



Campus Compact

# Campus Compact AmeriCorps Program

Supervisor Orientation



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# Agenda

- Introduction to Campus Compact/AmeriCorps
- Host Site Obligations
- Prohibited Activities
- Member Allowable Activities
- Supervisor Obligations
- Reporting
- Enrollment/Exit Process
- Early Completion of Service
- Q&A
- Updates for 2019



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## Justin Ellis

Director of Development  
and Iowa Operations

[jellis@compact.org](mailto:jellis@compact.org)

515-505-3670

Grant management, Host  
Site Agreement,  
financial management,  
compliance

## Ryan Rogers

Program Manager for Student  
Success

[rrogers@compact.org](mailto:rrogers@compact.org)

515-635-1603

Member trainings/orientations,  
member  
management/compliance,  
member and site data  
collection

## Carly Bahnsen

Program Coordinator

[cbahnsen@compact.org](mailto:cbahnsen@compact.org)

515-207-0049

Member management,  
Timesheet monitoring,  
member enrollment/exit,  
data collection



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# Campus Compact

## Mission

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

## Vision

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



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# AmeriCorps ([nationalservice.gov](http://nationalservice.gov))

Corporation for National and Community Service

- AmeriCorps
  - AmeriCorps State/National
  - AmeriCorps VISTA (Summer VISTA)
  - AmeriCorps NCCC
- Senior Corps
  - Foster Grandparents
  - Senior Companions
  - RSVP
- Volunteer Generation Fund



## Relationship with Volunteer Iowa

- Volunteer Iowa wants to have a relationship with ICAP staff, host sites, and members
- They want to learn about your experience and identify gaps in knowledge in order to help IACC run a better program
- Ways they may connect with you or your members
  - Site visits
  - Member surveys
  - Supervisor online email focus groups



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# What separates an AmeriCorps position from a volunteer position?

- Duties are project based
- Members must meet minimum requirements
- Members receive financial benefits
- Duties are tied to federal statute



# Theory of Change

Problem	Inputs	Activities	Outputs	Outcomes	Long term Outcome
Iowa nonprofits cannot meet the increased demand for their direct services. Communities may view their nonprofits as having large budgets, but in reality the organization depends on effective and reliable volunteers to support direct service programs.	Campus based positions	<ul style="list-style-type: none"> <li>• Program development</li> <li>• Volunteer coordination</li> </ul>	Number of campuses completing Civic Action Plans (12)	Number of CCA host sites that monitor their progress in improving toward the goals identified in their Civic Action Plan with the assistance of Iowa College AmeriCorps Program members (8)	Organizations improve their capacity and are able to provide more or better direct services to their communities.  And/Or Beneficiaries receive more or better direct services.
	Community based positions	<ul style="list-style-type: none"> <li>• Community Engagement</li> <li>• Program Development</li> <li>• Organizational Development</li> <li>• Volunteer Coordination</li> </ul>	Number of organizations receiving capacity building support (25)	Number of organizations reporting that capacity building activities provided by CCA members have helped to make the organization more effective (20)	



# Host Site Obligations

- Member orientations should be led by IACC staff
- Assist IACC in conducting site visits with service sites
- Placement sites are public organizations not solely focused on advocacy and lobbying or other prohibitive activities
- Release members from service for Civic Action Academy
- Member performance issues are communicated to IACC in a timely manner (see agreement for specific timelines)



# Host Site Benefits

- Administration support
  - IACC will facilitate:
    - AmeriCorps member orientations
    - Member trainings(lessened)
    - Monitoring of member timesheets
    - Review of member position descriptions
  - Other support to help your campus host the program
    - Consultation
    - Outreach
    - Recruitment support
- Financial benefits
  - Personnel funding
  - Civic Action Academy travel support for CCA members



# Prohibited Activities

“While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. 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;
- g. 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;



# Prohibited Activities

h. Providing a direct benefit to—

i. A business organized for profit;

ii. A labor union;

iii. A partisan political organization;

iv. A nonprofit organization that fails to comply with the 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 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

v. An organization engaged in the religious activities described in paragraph g. above, unless CNCS assistance is not used to support those religious activities;

i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;

j. Providing abortion services or referrals for receipt of such services; and

k. Such other activities as CNCS may prohibit.”



# Prohibited Activities

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



## When do restrictions apply?

- During any work or service hours that are funded by the AmeriCorps grant (CNCS and grantee share)
- Applies to personnel listed in the approved AmeriCorps program grant budget and AmeriCorps members listed in section 2 of the approved AmeriCorps program grant budget
  - Includes all CCA members, CCA staff (Ryan, Justin, Carly)
- Also applies to community volunteers recruited and managed by AmeriCorps members



## Word of caution.

- However, individuals must not wear AmeriCorps gear during personal time or display the AmeriCorps or CNCS logo in the course of conducting personal business. Members of the national and community service field must always be sure to avoid even the “appearance of impropriety.”



