Program Design

Long-term Program Outcomes

- In beneficiaries
 - Improved literacy
 - Improved academic performance
- In agencies
 - Increase capacity to serve more beneficiaries
 - Increase capacity to better serve beneficiaries
 - Greater awareness in the community
- In Volunteers
 - Increase understanding of social issues
 - More likely to take action on social issues
 - More likely to encourage others to take action



Prohibited Activities

SRC 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 instructions



Allowable Activities

Summer Reading Corps positions must support the development or delivery of summer literacy programs in the state of Iowa. Allowable activities include, but are not limited to the following:

- enroll youth into the summer reading program
- train volunteers on summer reading program enrollment processes
- start or facilitate a reading buddy program
- starting a mobile library program to serve low-income neighborhoods
- or other related activities ...



Position Descriptions

2018-19 MINIMUM TIME POSITION DESCRIPTION

Member Name	> Edit this section
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A. SERVICE SITE

Position Title	> Edit this section
Service Site	> Edit this section
Service Site Address	> Edit this section
Supervisor Name	> Edit this section
Supervisor Contact	> Edit this section

B. BACKGROUND CHECKS: This position will have recurring access to vulnerable populations and requires the following background checks.

- a. National Sex Offender Registry check using the National Sex Offender Public Website (NSOPW)
- b. Iowa Department of Criminal Investigation (DCI) Criminal Background Check
- c. State of residence (if other than Iowa) check, and
- d. Federal Bureau of Investigation (FBI) background check (the FBI check includes fingerprinting).

C. POSITION PURPOSE

> Edit this section

D. TYPICAL SERVICE CONDITIONS

> Edit this section

Position Title

> Include “AmeriCorps”

Service Site/Supervisor Information

> Can be changed in the future

Position Purpose

> List beneficiary group & how it improves your organization/program

Service Conditions

> Reasonable



Position Descriptions

E. AMERICORPS TASKS & ACTIVITIES

> Edit this section

> List specific activities for recruited/managed volunteers

F. SERVICE SCHEDULE

> Edit this section

Hours taken for sick, vacation, and holiday leave cannot be counted toward the time needed to successfully complete the term of service.

A maximum of 20% of your service hours may be training, education or other similar approved activities, and a maximum of 10% of your service hours may be for allowable fundraising activities.

AmeriCorps Tasks & Activities

- > Tasks and activities are not:
 - Duplicative or displace existing employees/volunteers efforts
 - Prohibited activities
 - Administrative
 - Disconnected from program outcomes
 - Described using the words "work" or "job"
- Tasks and activities are clearly described
- Tasks and activities are specific to the member's position
- No acronyms or abbreviations are included

Service Schedule

- > List the expected schedule, list important events or federal holidays when they will serve (July 4)



Performance Measures

Outputs

- Individuals registered for the summer reading program (includes children, teens, adults)
- Number of individuals attending summer reading program events (includes children, teens, adults)
- Total attendance of summer reading program (includes children, teens, adults)
- Other (please specify)



Performance Measures

Outcomes

- Number of individuals completing the summer reading program (children, teens, adults)
- Number of books the participants read
- Number of children who read a minimum number of applicant determined books during the program
- Number of pages summer reading program participants read (children, teens, adults)
- Amount of time summer reading program participants spent reading alone (children, teens, adults)
- Amount of time summer reading program participants spent reading with a parent or caregiver (children, teens, adults)
- Other (please specific)



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Host Site Application

- <https://iacampuscompact.org/what-we-do/summer-reading-corps/>



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Questions

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