



# Campus Compact

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## AmeriCorps

### 2020-21 Campus Compact AmeriCorps

### Host Site Application Instructions

Deadline: 3/13/2020

[Online Application](#)



## OVERVIEW

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### PURPOSE

Iowa & Minnesota Campus Compact (IAMNCC) is seeking interested Iowa institutions of higher education and [Volunteer Centers of Iowa](#) for our [2020-21 Campus Compact AmeriCorps program](#). The goal of the program is to support human resource capacity for strong community-campus partnerships that make impacts on nonprofit organizations and create learning opportunities for students. Current college students and full-time graduates can serve in roles that build campus capacity for partnerships aligned with their [Civic Action Plan](#) and build nonprofit capacity for strategic partnership goals.

Campus Compact will host a technical assistance call at 1 PM Thursday, January 9, 2020. [Register online](#) in order to attend the event. <https://zoom.us/meeting/register/vJEtdughrDwsNWA4lqyaRASpKT2ex9vSSA>. Slides and a recording will be made available on the program website.

### MAIN COMPONENTS

- Selected sites will receive AmeriCorps position(s) to support the implementation or creation of their Civic Action Plan for one year.
- Host sites who have large cohorts of non-stipend AmeriCorps positions can apply for funding to act as contractors to support the project.
- Host sites are required to pay a Cost Share for each stipend position they enroll into the program. Non-stipend positions do not have a cost share.
- Volunteer Center sites must enroll in the IAMNCC Affiliates program. Cost Share payments can off-set affiliate membership dues.
- Campus Compact AmeriCorps members build capacity of the host site to develop or implement a campus's civic action plan.
- IAMNCC is especially interested in awarding positions to sites that provide academic or basic needs support to low-income college students in obtaining a post-secondary degree, or partnerships between higher education and community agencies that alleviate poverty in the local 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 host sites. The Campus Compact AmeriCorps program operated by Iowa Western Community College where all AmeriCorps financial, payroll, and human resource expenses are centralized.

## **ABOUT CAMPUS COMPACT MEMBERSHIP**

Higher education institutions interested in AmeriCorps support must be or plan to become members of IAMNCC. Higher education institutions can become members at any time or upon being accepted as an AmeriCorps host sites. Membership dues are based on institutional enrollment.

Volunteer Centers selected as host sites must be willing to become part of the IAMNCC affiliates program. The affiliates program is for non-profit and public organizations that value partnering with higher education and are seeking additional opportunities to engage with community-campus partnerships. Affiliate benefits include access to workshops on civic/community engagement, access to external resources that build capacity for campus-community partnerships, consideration for board membership, networking with other affiliates and higher education members, and more. More information on the Affiliates program and benefits is on the IAMNCC website. Affiliate membership dues are based on organizational staff size. The cost share amount will be reduced by the dues rate.

With questions about membership or affiliation, please contact Emily Shields at 515-635-8575 or [eshields@compact.org](mailto:eshields@compact.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>

## **AVAILABLE AMERICORPS POSITIONS & BENEFITS**

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Applicants may request the following types of AmeriCorps positions to serve at the host site. Host sites are expected to enroll at least 90 percent of the total number of requested members. Host sites are also required to retain at least 90 percent of enrolled positions.

Each position must have a position description which describe their duties. The position description should be developed in collaboration with the relevant community partner agency(ies). See [position description guidelines](#) for specific requirements.

## AVAILABLE POSITIONS

TYPE	MINIMUM HOURS	DURATION	INTENSITY	EARLIEST START DATE	LAST DAY TO ENROLL
PROGRAM YEAR FULL TIME	1700	11 months	33hrs/wk	8/17/2020	9/30/2020
ACADEMIC HALF TIME	900	9 month	25hrs/wk	8/17/2020	9/30/2020
PROGRAM YEAR MINIMUM TIME	300	12 month	6hrs/wk	9/7/2020	11/1/2020
ACADEMIC YEAR MINIMUM TIME	300	9 month	9hrs/wk	9/7/2020	2/1/2021
SEMESTER MINIMUM TIME	300	4 month	18hrs/wk	9/7/2020	5/15/2021

### PROGRAM YEAR FULL TIME AMERICORPS MEMBER BENEFITS

- A living stipend paid out bi-monthly from Iowa Western Community College totaling \$15,300 over 11 calendar months.\*
- Full health insurance coverage through Iowa Western Community College
- \$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 \$6195.00, 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/>.

