

Campus Compact AmeriCorps

Summer Host Site Application



PURPOSE

Iowa Campus Compact is offering a one-time opportunity to Iowa nonprofits to host an AmeriCorps member without paying any cost share, fees, or documenting in-kind costs. Campus Compact AmeriCorps provides an invaluable opportunity for nonprofits in the state of Iowa to improve their capacity to serve their beneficiaries. Campus Compact AmeriCorps members can help the organization reach new clients, develop new partnerships, improve operations or processes, or other allowable indirect activities that advance the agency's mission. Campus Compact provides the agency with a 300 hour AmeriCorps position that can serve either 3 months or 5 months.

Organization applications must be [submitted using the online form](#). Applications will be reviewed on a rolling basis with a final deadline of 11:59 PM CST 5/31/18.

Application: https://iacampuscompact.formstack.com/forms/campus_compact_ameriCorps_summer

ELIGIBILITY

This application is open to public organizations operating in the state of Iowa that are not solely focused on lobbying.

TECHNICAL ASSISTANCE

Applicants with questions can contact Justin Ellis by email (jellis@compact.org) or phone (515-235-4681).

SELECTION

Campus Compact will select applications for funding that 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+) or (2) 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.

HOST SITE OBLIGATIONS

Basic Requirements

Host 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 including
 - Review/approve bi-weekly timesheets
 - Submit an end-of-term member evaluation
- Submit a performance measure report

Host sites develop and manage projects with the involvement of the communities that will be served.

AMERICORPS POSITIONS

Applicants may request the following types of AmeriCorps positions to serve at the host site. Applicants may request that members serve a different duration than either 3 or 5 months. All positions must start by Monday, June 17, 2019 and complete their term of service by 11/30/2019. Members must be identified no less than five (5) days prior to their first day of service.

Each position must have a position description which describe their duties. See [position description guidelines](#) for specific requirements.

Available Positions

Type	Minimum Hours	Duration	Intensity	Last day to enroll	Last day to serve
3 Month Minimum Time	300	3 month	25hrs/wk	6/17/19	9/20/2019
5 Month Minimum Time	300	5 month	15hrs/wk	6/17/19	11/17/2019

AMERICORPS BENEFITS

Part-Time AmeriCorps Member Benefits (includes all minimum time [300 hour] positions)

- 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.
- Additional professional development and networking opportunities provided by Campus Compact

Additional Member Benefits

Iowa Campus Compact encourages, but does not require, participating sites to provide housing and/or meal support to full time AmeriCorps member(s). This may mean arranging for a community member to house the AmeriCorps member, providing on-campus housing, providing an on-campus meal card, paying rent directly to the landlord, seeking out low-cost housing, etc. AmeriCorps members are not allowed to receive any outside compensation from their host sites during their term of service.

Host site benefits must be provided to the AmeriCorps member as either in-kind or in-direct payment, such as to a landlord or vendor. Host sites may use these benefits as a source of match.

Enrollment Requirements

- (1) 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.
- (2) The member must pass all three criminal history checks (Sex offender, state, and FBI).
- (3) The member must have obtained a high school diploma, GED, or is working to obtain during their term of service.
- (4) Priority should go to currently enrolled college students at an Iowa Campus Compact member institution

AmeriCorps member obligations

- (1) Serve a minimum of 300 hours over the assigned period
- (2) Submit timesheets every two weeks
- (3) Attend an in-person orientation
- (4) Complete necessary enrollment paperwork prior to starting in the program
- (5) Complete necessary exit paperwork prior to exiting the program
- (6) Complete duties and tasks outlined in their position description

CAPACITY BUILDING INTERVENTIONS

Iowa Campus Compact is interested in building the capacity of Iowa’s public organizations (including institutions of higher education) in any of the following areas.

