



Campus Compact

Summer AmeriCorps

2020 Summer Reading Corps Host Site Application Instructions

Deadline: 2/10/2020

[Online Application](#)



Overview

PURPOSE

The Summer Reading Corps provides an invaluable opportunity for nonprofits in the state of Iowa to expand their reach to deliver reading programs to children, teens, and adults in their community. The program provides the agency with a nine-week paid full-time AmeriCorps volunteer to deliver local summer reading programming.

MAIN COMPONENTS

- Selected sites will receive an AmeriCorps position for 9 weeks.
- Host sites are required to pay a Cost Share of \$250 for each member they enroll into the program.
- IAMNCC is especially interested in awarding projects that support current college students in their ability to advance their career or academic goals while serving their community.

ABOUT IOWA & MINNESOTA CAMPUS COMPACT

Iowa & Minnesota Campus Compact (IAMNCC) strengthens the capacity of colleges and universities to fulfill the public purposes of higher education through its network of 58 campuses. This includes educating students through community and civic learning experiences and making an impact in communities through reciprocal partnerships that address community-identified goals. IAMNCC creates partnership opportunities, supports quality programming through professional development, and promotes the importance of the civic mission. IAMNCC is the intermediary organization between AmeriCorps and Campus Compact AmeriCorps host sites. The IAMNCC AmeriCorps program operated by Iowa Western Community College where all AmeriCorps financial, payroll, and human resource expenses are centralized.

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>

SUMMER READING CORPS BENEFITS

Summer Reading Corps members receive:

- A living stipend totaling \$2,450.00 paid out bi-weekly from Iowa Western Community College over 9 calendar weeks.
- Mental health and legal counseling benefits through the Member Assistance Program
- 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.

- If the member chooses the education award they put federally qualified student loans into forbearance during the member's service year.
- 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.

Summer Reading Corps members do not receive:

- Health care
- Life insurance
- Childcare allowances
- Relocation allowances
- Paid time off
- Worker's compensation

COST-SHARE

IAMNCC host sites are required to pay cost share based on the successful recruitment of their AmeriCorps position(s). Cost share payments are due in advance of the start date of their Summer position(s). The cost for the host site is \$250 for each enrolled member position. If the site fails to recruit a member or a member does not complete their year of service, ***sites will not be reimbursed.***

Program Goals

IAMNCC STRATEGIC PLAN

IAMNCC launched new strategic initiatives when it announced the Strategic Alliance between Iowa and Minnesota Campus Compact. The alliance allows our states to operate more efficiently and effectively so that we can work with more of our member's students, staff, faculty, and partners to address the most pressing issues that face us all from political polarity to student food insecurity to workforce readiness. Together, we have identified four strategic priorities for the next three years.

- (1) Inspire and support action on campuses for social change.
- (2) Connect people across higher education sectors for collaboration.
- (3) Co-create solutions to address community challenges.
- (4) Give voice to higher education's critical role in communities and democracy.

You can learn more about [our strategic priorities on our website](#).

CAMPUS COMPACT SUMMER READING CORPS STRATEGIC GOALS

The Summer Reading Corps program has the goal of improving campus-community partnerships through AmeriCorps positions focused on literacy.

IAMNCC will not support a project that duplicates or displaces current staff, volunteers, or other personnel of the host site under any circumstances.

Expand Program Reach

Summer Reading Corps positions should expand an organization's capacity to reach more or new beneficiaries through direct or indirect service. Projects can leverage new volunteers, develop existing programming, deliver existing programming to new beneficiary groups, among other approaches. All Summer Reading Corps positions must work toward delivering literacy interventions in their local community.

Campus-Community Partnerships

IAMNCC is interested in supporting campus-community partnerships that fit within the Summer VSITA model. Partnerships can take a variety of shapes and sizes, but they must include at least one Iowa Campus Compact member institution and one eligible public organization (see eligibility section for more detail).

PROGRAM PERFORMANCE MEASURES

The fundamental purpose behind the Campus Compact Summer Reading Corps program is to improve the capacity of our partners to develop partnerships between higher education and community organizations. To that end, we are using the following measures to assess a project's ability to improve the capacity of the host agency.