\* Returning AmeriCorps members are eligible to receive a living stipend of \$22,000. Host sites are responsible for paying the additional cost-share of \$7000 to cover the living stipend increase. Returning members are those who have previously served in the Campus Compact AmeriCorps program in any position. Returning members must also complete additional duties that support the program.

### ACADEMIC HALF TIME AMERICORPS MEMBER BENEFITS

- A living stipend paid out bi-monthly from Iowa Western Community College totaling \$8,100 over 9 calendar months.\*\*
- \$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 \$3047.50, 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.

\*\* Returning AmeriCorps members are eligible to receive a living stipend of \$15,000. Host sites are responsible for paying the additional cost-share of \$7000 to cover the living stipend increase. Returning members are those who have previously served in the Campus Compact AmeriCorps program in any position. Returning members must also complete additional duties that support the program.

### **PART-TIME AMERICORPS MEMBER BENEFITS (INCLUDES ALL MINIMUM TIME [300 HOUR] POSITIONS)**

- \$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 \$1,311.11, 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 MEMBER BENEFITS**

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.

### **ADDITIONAL HOST SITE BENEFITS**

- a. *Civic Action Academy travel support.* Campus Compact AmeriCorps members or host sites are eligible to request allowable reimbursement travel costs (mileage, hotel, etc.) to attend the Iowa Civic Action Academy. There is no match requirement for Iowa Civic Action Academy Funds.
- b. *Staff funding.* Host sites with large cohorts of non-stipend positions can request funding to supervise and support their members. Additional information on staff funding is located later in the application instructions.

## **COST SHARE**

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IAMNCC host sites are required to pay cost share based on the successful recruitment of their stipend AmeriCorps position(s). The cost share rates for each member during the 2020/21 program year are as follows. **COST SHARE PAYMENTS WILL NOT BE RETURNED UNDER ANY CIRCUMSTANCES.** Delayed cost share payments may delay the start of the AmeriCorps member in the program.

\$5,800	Full-Time positions (1700 hour), \$2,000 due prior to member enrollment
\$12,800	<i>Returning</i> Full-Time positions (1700 hour), \$2,000 due prior to member enrollment
\$3,800	Half-Time positions (900 hour), \$1,400 due prior to member enrollment
\$10,800	<i>Returning</i> Half-Time positions (900 hour), \$1,400 due prior to member enrollment

### **DISCOUNTS**

IAMNCC is offering \$1,000 discounts to cost share payments if the host site provides additional benefits to a full or half-time AmeriCorps member. To apply for the discount, host sites should describe the estimated costs and benefit that they are providing the AmeriCorps member.

Benefits must support the AmeriCorps member's living costs and cannot include project-related costs that the host site is already responsible for supporting. Living costs include, but are not limited to, housing, food, among others. Project related costs include, but are not limited to, project-related travel, parking, supervision costs, office supplies, among others. **Benefits cannot include direct or cash payments to the AmeriCorps member.**

## **PROGRAM GOALS**

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### **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](#).

## **CIVIC ACTION PLANS**

Civic Action Plans state the actions a campus will take transform the institution’s commitment to support its community. Great Civic Action Plans move campuses toward comprehensive engagement for the common good. Rather than focusing on a single area, such as student engagement, Civic Action Plans create an opportunity to envision an integrated approach to engage teaching, scholarship, partnership, and institutional action. Plans demonstrate how the institution will broaden and deepen its work in realizing the five commitments from the [Campus Compact 30<sup>th</sup> Anniversary Action Statement](#).