Intervention	Outcomes	Example activities
Community Engagement	<ol style="list-style-type: none"> 1. Increase awareness of the organization or 2. Increase the diversity of partnership arrangements 	<ol style="list-style-type: none"> 1. Creation of an external website 2. Procedures to regularly update external website 3. Regular staff/volunteer contribution to the website’s blog 4. Development of a social media policy 5. Creation of social media accounts 6. Regular communication with key stakeholders (e.g., email, newsletter) 7. Creation of a place for clients/staff/volunteers to download program documents 8. Ongoing identification of potential partners 9. Development of brochures, newsletter, marketing materials 10. Ongoing management of event/client meeting invitations 11. An established procedure to reserve client or event meeting space 12. Meeting minutes are regularly recorded and disseminated 13. Event follow-up communication is regular and consistent

Organizational Development	<ol style="list-style-type: none"> 1. Regularly assess your strengths and needs, and 2. Assess external opportunities and risks 	<ol style="list-style-type: none"> 1. Development of an organization database 2. Regular maintenance of an organization database 3. Researching organizational management best-practices 4. Annual reviews of state/federal regulations 5. Researching issue briefs 6. Regularly reviewing current studies or evaluations 7. Researching evidence based practices/model programs
Program Development	<ol style="list-style-type: none"> 1. Increase the number of clients served, 2. Track types and amounts of program services provided, 3. Obtain client feedback, and 4. Track client outcome data. 	<ol style="list-style-type: none"> 1. Organized staff or volunteer training workshops 2. Development of program training modules 3. Development of curriculum for new or existing program(s)/event(s) 4. Creation of an operations manual for new or existing program(s)/event(s) 5. Development or implementation of a new program(s)/event(s) 6. Development of a survey to research community need 7. Regular data analysis performed on research 8. Established program assessments or evaluation 9. Regular data collection for tracking/reporting 10. Evaluating community needs by GIS mapping 11. Established process to collect oral histories from clients/community members
Volunteer Management	<ol style="list-style-type: none"> 1. Increase visibility in the community and at local college/university campuses, 2. improve client services, 3. increase volunteer retention, and 4. increase program capacity 	<ol style="list-style-type: none"> 1. Develop a new or update an existing written volunteer generation plan 2. Establish formal partnerships for volunteer recruitment 3. Establishment of a volunteer unit within the program or organization 4. Creation of volunteer manual/training/curriculum 5. Regular supervision and communication with volunteers

		<ol style="list-style-type: none"> 6. Liability coverage or insurance protection for volunteers 7. Screening and matching volunteers to jobs 8. Regular collection of information on volunteer involvement 9. Written policies and job descriptions for volunteer involvement 10. Recognition activities such as award ceremonies for volunteers 11. Annual measurement of volunteer impact 12. Training and professional development for volunteers 13. Training for paid staff in working with volunteers
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MEMBER ACTIVITIES

As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better, and sustained *direct services*. To determine whether assigned national service participants’ activities qualify as capacity building, think about the intended results of those activities. Applicants must understand and distinguish activities that build capacity. Capacity building activities cannot be solely intended to support the administration or operations of the organization.

Capacity building activities must:

1. Be intended to support or enhance the program delivery model.
2. Respond to the organization’s goal of increasing, expanding or enhancing services to address the most pressing needs identified in the community.
3. Enable the organization to provide a sustained level of more or better direct services after the national service participant’s term of service has ended.

Common Issues and Points to Consider:

- Any one of the below disqualifies the activity from capacity building:
 - Direct service (except for training purposes, emergencies, and organization-wide events)
 - Administrative or operations support that should be complete by staff and does not build capacity (such as filing, copying, answering phones, etc.)
 - Activities that cannot be sustained beyond the member’s term

Campus Compact has created written guidance for creating position descriptions. You may also [view the 2018/19 webinar on creating position descriptions](#).

1. [Campus Compact AmeriCorps Position Description Guidance](#) (PDF)

Host sites must use the following position description templates for their Campus Compact AmeriCorps positions.