OUTPUT: Number of Summer Reading Corps host sites that receive capacity building support from their AmeriCorps member

OUTCOME: The number of Campus Compact Summer Reading Corps host sites that increase their efficiency, effectiveness, and/or program reach as a result of the AmeriCorps member's service.

MEASUREMENT TOOL: The host site will complete an assessment tool in the last month of their AmeriCorps member's term of service. The host site identifies the specific capacity-building outcomes the member worked toward completing and describes any projects or accomplishments. Iowa Campus Compact will count the host site for this measure if the host site demonstrates in their assessment that the member's activities have already or will likely lead to increased capacity in the near future.

Literacy Specific Measures

Host sites are expected to contribute to one output and one outcome. You may use the following items or identify your own output and outcome. Selected host sites may change their output or outcome at any point prior to their member's first day of service.

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.

OUTPUT: Select One

- 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)

OUTCOME: Select One

- 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)
- Other (please specific)

DEADLINES

The following deadlines are based on the Summer Reading Corps member’s first day of service. Host sites who are unable to meet the selection deadline will not be given an alternative option.

Campus-Community partnership applicants can indicate a preferred start date and end date in their application. The preferred dates can differ from the options below. Campus Compact will make every effort to honor the applicant’s request for their start date.

[Online Applications](#) are due February 10, 2020
 Notifications Sent out: Week of February 17, 2020

LATE MAY START DATE 5/26/2020 to 7/25/2020

TIMELINE

- ✓ March 2020 – Recruitment begins
- ✓ April 28, 2020 – Selection deadline
- ✓ Attend a half-day pre-orientation
 - May 16, 2020 – Pre-Orientation (Cedar Rapids)
 - May 18, 2020 – Pre-Orientation (Des Moines)
 - May 21, 2020 – Pre-Orientation (Des Moines)
- ✓ May 26, 2020 – Start Date

EARLY JUNE START DATE 6/8/2020 to 8/8/2020

TIMELINE

- ✓ March 2020 – Recruitment begins
- ✓ April 28, 2020 – Selection deadline
- ✓ Attend a half-day pre-orientation
 - May 16, 2020 – Pre-Orientation (Cedar Rapids)
 - May 18, 2020 – Pre-Orientation (Des Moines)
 - May 21, 2020 – Pre-Orientation (Des Moines)
- ✓ June 8, 2020 – Start Date

ELIGIBILITY

This application is open to the following types of public organizations:

- Iowa Campus Compact member higher education institutions
- State and local government organizations
- Indian Tribes
- Nonprofit private organizations

Priority will be given to community organizations that have existing partnerships with Iowa Campus Compact member higher education institutions. Nonprofit sites should only apply if they have a demonstrated interest in building and expanding these partnerships. 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 that focus on anti-poverty community development.

OTHER CONSIDERATIONS

- Organizations that focus solely on **ADVOCACY** and **LOBBYING** are not eligible.
- Partnerships between Iowa Campus Compact member institutions and public organizations are highly encouraged to apply.

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.

Continuing sites from the previous year will be reviewed based on the previous year’s performance including their ability to meet program deadlines, submit financial documentation, and other program-related duties.

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

POSITION DESCRIPTIONS

All AmeriCorps members must have a position description that describes their tasks and duties. All positions must be project based and non-administrative.

- [Position Description Template](#)
- [Position Description Guidelines](#)
- [Sample Position Description](#)

ORIENTATIONS

Host Site Orientation

Iowa Campus Compact will host a 90-minute online orientation to review fundamental program requirements from 11 AM to 12:30 PM on February 21, 2020. Host Site applicants should plan on attending this orientation.

Summer Reading Corps Members

Summer Reading Corps members must attend an in-person pre-service orientation prior to their first day of service. The purpose of the orientation is to complete necessary AmeriCorps paperwork in advance of their first day of service. Campus Compact will facilitate three half-day pre-service orientations. Selected AmeriCorps members must attend one of the following pre-service orientations.