1. We empower our students, faculty, staff, and community partners to co-create mutually respectful partnerships in pursuit of a just, equitable, and sustainable future for communities beyond the campus—nearby and around the world.
2. We prepare our students for lives of engaged citizenship, with the motivation and capacity to deliberate, act, and lead in pursuit of the public good.
3. We embrace our responsibilities as place-based institutions, contributing to the health and strength of our communities—economically, socially, environmentally, educationally, and politically.
4. We harness the capacity of our institutions—through research, teaching, partnerships, and institutional practice—to challenge the prevailing social and economic inequalities that threaten our democratic future.
5. We foster an environment that consistently affirms the centrality of the public purposes of higher education by setting high expectations for members of the campus community to contribute to their achievement.

More information on creating a [Civic Action Plan](#) is available on the National Campus Compact website.

## **CAMPUS COMPACT AMERICORPS STRATEGIC GOALS**

The Campus Compact AmeriCorps program is guided by the Corporation for National and Community Service’s (CNCS) focus on improving the capacity of public organizations to leverage volunteers and serve beneficiaries. IAMNCC has selected one capacity building focus area Campus Compact AmeriCorps program.

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

## **FULL TIME & HALF TIME PRIORITIES**

### **➤ CIVIC ACTION PLANNING DEVELOPMENT AND IMPLEMENTATION**

Campus Compact will only award full and half-time positions for the purpose of supporting a campus’s ability to develop or implement its Civic Action Plan through indirect services. Host sites can include Iowa Campus Compact member campuses or Volunteer Centers of Iowa who partner with an IACC member campus. The purpose of all Campus Compact AmeriCorps positions is to deliver indirect services that build the capacity of the host agency.

## **MINIMUM TIME POSITION PRIORITIES**

### **➤ CIVIC ACTION PLANNING DEVELOPMENT AND IMPLEMENTATION**

Campus Compact will only award full and half-time positions for the purpose of supporting a campus's ability to develop or implement its Civic Action Plan through indirect services. Host sites can include Iowa Campus Compact member campuses or Volunteer Centers of Iowa who partner with an IACC member campus. The purpose of all Campus Compact AmeriCorps positions is to deliver indirect services that build the capacity of the host agency.

### **➤ LEVERAGE STUDENT VOLUNTEERS**

Campus Compact is interested in building an organization's capacity to reach more or new beneficiaries by recruiting college student volunteers. AmeriCorps positions can develop a volunteer generation plan, create job descriptions, develop a volunteer handbook, screen volunteers to jobs, train volunteers on their duties and responsibilities, among other approaches. The purpose of all Campus Compact AmeriCorps positions is to deliver indirect services that build the capacity of the host agency.

### **➤ CAMPUS-COMMUNITY PARTNERSHIPS**

Campus Compact is interested in supporting campus-community partnerships that fit within the Campus Compact AmeriCorps program 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). The purpose of all Campus Compact AmeriCorps positions is to deliver indirect services that build the capacity of the host agency.

### **➤ STUDENT BASIC NEEDS**

Campus Compact is interested in supporting student basic needs that within the Campus Compact AmeriCorps program model. Basic needs can include health care access, food access, housing access, mental health support, among others. The purpose of all Campus Compact AmeriCorps positions is to deliver indirect services that build the capacity of the nonprofit.

## **PROGRAM PERFORMANCE MEASURES**

Campus Compact AmeriCorps has set the following performance measures for the 2020 program year.

### **CAPACITY BUILDING PERFORMANCE MEASURES**

The fundamental purpose behind the Campus Compact AmeriCorps 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 Campus Compact AmeriCorps host sites that receive capacity building support from their AmeriCorps member



**OUTPUT MEASUREMENT TOOL:** The organization hosting an AmeriCorps member will be tracked and counted for this measure on an excel spreadsheet. Organizations will count for this measure once they have submitted their self-assessment on their capacity. The capacity self-assessment is completed by a committee and submitted by the host site supervisor. Member service activities are verified to be indirect in nature by staff review of the position description, member monthly reflections, and site visits. Staff review the spreadsheet for any duplicates prior to submitting performance measure reports.