# Consequences

- For the AmeriCorps member:
  - loss of position
  - education award
- For Iowa Campus Compact:
  - disallowed costs
  - repayment of costs (including ed awards)
  - loss of grant
- For the Host Site
  - Repayment of costs (see Article 18.2 of host site agreement)
- For the field of national and community service
  - loss of public trust, funding
- For our communities:
  - loss of opportunities
  - loss of help



# Monitoring

- If you think a member is doing prohibited activities, contact IACC.
- If a member is doing prohibited activities as a part of their service then ..
  - IACC or Volunteer Iowa will help determine if the activities are actually prohibited.
  - If necessary, IACC will help identify which service hours are prohibited and help the member remove the hours from their timesheet.
  - IACC and the host site should develop a plan to ensure the member is able to complete their term of service.



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# Learn more

[www.nationalservice.gov/resources/ Americorps/ Americorps-prohibited-activities](http://www.nationalservice.gov/resources/ Americorps/ Americorps-prohibited-activities)

The screenshot shows a web browser window displaying the National Service website. The address bar shows the URL: <https://www.nationalservice.gov/resources/ Americorps/ Americorps-prohibited-activities>. The page header includes the National & Community Service logo, navigation links (AmeriCorps Login, Grants/Funding Opps, FAQs, Contact Us, Search), and social media icons. A dark blue navigation bar contains the following menu items: Programs, Focus Areas, Special Initiatives, Newsroom, National Service Blog, Knowledge Networks, and About CNCS. The main content area features a 'Resources' sidebar with a list of categories including AmeriCorps, Capacity Building, Criminal History Check, Disability Inclusion, Disaster Services, Economic Opportunity, Education, Education Award, and Environmental Stewardship. The main heading is 'Americorps Prohibited Activities (eCourse)'. Below the heading, a paragraph states: 'This course provides summary of all activities, as of February 2014; spotlights prohibition on religious activity, abortion services, and political advocacy; contains six diverse scenarios to analyze.' Two bullet points are listed: 'Access this course (For Litmos Users)' and 'Access this course (For non Litmos Users)'. To the right, there is a 'Find Resources' section with a 'Keywords' search box and a 'Search' button. Below that is a 'Visit the Knowledge Network on Facebook' section with a 'Find us on: facebook' button. The Windows taskbar at the bottom shows the time as 11:20 AM on 1/26/2017.



# Guidance on Appropriate Service Activities

## Non duplication or displacement

- Member activities must not replace staff or community volunteer responsibilities.
- AmeriCorps is intended to be above-and-beyond what the individual or regular volunteers would “normally” do.
- Member activities must be;
  - more expansive
  - require more time
  - include additional activities or,
  - in other ways are outside of the scope of what a staff person or volunteer would “normally” do, this would potentially be an appropriate member service role.



# Guidance on Appropriate Service Activities

## Capacity Building Activities

- Capacity building activities must:
  - Be intended to support or enhance the program delivery model.
  - Respond to the organization's goal of increasing, expanding or enhancing services to address the most pressing needs identified in the community.
  - 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.
- 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.



# Guidance on Appropriate Service Activities

## Connection to Program Outcomes

- Activities must be connected to the Campus Compact AmeriCorps's design, goals, and performance measures.
- The prospective member activities must be in alignment with CCA's identified community need of improving the capacity of Iowa's nonprofits.
- For example, a school-based program with a goal of increasing student academic performance couldn't enroll a member whose activities focused on improving student health and nutrition, unless they could establish a connection between this member's activities and the program's overall goals.
- Similarly, members whose stated role is to provide tutoring activities cannot assign those members to recess duty or to supervise the lunchroom.



# Guidance on Appropriate Service Activities

## Administrative activities are not allowed

- Members must not serve in a primarily administrative role.
- For example, if a service site expects its staff to maintain their client files, this responsibility should not be shifted to an AmeriCorps member who starts service at the agency. The member may also be expected to maintain his/her own files, but not those of other staff.
- Similarly, agencies may not assign AmeriCorps members to cover the essential duties of a staff member absent temporarily (such as for maternity or medical leave).