- May 16, 2020 – Pre-Orientation (Cedar Rapids)
- May 18, 2020 – Pre-Orientation (Des Moines)
- May 21, 2020 – Pre-Orientation (Des Moines)

On Site Orientation

Host sites are expected to deliver an onsite orientation to their Summer Reading Corps members. The onsite orientation informs the AmeriCorps member on the mission of the organization, goals of the position, and tasks and duties to be accomplished during the 9-week period.

PROHIBITED ACTIVITIES

All Campus Compact positions must not violate any of the prohibited activities described below.

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.

FINANCIAL REQUIREMENTS

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 two options:

- (1) Provide documentation of other local and allowable costs as a source of match for the 9 week period. See list below for ideas and suggestions.
- (2) Pay an additional \$350 (\$600 per member total) for each Summer Reading Corps member they enroll into the program.

ALLOWABLE SOURCES OF MATCHING FUNDS

Host sites shall refer to OMB Cost Principles 2 CFR Part 200, Subpart E for additional requirements related to allowable kinds and sources of match and match documentation requirements. Host sites utilizing match funds from other Federal sources must have consent from the other Federal sources allowing the use of the funds as match under this Grant. Grantees shall report the amount and sources of federal funds, other than those provided by CNCS, used to carry out its Program.

Supervisor and Member Travel. Host sites may use supervisor or member travel as a source of match. Travel costs must be reimbursed by the host site or applicable service site. The travel must be in support of the summer reading program which may include; monitoring visits, travel as a part of the member's service project, travel to professional development opportunities, among others. Host sites cannot use member travel to and from their service site ("commute time") as a source of match.

Supply Purchases. Host sites may use the purchase of supplies as a source of match. Supplies must be in support of the AmeriCorps member's service project or training. Food purchases are not allowed.

Member training costs. Host sites may use training costs or fees as a source of match. The training must directly support the member's ability to complete the service project. Food or snacks during trainings is not allowed. Common sources of member training costs are facilitator fees, supply costs, certification fees, or other related costs.

UNALLOWABLE SOURCES OF MATCHING FUNDS

- Costs incurred prior to the award
- Any prohibited activities outline in the application instructions
- Travel costs to and from the member's service site
- AmeriCorps member living allowance
- Costs associated with preparing the application
- Capital expenditures for general purpose equipment, buildings, and land
- Construction and renovation of buildings and structures
- Bad debt
- Lobbying, political and other governmental activities
- Entertainment and alcohol
 - a. No amusement, diversion, or social activity costs are allowed (such as tickets to shows or sports events, or meals, lodging, rentals, transportation, or gratuities connected with attending entertainment events)
- Indirect costs (administrative support)
- Tuition or scholarships for AmeriCorps members
- Contributions to a contingency reserve or any similar provision
- Fines, penalties, damages, and other settlements resulting from violations (or alleged violates) of, or failure to comply with, Federal, State, local, or Indian tribal laws and regulations
- Organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions – regardless of the purpose for which the funds will be used
- Costs of goods or services for personal use of the employees – regardless of whether the cost is reported as taxable income to the employees
- Information technology systems that have a useful life of more than one year and that exceed \$5,000
- Costs of investment counsel and staff and other expenses incurred to enhance income from investments
- Political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 ad 7324-7326)

APPLICATION INSTRUCTIONS

[Complete your application online](#). The following is a guide to help you prepare to complete the application. The deadline to submit an application is February 7, 2020. Applicants will be notified the week of February 17, 2020 of their status.

RETURNING APPLICANT INSTRUCTIONS

A. APPLICANT INFORMATION

- a. Name
- b. Email
- c. Phone

B. SITE INFORMATION

- a. Name of Organization
- b. Physical Address, including the full **ZIP CODE +4**
- c. Employer Identification Number (EIN)
- d. Organization Type (select one):
 - i. Iowa Campus Compact higher education member institution
 - ii. State and local government organizations
 - iii. Indian Tribes
 - iv. Nonprofit private organizations
 - v. Other (please describe)

C. YOUR PROJECT'S GOALS

- a. Are you applying as a campus-community partnership model?
 - i. Yes
 1. If yes, please list each partner organizations and briefly describe their role in the partnership. 7500 character maximum
 - ii. No
- b. How is your organization trying to improve literacy in the state of Iowa? How will your Summer Reading Corps positions (directly or indirectly) support this? 3500 character maximum
- c. How will your project expand your organization's reach to serve new or more beneficiaries? 3500 character maximum