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

**OUTCOME MEASUREMENT TOOL:** The AmeriCorps member's site supervisors completes an online survey in the last three weeks of the AmeriCorps member's term of service. The survey asks the host site to identify the capacity building goals or anticipated outcomes of the organization. For each identified goal or outcome, the host site then describes the specific projects completed. Iowa Campus Compact staff review the survey results to ensure that the projects are in the scope of capacity building and the projects are indicators of either the organization being able to serve more beneficiaries, or to better serve existing beneficiaries. In order for a site to count for this measure, the survey must indicate that completed projects are indirect in nature and have made meaningful progress from the initial self-assessment.

#### **OTHER PERFORMANCE MEASURES**

In addition, the CNCS performance measures listed above, IAMNCC will also ask all partners about the following measures. IAMNCC uses this information to better understand the effects AmeriCorps projects are having on meeting student basic needs, partnerships, and student learning.

- Number of students served to meet basic needs as a result of the AmeriCorps positions.
- Number of campus-community partnerships created, sustained, or strengthened as a result of the AmeriCorps positions.
- Number of students involved in an experiential learning opportunity as a result of the AmeriCorps positions.

## **APPLICATION INFORMATION**

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#### **INFORMATION & SUPPORT**

Questions can be directed to Iowa Campus Compact Director of Development Justin Ellis at (515) 505-3670 or [jellis@compact.org](mailto:jellis@compact.org).

#### **SELECTION**

Campus Compact will select host sites and make awards based on several criteria. Campus Compact will consider the host site's ability to recruit members, manage the program, and effectively supervisor members.

Host sites requesting continued support will be reviewed through these additional items.

- Host site reports – timely submission of reports

- Enrollment and retention rates
- Compliance with submitting enrollment and exit paperwork by program deadlines
- Site visit or other monitoring findings (if applicable)
- Timely payment of cost share (full and half-time member positions only)
- Meeting of match requirements

## ELIGIBILITY

This application is open to Iowa Campus Compact member institutions of higher education and Volunteer Centers of Iowa. Volunteer Centers of Iowa must submit a letter of support from an Iowa Campus Compact member institution. Other public organizations interested in the program are encouraged to contact one of the awarded host sites for partnership opportunities.

Member institutions may submit an application for the entire campus, or as individual applicants/supervisors.

## POSITION DESCRIPTIONS

All AmeriCorps positions must have a position description that is approved by Volunteer Iowa. IAMNCC co-creates each position description with the host site staff to ensure the position description accomplishes the goals needed by the service site and is compliant with CNCS regulations. The purpose of the position description is to articulate the specific objectives and activities of the proposed capacity building project for this coming year, and only this one coming year. If selected, this document will be used throughout the year to help IAMNCC, the site supervisor, and the AmeriCorps member identify priorities and monitor progress. A copy of the position description is provided to the AmeriCorps member when they begin service.

The position description is composed of 3 parts:

- **Position Purpose:** This describes the AmeriCorps member's overarching goal.
- **Civic Action Plan Goal and/or Objective:** List the specific Civic Action Plan goal the member is contributing to achieving. Objectives are based on the goals outlined in the application. Objectives should be measurable. A full or half-time position has 3-5 objectives. A minimum-time position has 1-3 objectives.
- **Activities:** Activities are the specific tasks that the AmeriCorps member will need to carry out to achieve the objectives. There will likely be several activities per objective.

Please be as concrete and realistic as possible in writing the position description. You may increase or decrease the number of objectives and activities in the template, as needed. The template is linked to in the application itself and available for download below.

## EXAMPLES OF APPROPRIATE ACTIVITIES

GOOD INDIRECT SERVICE ACTIVITIES	BETTER CAPACITY BUILDING ACTIVITIES	BEST SUSTAINABLE ACTIVITIES
Recruit a site's volunteers	Develop forms, volunteer assignments	Develop volunteer management system and procedural guide
Train direct service providers	Write training curriculum or manual; train trainers	Develop training manual and train-the-trainer curriculum
Coordinate a pilot project	Develop procedures, systems, or replication manual to sustain project	Develop funds for staff or recruit volunteers to run program
Write press releases	Develop press kits, media database	Secure media partners
Organize fundraising events for specific projects	Grant writing, develop database	Secure development staffing
Organize task forces & develop coalitions	Develop leadership structure of task force or coalition	Create infrastructure of long-term community partners
Conduct outreach	Design brochures, posters	Develop volunteers to perform outreach
Conduct evaluation	Design evaluation tools	Train staff to integrate evaluation

### POSITION DESCRIPTION TEMPLATES

You are welcome to use the following templates to create your VAD.