1. Campus Compact AmeriCorps Template: [Download template](#) (DOCX)

Campus Compact has created templates for common positions that you are encouraged to use and modify

1. Program Development AmeriCorps member: [Download template](#) (DOCX)
2. Research & Development AmeriCorps member: [Download template](#) (DOCX)
3. Volunteer Manager AmeriCorps member: [Download template](#) (DOCX)
4. Volunteer Recruiter AmeriCorps member: [Download template](#) (DOCX)

PROHIBITED ACTIVITIES

PROHIBITED ACTIVITIES. 45 CFR§§ 2520.65 While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities associated with the AmeriCorps program or the Corporation for National and Community Service, members and volunteers recruited by members may not engage in the following activities:

1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts, or strikes.
3. Assisting, promoting or deterring union organizing.
4. Impairing existing contracts for services or collective bargaining agreements.
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
7. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
8. Providing a direct benefit to
 - a. A business for profit;
 - b. A labor union
 - c. A partisan political organization
 - d. A non-profit entity that fails to comply with restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
 - e. An organization engaged in religious activities as described above (7), unless Corporation assistance is not used to support those religious activities.
9. Conducting voter registration drive or using CNCS funds to conduct a voter registration drive.
10. Providing abortion services or referrals for receipt of such services.
11. Other such activities as CNCS/ICVS may prohibit. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training or managing others for the primary purpose of engaging in one of the activities listed above.

RIGHTS OF PRIVATE CITIZENS. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

FUNDRAISING. 45 CFR §§ 2520.40 AmeriCorps members may raise resources directly in support of your program's service activities. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
4. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
5. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
6. Seeking donations from alumni of the program for specific service projects being performed by current members.

FUNDRAISING LIMITATIONS. AmeriCorps members may not:

1. Raising funds for his/her living allowance; raising funds for an organization's operating expenses or endowment;
2. Write a grant application for funding provided by a federal agency including Campus Compact Days of Service grants, AmeriCorps VISTA, Summer VISTA Associates, the Corporation for National Community Service grant proposals and AmeriCorps grants.

NON-DUPLICATION. 45 CFR §§ 2540.100

- A. Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) [non-displacement] of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

NON-DISPLACEMENT. 45 CFR §§ 2540.100

- A. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- B. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- C. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- D. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- E. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that— (i) Will supplant the hiring of employed

workers; or (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

- F. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any— (i) Presently employed worker; (ii) Employee who recently resigned or was discharged; (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or (v) Employee who is on strike or who is being locked out.

PERFORMANCE MEASURES

If awarded, you will be responsible for reporting on the following items in addition to the items identified in your host site application.

AmeriCorps Applicants: CNCS is interested in learning how many individuals apply for AmeriCorps positions.

- a. Total number of individuals that applied to be AmeriCorps members at your organization.

Volunteer Measures: Please review the definitions section which provides additional detail on volunteer measures.

- b. Number of ongoing Volunteers recruited
- c. Number of episodic Volunteers recruited
- d. Number of ongoing Volunteers Managed
- e. Number of episodic Volunteers Managed
- f. Number of hours served by recruited/managed volunteers

Beneficiary Measures: Beneficiary information can be difficult to collect, therefore we encourage you to estimate to the best of your ability or if you are unsure, then leave these fields blank.

- g. Veteran family members served
- h. Military family members served
- i. Active duty military members
- j. Opportunity youth enrolled as AmeriCorps members (Campus Compact AmeriCorps or otherwise)

Member Measures: Member information can be difficult to collect, therefore we encourage you to estimate to the best of your ability or if you are unsure, then leave these fields blank.

- k. Veterans serving as AmeriCorps members
- l. Number of Civic Engagement Trainings, lessons or reflection sessions provided to your AmeriCorps members
- m. Members who participated in disaster service projects
- n. Local disasters to which AmeriCorps members have responded
- o. Individuals effected by disasters receiving support from AmeriCorps members

Definitions:

