

Campus Compact AmeriCorps End Of Term Member Checklist

The list is a basic overview of your end of term requirements and should not be used to evaluate the great work you are doing in your community. Please contact your campus supervisor and service sites for your day-to-day requirements.

Timesheet Requirements	
<input type="checkbox"/>	You have not recorded hours prior to your start date
<input type="checkbox"/>	You have not recorded hours after your end date
<input type="checkbox"/>	All timesheets(from start date to agreement end date) are submitted and approved
<input type="checkbox"/>	You have served at least 300 or 1700 allowable service hours <ul style="list-style-type: none"> • IACC suggests at least 330 or 1770 hours should hours be retroactively disallowed
<input type="checkbox"/>	You have recorded at least 1 training hour (preferably more)
<input type="checkbox"/>	You have not exceeded the 10% fundraising hours maximum
<input type="checkbox"/>	You have not exceeded the 20% training hours maximum
<input type="checkbox"/>	You have not recorded more than 12 hours in a single day, 120 hours in a timekeeping period, or 200 hours in a single month
Performance Measure Requirements	
<input type="checkbox"/>	You have completed your monthly progress reports (FT members only)
<input type="checkbox"/>	You have completed your mid-term narrative (PT members only)
Early Exit Paperwork (if applicable)	
<input type="checkbox"/>	You have completed the early exit packet (includes all documents in the exit packet)
<input type="checkbox"/>	If necessary, you have included compelling circumstance documentation
Exit Paperwork sent to IACC no later than 7 days from your exit date	
<input type="checkbox"/>	National Trust Exit Form (via my.americorps.gov)
<input type="checkbox"/>	End-of-term progress report (FT members only)
<input type="checkbox"/>	Mid Term Self-evaluation (FT members only) ←
<input type="checkbox"/>	Mid Term Supervisor evaluation (FT members only) ← Iowa Campus Compact MUST receive these documents
<input type="checkbox"/>	End of Term member-evaluation ← in order for you to receive your education award.
<input type="checkbox"/>	End of Term Supervisor evaluation ←
<input type="checkbox"/>	You have completed your Member Training Certification Form ←

Campus Compact AmeriCorps Member Evaluation

Name	
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Host Site	
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AmeriCorps member development is an important goal of CCA. Without honest feedback, members and site supervisors are unable to make improvements to enhance their performance and their experience. Performance evaluations are intended to be a mutual exchange of information, enabling members to progress toward their optimal performance potential.

I feel that in general I ...

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA			
Professionalism								
Was able to serve with limited supervision	7	6	5	4	3	2	1	0
Professionally interacted with students, clients, and/or staff	7	6	5	4	3	2	1	0
Regularly and consistently showed up on time	7	6	5	4	3	2	1	0
Responsibility								
Set priorities, anticipated needs, and avoided schedule conflicts	7	6	5	4	3	2	1	0
Followed through on tasks and projects	7	6	5	4	3	2	1	0
Had a high level of attention to detail	7	6	5	4	3	2	1	0
Regularly and consistently complete tasks on time	7	6	5	4	3	2	1	0
Performance								
Made significant improvements to programs and/or successfully sustained current programs	7	6	5	4	3	2	1	0
Was able to focus on a specific project or program	7	6	5	4	3	2	1	0
Was genuinely interested in serving at my organization	7	6	5	4	3	2	1	0

Have you met performance requirements communicated both orally and in writing at the beginning of your term of service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you completed all required service hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you satisfactorily completed assignments, tasks, or projects?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Member Signature

Date

Campus Compact AmeriCorps Supervisor Evaluation

Name	
Host Site	

I feel that in general this AmeriCorps member ...

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA			
Professionalism								
Was able to serve with limited supervision	7	6	5	4	3	2	1	0
Professionally interacted with students, clients, and/or staff	7	6	5	4	3	2	1	0
Regularly and consistently showed up on time	7	6	5	4	3	2	1	0
Responsibility								
Set priorities, anticipated needs, and avoided schedule conflicts	7	6	5	4	3	2	1	0
Followed through on tasks and projects	7	6	5	4	3	2	1	0
Had a high level of attention to detail	7	6	5	4	3	2	1	0
Regularly and consistently complete tasks on time	7	6	5	4	3	2	1	0
Performance								
Made significant improvements to programs and/or successfully sustained current programs	7	6	5	4	3	2	1	0
Was able to focus on a specific project or program	7	6	5	4	3	2	1	0
Was genuinely interested in serving at my organization	7	6	5	4	3	2	1	0

Has the member met performance requirements communicated both orally and in writing at the beginning of your term of service?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has the member completed all required service hours?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has this member satisfactorily completed assignments, tasks, or projects?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
An unsatisfactory performance results in the member losing their education award AND being unable to enroll in any future AmeriCorps program, including but not limited to ICAP, AmeriCorps VISTA, AmeriCorps State/National Programs, and NCCC.				
Reason for unsatisfactory performance, if applicable.				

Supervisor Signature

Date