- [Campus Compact AmeriCorps Position Description Guidance](#)
- Campus Compact AmeriCorps Template: [Download template](#)

You are welcome, but not required, to use any of the following templates to create your VAD.

- Civic Action Plan AmeriCorps Associate: [Download template](#)
- Program Development AmeriCorps member: [Download template](#)
- Research & Development AmeriCorps member: [Download template](#)
- Volunteer Manager AmeriCorps member: [Download template](#)
- Volunteer Recruiter AmeriCorps member: [Download template](#)

### 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 AmeriCorps, 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.

## **PERSONNEL TIME**

Applicants may request funding to support the direct supervision of their cohort of part-time (300 hour) AmeriCorps members. The goal is to support campuses and sites with limited staff capacity to create stronger partnerships and more, targeted student opportunities. Iowa Campus Compact has limited grant funding to award personnel funding to partners. Iowa Campus Compact will pay up to 50% of a

full-time staff member's time for them to supervisor a large cohort of AmeriCorps members. The host site is responsible for matching 100% of the costs provided by Iowa Campus Compact.

Applicants seeking personnel funding are encouraged to request at least one full-time position and a large cohort of part-time (300 hour) positions to support their communities. IACC has established the following guidelines for requesting part-time positions. Your request may vary from the guidelines listed below. IACC will consider all requests based upon the needs and context of the community requesting support.

- Host sites requesting funding for of 50% of a full-time staff member's time should enroll 15-20 part-time (300 hour) positions
- Host sites requesting funding for 25% of a full-time staff member's time should enroll 10 part-time (300 hour) positions
- We will work with each site individually to set cohort goals based on campus size and context and will allow for campuses working to build their program size over time.

If awarded, host sites who receive personnel funding must be able to meet the following additional obligations.

- Prioritize the enrollment of first generation, individuals of color, or male students into the AmeriCorps positions.
- Match 100% of IACC's contribution to the staff position.
- Dedicate the position to supporting the supervision and implementation of the Civic Action Plan, partnerships goals, and AmeriCorps members work toward these efforts.

#### **ADDITIONAL REQUIREMENTS**

In addition to the required host site responsibilities, organizations receiving personnel support must also meet the following requirements. The host site may use AmeriCorps positions to support any of the following responsibilities.

##### Marketing/Communications

- Release a press release announcing the award and program.
- Release a marketing product that highlights the program's goals and current achievements.

##### Member management responsibilities

- Conduct a member pre-orientation that communicates the program and position requirements
- Meet weekly or bi-weekly with members individually
- Facilitate monthly member team meetings
- Deliver a Title 9 and harassment training to AmeriCorps members
- Ensure members attend key IACC member training opportunities
- Administer a member civic competencies evaluation tool provided by Iowa Campus Compact

##### Service Site management responsibilities

- Conduct an in-person site visit prior to placing a member at the site to ensure member safety
- Recruit, Identify, and select sites
- Co-create with service sites member position descriptions
- Coordinate with Iowa Campus Compact an in-person orientation for all service site supervisors

- Administer a process to document AmeriCorps member service hours at the service site
- Administer a partnership evaluation tool provided by Iowa Campus Compact

#### Program responsibilities

- Attend a full day in-person program orientation delivered by Iowa Campus Compact
- Recruit and enroll at least 1 full time AmeriCorps positions
- Prioritize the selection of first generation, students of color, and male students as part-time AmeriCorps members

#### Campus Compact responsibilities

- Lead the implementation or creation of the organization’s civic action plan
  - Support the implementation of your campus partner’s civic action plan
- Actively promote Campus Compact events and opportunities to relevant audiences in your local community

## **MATCH REQUIREMENTS**

### **APPLICANTS REQUESTING PERSONNEL TIME**

Host sites receiving personnel costs to supervise Campus Compact AmeriCorps members are expected to match 100% of awarded funds. Host sites receiving personnel costs are not responsible for any additional cost share payments or providing documentation of other grant related costs.