- **Community Volunteers:** Citizens or residents (including students) in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program.
- **Recruited Volunteer:** Enlisted or enrolled as a direct result of an intentional effort to do so.
- **Organization:** Comprises public organizations where one or more Campus Compact AmeriCorps members are placed. This may include institutions of higher education, K-12 local education agencies, state health agencies, tribes, and tax-exempt, charitable organizations under section 501(c)(3) of the Internal Revenue Code.
- **Volunteer Management Practices:** A series of practices that collectively maximize the capacity of volunteers to have an impact on behalf of the organization or community.
- **Active Duty:** The term “active duty” means “Full-time duty in the active military service of the United States, including the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps, and the United States Coast Guard. This includes members of the Reserve Component serving on active duty or full-time training duty, but does not include full-time National Guard duty.” Department of Defense Dictionary of Military and Associated Terms, As Amended Through 15 May 2011.
- **Civic Engagement training, lessons or reflection session:** Iowa Campus Compact provides a training module, but the definition is dependent upon the host site’s mission and values as it relates to civic engagement. At the most basic level this training should help the member connect the value of their service to their community and/or nonprofit service sites.
- **Episodic volunteers:** Individuals who volunteer sporadically for a service site. This may include one or several service projects at a variety of organizations.
- **Managed Volunteer:** Includes training, direction, coordination and supervision of the community volunteer by the Campus Compact AmeriCorps member in tasks, duties and services for the intended purpose of supporting or enhancing the program delivery model.
- **Ongoing Volunteer:** Individuals who provide uninterrupted service for one specific service project and/or organization.
- **Opportunity Youth:** Opportunity youth are economically disadvantaged individuals ages 16-24 who are disconnected from school or work for at least six months prior to service.

HOST SITE APPLICATION

Organization applications must be [submitted using the online form](#). Applications will be reviewed on a rolling basis with a final deadline of 11:59 PM CST 5/31/18.

Application: https://iacampuscompact.formstack.com/forms/campus_compact_ameri corps_summer

Applicant Information

- Name
- Phone

- Email
- Will the applicant also be supervising the requested AmeriCorps member(s)
 - Yes
 - No
 - If no, please provide the supervisor contact Information. You may change this at any time.
 - Name
 - Phone
 - Email

Organization Information

- Name
- Address
- EIN

REQUESTED POSITIONS

Instruction: Every member must have a member position description. Position descriptions must fully describe the duties assigned to the member.

Campus Compact has created written guidance for creating position descriptions. You may also [view the 2018/19 webinar on creating position descriptions](#).

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- Total number of requested positions
- Upload position description(s)

Performance Measures

Host sites are expected to report on the success of their AmeriCorps positions. Campus Compact encouraged the applicant to identified a performance measure that either currently aligns with existing data collection efforts and/or represents the success of the member’s projects.

Iowa Campus Compact does not consider your performance measure goal when selecting host sites. Rather, we consider the logical connection between the selected measures and your position description.

- Please list or describe one metric you will use to measure the success of your requested position(s). If applicable, please include a numeric measure for your performance measure.

Applicant assistance

- Are you interested in receiving assistance in the area of recruitment? Check all that apply.
 - Iowa Campus Compact posts your position Service Year, the IACC website, handshake.com
 - IACC promotes your position on our website, newsletter, social media, etc.
 - IACC reviews applications and suggests applicants for the hiring manager to interview
 - IACC provides position, benefits information to applicants after they apply
- Please describe any other assistance your organization need if selected

ABOUT IOWA CAMPUS COMPACT

Campus Compact is a national coalition of 1000+ colleges and universities committed to the public purposes of higher education. Campus Compact supports institutions in fulfilling their public purposes by deepening their ability to improve community life and to educate students for civic and social responsibility. As the largest national higher education association dedicated solely to campus-based civic engagement, we provide professional development to administrators and faculty to enable them to engage effectively, facilitate national partnerships connecting campuses with key issues in their local communities, build pilot programs to test and refine promising models in engaged teaching and scholarship, celebrate and cultivate student civic leadership, and convene higher education institutions and partners beyond higher education to share knowledge and develop collective capacity. Iowa Campus Compact is a state affiliate with 21 member colleges and universities. Visit www.iacampuscompact.org.

ABOUT VOLUNTEER IOWA

The mission of Volunteer Iowa is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Our staff members provide technical assistance, support services and capacity-building resources to help organizations effectively utilize the time and talent of volunteers and national service members. Learn more at <https://www.volunteeriowa.org/>

ABOUT AMERICORPS

AmeriCorps is a network of national service programs, made up of three primary programs that each take a different approach to improving lives and fostering civic engagement. Members commit their time to address critical community needs like increasing academic achievement, mentoring youth, fighting poverty, sustaining national parks, preparing for disasters, and more. Learn more at <https://www.nationalservice.gov/programs/amicorps/what-amicorps>