D. PAST ACCOMPLISHMENTS

- a. Please describe the previous accomplishments of your Summer Reading Corps position(s). What did your organization accomplish that would not have been it would not have otherwise? 3500 character limit
- b. Please describe the previous accomplishments of your AmeriCorps position to create new or sustain existing campus-community partnerships. What did your organization accomplish that would not have been possible without the partnership? 3500 character limit

E. SUMMER READING CORPS POSITION INFORMATION

- a. What is your preferred pre-orientation date?
 - i. May 16, 2020 – Pre-Orientation (Cedar Rapids)
 - ii. May 18, 2020 – Pre-Orientation (Des Moines)
 - iii. May 21, 2020 – Pre-Orientation (Des Moines)
 - iv. Other (please list):

- b. What is your preferred start date?
 - i. Tuesday, May 26, 2020
 - ii. Monday, June 8, 2020
 - iii. Other (please list):
- c. Number of requested positions:
- d. Please attach a complete position description for each requested position.

F. Performance Measures

- a. Select an Output
 - i. Please list a goal for your selected output
 - ii. What process will you use to collect your output data?
- b. Select an Outcome
 - i. Please list a goal for your selected outcome
 - ii. What process will you use to collect your outcome data?

G. Financial Obligations

- a. Your cost share total:
- b. What additional sources of match will you provide? Select one.
 - i. Additional cost share
 - ii. Documentation of project related costs
 - 1. If selected, please briefly describe the costs you anticipate using as a source of match.

NEW APPLICANT INSTRUCTIONS

A. APPLICANT INFORMATION

- a. Name
- b. Email
- c. Phone

B. SITE INFORMATION

- a. Name of Organization
- b. Physical Address, including the full **ZIP CODE +4**
- c. Employer Identification Number (EIN)
- d. Organization Type (select one):
 - i. Iowa Campus Compact higher education member institution
 - ii. State and local government organizations
 - iii. Indian Tribes
 - iv. Nonprofit private organizations
 - v. Other (please describe)

C. YOUR PROJECT'S GOALS

- a. Are you applying as a campus-community partnership model?
 - i. Yes
 - 1. If yes, please list each partner organizations and briefly describe their role in the partnership. 7500 character maximum
 - ii. No
- b. How is your organization trying to improve literacy in the state of Iowa? How will your Summer Reading Corps positions (directly or indirectly) support this? 3500 character maximum
- c. How will your project expand your organization's reach to serve new or more beneficiaries? 3500 character maximum

D. AMERICORPS MEMBER SUPERVISION AND SUPPORT

- a. Describe how and by whom the Summer AmeriCorps member(s) will be supervised. How will the supervisor and host site contribute to a successful year for the member (i.e., frequency and consistence of meetings, coaching, etc.)? What professional and/or education opportunities will be offered?
- E. SUMMER READING CORPS POSITION INFORMATION**
- a. What is your preferred pre-orientation date?
 - i. May 16, 2020 – Pre-Orientation (Cedar Rapids)
 - ii. May 18, 2020 – Pre-Orientation (Des Moines)
 - iii. May 21, 2020 – Pre-Orientation (Des Moines)
 - iv. Other (please list):
 - b. What is your preferred start date?
 - i. Tuesday, May 26, 2020
 - ii. Monday, June 8, 2020
 - iii. Other (please list):
 - c. Number of requested positions:
 - d. Please attach a complete position description for each requested position.
- F. Performance Measures**
- a. Select an Output
 - i. Please list a goal for your selected output
 - ii. What process will you use to collect your output data?
 - b. Select an Outcome
 - i. Please list a goal for your selected outcome
 - ii. What process will you use to collect your outcome data?
- G. Financial Obligations**
- a. Your cost share:
 - b. What additional sources of match will you provide? Select one.
 - i. Additional cost share
 - ii. Documentation of project related costs
 1. If selected, please briefly describe the costs you anticipate using as a source of match.

Post Award Responsibilities

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.