**PERSONNEL TIME.** Host sites that are awarded personnel costs must provide Iowa Campus Compact with (1) annual certification of salary and benefits, (2) timesheets submitted to IACC that must be signed and dated by both the host site supervisor and their supervisor, and (3) monthly invoices to reimburse actual personnel costs. Timesheets must indicate total hours for each time period with a separate listing for hours spent support Campus Compact AmeriCorps program goals.

### **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.

**Personnel Time.** Personnel costs which directly support Campus Compact AmeriCorps members and goals are an allowable source of match. Host sites that wish to use personnel costs must provide Iowa Campus Compact with (1) annual certification of salary and benefits, (2) monthly timesheets submitted to IACC that must be signed and dated by both the host site supervisor and their supervisor. Timesheets must indicate total hours for each time period with a separate listing for hours spent support Campus Compact AmeriCorps program goals. Monthly reports must be submitted to Iowa Campus Compact within the first 5 working days of the month.

**HOUSING.** Host sites may provide their AmeriCorps member with housing or a housing benefit and document those cash or in-kind costs as a source of match.

**OTHER PROGRAM COSTS.** Host sites may use other program costs as a source of match. Other costs may include, but are not limited to, office space, other member benefits (housing), rental costs to host a Campus Compact AmeriCorps member orientation or training, travel expenses to complete the project, or other applicable program costs. Costs can occur at the host site or service site.

**ADDITIONAL COST SHARE.** Host sites may elect to pay additional cost share funds rather than document sources of match. Cost share amounts are listed below.

POSITION TYPE	COST SHARE PER MEMBER	ADDITIONAL COST SHARE OPTION PER MEMBER	RETURNING MEMBER COST SHARE OPTION PER MEMBER
PROGRAM YEAR FULL TIME	\$5,800.00	+\$2,000.00	+\$7,000.00
ACADEMIC HALF TIME	\$3,800.00	+\$2,000.00	+\$7,000.00
PROGRAM YEAR MINIMUM TIME	\$0.00	+ \$50.00	+\$0.00
ACADEMIC YEAR MINIMUM TIME	\$0.00	+ \$50.00	+\$0.00
SEMESTER MINIMUM TIME	\$0.00	+ \$50.00	+\$0.00

**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**

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[Complete your application online.](#) The following is a guide to help you prepare to complete the application. Questions can be directed to Iowa Campus Compact Director of Development Justin Ellis at (515) 505-3670 or [jellis@compact.org](mailto:jellis@compact.org).

### **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 member institution
  - ii. Volunteer Center of Iowa
    1. Please upload a letter of support from the partnering Iowa Campus Compact member institution.

#### **C. PAST ACCOMPLISHMENTS**

- a. Please describe the previous accomplishments of your AmeriCorps position(s). What did your organization accomplish that would not have been it would not have otherwise? 3500 character maximum
- b. Please describe the previous accomplishments of your AmeriCorps position(s) 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 maximum
- c. What strategies or systems were used to ensure the past AmeriCorps member’s work was sustained beyond their service year? What additional strategies for sustainability will be implemented this coming year? 3500 character maximum

#### **D. YOUR PROJECT’S GOALS**

- a. How will your organization use AmeriCorps positions to develop or implement your Civic Action Plan in 2020-21? What role will they take in developing the Civic Action Plan? What Civic Action Plan goals will they work toward achieving? 3500 character maximum

- b. How is your project connected to one of the program's strategic goals? See list on page 7. If not, please tell us why your project is so vital to your community? 3500 character maximum
- c. Describe the ways in which your AmeriCorps members will develop or enhance at least one specific, meaningful, long-term campus-community partnership. 3500 character maximum