# Guidance on Appropriate Service Activities

## Fundraising (cash or in-kind) is generally not allowed

- Members cannot:
  - Raise funds for their living allowance
  - Raise funds for an organization's operating expenses or endowment
  - Raise funds for an organization other than their service site
  - Write a grant application for funding provided by a federal agency including AmeriCorps VISTA, Summer VISTA associates, the Corporation for National and Community Service grant proposals, and AmeriCorps grants
  - Spend more than 10% of their service hours on fundraising activities
  - Solely recruit volunteers to do any of the above
- Fundraising activities might be allowable if:
  - The activities raise cash or in-kind funds directly supporting the member's specific service project



# Guidance on Appropriate Service Activities

## Direct Service is generally unallowable

- CCA is a program designed to improve the capacity of Iowa's public organizations. Capacity building projects are generally indirect services. Direct service should not be the focus of the CCA member's service.
- Iowa Campus Compact strongly encourages host sites to consult with program staff before allowing members to provide direct services.
- Direct service might be allowable if the activities;
  - train the member on their capacity building activities,
  - are required in an emergency, and
  - are organization-wide events (such as days of service events)



# Supervisor Obligations

- Reports are submitted by the established deadlines
- Assist IACC in completing member enrollment forms
- Assist IACC in completing FBI fingerprint cards(if necessary)
- Member timesheet monitoring and approval
- Communicate with Volunteer Iowa as needed (online focus groups and evaluations)



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# Reporting

ITEM	REPORTING TIMELINE	DATE DUE
Position Description	n/a	5 days before start of service
Fall Performance Measure Report	8/15/2019 - 12/31/2019	1/17/2020
Spring Performance Measure Report	1/1/2020 - 5/31/2020	6/12/2020
Summer Performance Measure Report	6/1/2020 - 8/31/2020	9/11/2020
Final Performance Measure Report	9/1/2020 - 11/30/2020	12/11/2020
Civic Action Plan Report	8/2019 to 8/2020	8/31/2020
Member Program Evaluations (all members)	Varies	60 days, 6 weeks, and 6 months after start
Member Monthly Narrative (full & half time only)	While in-service	5 <sup>th</sup> of each month



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# Part-Time Member Benefits

- \$75 scholarship to cover their entire registration fee for the Iowa Civic Action Academy. A limited amount of funding is available for Host Sites or members to request in order to travel to 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 \$1,289.95, 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

- A living stipend paid out bi-monthly in equal installments from Iowa Western Community College totaling \$15,300 over 11 calendar months.
- Full health insurance coverage through Iowa Western Community College
- \$1000 Professional Development budget
- \$75 scholarship to cover their entire registration fee for the Iowa Civic Action Academy. A limited amount of funding is available for Host Sites or members to request in order to travel to 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 \$6095.00, 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/>.



# Enrollment Process

- IACC completes three background checks
  - State of Iowa
  - NSOPW (national sex offender)
  - FBI
- Position Descriptions (finalized 5 days before member start)
- CCA Member Pre-Service Orientation( 1 week before start )
  - CCA program and policies
  - Member Agreement completion
  - Timesheet tutorial and account activation
  - MyAmeriCorps account set-up( ultimately determines start date )



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# Exit Process

## Exit Paperwork

- End of Term Member-evaluation
- End of Term Supervisor evaluation

National Trust Exit Form(MyAmeriCorps)

All Evaluations/Narrative Reports

Member Training Certification Form



# Early Completion of Service

## Three ways to exit early

- With partial education award
  - Members need to demonstrate a compelling circumstance
- With full education award
  - Members complete all responsibilities (written or oral) and the site supervisor agrees to release the member
- With no education award
  - Member does not complete responsibilities and is released from the program



# Site Visits

## 3 Focus Areas

- Building Connections
  - With members, supervisors, & service sites
- Grant Monitoring & Compliance
  - Activities/duties, member enrollment/exit and timesheet concerns
- Recognition
  - Pictures of members in action(during events or days of service), recording of stories(focus group)



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# Questions?



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## Justin Ellis

Director of Development  
and Iowa Operations

[jellis@compact.org](mailto:jellis@compact.org)

515-505-3670

Grant management, Host  
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## Ryan Rogers

Program Manager for Student  
Success

[rrogers@compact.org](mailto:rrogers@compact.org)

515-635-1603

Member trainings/orientations,  
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[cbahnsen@compact.org](mailto:cbahnsen@compact.org)

515-207-0049

Member management,  
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# Updates/Reminders for 2019

- Program name change - “Campus Compact AmeriCorps”(CCA). No more “ICAP”
- Member citizenship and SSN are verified BEFORE member can start
- Updated Position Description Templates
- “Marketing” not allowed. Members can only “create promotional materials or posts” for organizations. Members cannot manage an organization’s social media
- Civic Action Academy is required(Nov 8-9)
- Member Agreements are now digital(require attached position description)
- Performance Measure Reporting reduced
- Summer Reading Corps an option for students over the summer
- New IACC staff roles
- Member required trainings have been reduced\*
- Display of Prohibited Activities at host site