FINANCIAL CONTRIBUTION

A. Cost Share

IAMNCC host sites are required to pay cost share based on the successful recruitment of their AmeriCorps position(s). Cost share payments are due in advance of the start date of their Summer position(s). The cost for the host site is \$250 for each enrolled member position. If the site fails to recruit a member or a member does not complete their year of service, ***sites will not be reimbursed.***

B. Project Costs

In addition to supervision and training, host sites are required to provide their AmeriCorps member with the necessary resources to complete the project. Resources may include, but are not limited to:

- a personal workstation/desk and office supplies
- access to a computer with current software and an individual internet account
- technical support for computer
- a telephone with personal voicemail
- at least one professional development opportunity
- reimbursement for local travel necessary for the position
- parking permit or bus pass if necessary

C. Member Support

Host sites are encouraged, but not required to provide any of the following to their AmeriCorps members.

- Sites may choose to provide a housing subsidy. Funds must be paid directly to a landlord, not to the AmeriCorps member. Sites who have housing options, may also provide free housing to the member.

SUMMER READING CORPS MEMBER RECRUITMENT & PLACEMENT

A. Recruitment

Host sites are expected to recruit their own AmeriCorps member(s). IAMNCC is committed to helping sites during recruitment where needed, but sites should market the position opening and follow their organization's human resources protocol in position announcements.

B. Member Eligibility

Individuals must meet the following eligibility requirements:

- 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.
- Priority should go to currently enrolled college students at an Iowa Campus Compact member institution

AmeriCorps member obligations

- 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

Citizenship Verification

A summer AmeriCorps candidate's Social Security number and citizenship status must have a "Verified" status by the Social Security Administration (SSA) prior to the candidate's placement. Verification by SSA is an automated process in the My AmeriCorps portal that takes place immediately after a sponsor selects a candidate. If the Social Security Administration rejects or does not verify a candidate's status (indicated as "Returned" status in the portal), the system notifies IAMNCC and requests additional documentation. IAMNCC follows up with the member and host site. The Summer AmeriCorps candidate then submits the additional required documents to the National Service Hotline for verification by the CNCS. Summer AmeriCorps members cannot be activated without verification of their Social Security number and citizenship status by the SSA.

C. Enrollment

No relocation allowances will be provided for Summer AmeriCorps members. However, host sites may cover expenses related to a Summer AmeriCorps who relocates in order to serve. In addition, IAMNCC encourages host sites to find ways to provide free or low-cost housing for their AmeriCorps members. Once approved, host sites should be encouraged to secure commitments from AmeriCorps candidates as soon as possible. Delays in obtaining commitments may result in fewer candidates for these positions. Final selection of Summer AmeriCorps candidates rests with IAMNCC.

Orientation: Orientation plans for the Summer AmeriCorps member must be specific to the assignment(s), including any skill training that is needed. **All Summer AmeriCorps members must attend the in-person program orientation prior to beginning service.** When appropriate, training should reflect collaboration with other Corporation programs involved in the same or similar activities. Host sites are encouraged to hold an end-of-summer assessment/recognition event for their members.

REPORTING

Host Sites are expected to complete the following reports on the success of their Summer Reading Corps project.

Timesheets – Each supervisor must approve member timesheets every two weeks using the OnCorps timekeeping system.

Final Reports – The host site completes a final report that updates IAMNCC on performance measure data and project updates. In addition to the measures described above, CNCS has identified the following numeric and narrative measures as items they are particularly interested in learning about. Host sites are expected to report, to the best of their ability, on the following.

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.

Member Reports – AmeriCorps members complete reports on the support, training, and professional development they are receiving by the Host Site.

AMERICORPS MEMBER TRAINING

AmeriCorps members serving in the Campus Compact program receive the following training opportunities.

Training	Timing	Location
Pre-Orientation	Saturday, May 16, 2020	Cedar Rapids, Iowa
<i>AmeriCorps members must attend one pre-orientation</i>	Monday, May 18, 2020	Des Moines, Iowa
	Thursday, May 21, 2020	Des Moines, Iowa
Virtual Network Meetings	June	Online
Virtual Network Meetings	July	Online
Virtual Network Meetings	August	Online