**E. AMERICORPS POSITION INFORMATION**

- a. Number of Full-time positions requested:
  - i. Upload a position description
- b. Number of Academic Half-time positions requested:
  - i. Upload a position description
- c. Number of non-stipend Program Year Part-time (300 hours):
- d. Number of non-stipend Academic Year Part-time (300 hours):
- e. Number of non-stipend Semester/Summer Part-time (300 hours):
- f. Total number of requested positions:

**F. PERSONNEL FUNDING**

- a. Are you requesting personnel funding to supervise your Campus Compact AmeriCorps members?
  - i. Yes
    - 1. If yes, please answer the following questions.
      - a. Total amount of funding requested:
      - b. Upload job description(s) for each staff position:
      - c. Percentage of total staff time dedicated to supervising AmeriCorps member:
      - d. How will personnel support help your organization better serve the local community? 3500 character maximum
      - e. What steps will your organization take to recruit first generation, students of color, and/or male students into Campus Compact AmeriCorps positions? 3500 character maximum
  - ii. No

**G. FINANCIAL REQUIREMENTS**

- a. Total Requested Funds
  - i. Total number of requested positions:
  - ii. Total value of requested positions:
  - iii. Total requested personnel funds:
  - iv. Total value of request:
- b. Total possible cost share:
- c. Please complete the following if you are applying for the member benefit cost share discount. Please describe the benefit and estimated cost for the benefits you are providing your AmeriCorps member(s) that support their living costs.
- d. Will the Campus Compact AmeriCorps member's supervisor submit timesheets to document their time as a source of match for the grant?
  - i. Yes

1. Host sites that wish to use personnel costs must provide Iowa Campus Compact with (1) annual certification of salary and benefits, (2) monthly timesheets submitted to IACC that must be signed and dated by both the host site supervisor and their supervisor. Timesheets must indicate total hours for each time period with a separate listing for hours spent support Campus Compact AmeriCorps program goals. Monthly reports must be submitted to Iowa Campus Compact within the first 5 working days of the month.
- ii. No, my organization wants to provide member housing or a housing benefit to the Campus Compact AmeriCorps member(s).
  1. Iowa Campus Compact will request documentation of the housing benefit toward the end of the Campus Compact AmeriCorps member's term of service.
- iii. No, my organization wants to provide documentation of other program related costs
  1. Please describe the other program related costs:
- iv. No, my organizations wants to pay additional cost share per requested position as a source of match.
  1. Your recalculated cost share:

## **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 member institution
  - ii. Volunteer Center of Iowa
    1. Please upload a letter of support from the partnering Iowa Campus Compact member institution.

### **C. YOUR PROJECT'S GOALS**

- a. How will your organization use AmeriCorps positions to develop or implement your Civic Action Plan in 2020-21? What role will they take in developing the Civic Action Plan? What Civic Action Plan goals will they work toward achieving? 3500 character maximum
- b. How is your project connected to one of the program's strategic goals? See list on page 7. If not, please tell us why your project is so vital to your community? 3500 character maximum

- c. Describe the ways in which your AmeriCorps members will develop or enhance at least one specific, meaningful, long-term campus-community partnership. 3500 character maximum

**D. AMERICORPS MEMBER SUPERVISION AND SUPPORT**

- a. Describe how and by whom the 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? 3500 character maximum

**E. AMERICORPS POSITION INFORMATION**

- a. Number of Full-time positions requested:
  - i. Upload a position description
- b. Number of Academic Half-time positions requested:
  - i. Upload a position description
- c. Number of non-stipend Program Year Part-time (300 hours):
- d. Number of non-stipend Academic Year Part-time (300 hours):
- e. Number of non-stipend Semester/Summer Part-time (300 hours):
- f. Total number of requested positions:

**F. PERSONNEL FUNDING**

- a. Are you requesting personnel funding to supervise your Campus Compact AmeriCorps members?
  - i. Yes
    - 1. If yes, please answer the following questions.
      - a. Total amount of funding requested:
      - b. Upload job description(s) for each staff position:
      - c. Percentage of total staff time dedicated to supervising AmeriCorps member:
      - d. How will personnel support help your organization better serve the local community? 3500 character maximum
      - e. What steps will your organization take to recruit first generation, students of color, and/or male students into Campus Compact AmeriCorps positions? 3500 character maximum
  - ii. No

**G. FINANCIAL REQUIREMENTS**

- a. Total Requested Funds
  - i. Total number of requested positions:
  - ii. Total value of requested positions:
  - iii. Total requested personnel funds:
  - iv. Total value of request:
- b. Total possible cost share:
- c. Please complete the following if you are applying for the member benefit cost share discount. Please describe the benefit and estimated cost for the benefits you are providing your AmeriCorps member(s) that support their living costs. 3500 character maximum

- d. Will the Campus Compact AmeriCorps member’s supervisor submit timesheets to document their time as a source of match for the grant?
  - i. Yes
    1. Host sites that wish to use personnel costs must provide Iowa Campus Compact with (1) annual certification of salary and benefits, (2) monthly timesheets submitted to IACC that must be signed and dated by both the host site supervisor and their supervisor. Timesheets must indicate total hours for each time period with a separate listing for hours spent support Campus Compact AmeriCorps program goals. Monthly reports must be submitted to Iowa Campus Compact within the first 5 working days of the month.
  - ii. No, my organization wants to provide member housing or a housing benefit to the Campus Compact AmeriCorps member(s).
    1. Iowa Campus Compact will request documentation of the housing benefit toward the end of the Campus Compact AmeriCorps member’s term of service.
  - iii. No, my organization wants to provide documentation of other program related costs
    1. Please describe the other program related costs:
  - iv. No, my organizations wants to pay additional cost share per requested position as a source of match.
    1. Your recalculated cost share:

## Post Award Responsibilities

### **BASIC REQUIREMENTS**

Host sites develop and manage AmeriCorps projects with the involvement of the communities that will be served. The goal for every AmeriCorps position is to build the capacity of the host site or their partners through indirect services. Host sites must be able to:

- Direct the project
- Recruit and supervise the AmeriCorps member(s)
- Provide necessary administrative support to complete the goals of the project.

### **FINANCIAL REQUIREMENTS**

#### **A. Cost Share**

IAMNCC host sites are required to pay cost share based on the successful recruitment of their AmeriCorps position(s). The cost share rates for the 2020/21 program year are as follows. **COST SHARE PAYMENTS WILL NOT BE RETURNED UNDER ANY CIRCUMSTANCES.** Delayed cost share payments may delay the start of the AmeriCorps member in the program.

\$5,800            Full-Time positions (1700 hour), \$2,000 due prior to member enrollment

\$12,800         *Returning* Full-Time positions (1700 hour), \$2,000 due prior to member enrollment

\$3,800	Half-Time positions (900 hour), \$1,400 due prior to member enrollment
\$10,800	<i>Returning</i> Half-Time positions (900 hour), \$1,400 due prior to member enrollment

## DISCOUNTS

IAMNCC is offering \$1,000 discounts to cost share payments if the host site provides additional benefits to a full or half-time AmeriCorps member. To apply for the discount, host sites should describe the estimated costs and benefit that they are providing the AmeriCorps member.

Benefits must support the AmeriCorps member’s living costs and cannot include project-related costs that the host site is already responsible for supporting. Living costs include, but are not limited to, housing, food, among others. Project related costs include, but are not limited to, project-related travel, parking, supervision costs, office supplies, among others. **Benefits cannot include direct or cash payments to the AmeriCorps member.**

### B. Project Costs

In addition to supervision and training, host sites are required to ensure their AmeriCorps members have access to the resources they need to complete their respective projects. Costs may include, but are not limited to the following:

- 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

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

### D. Matching Funds

Host Sites are expected to contribute documentation of matching funds to the program as indicated on their host site application. Matching funds are in addition to the cost share funds provided and are generally in-kind funds.

## HOST SITE RESPONSIBILITIES

### A. Campus Partners

Iowa colleges and universities participating in the Campus Compact AmeriCorps program must be members of Campus Compact. The recruited AmeriCorps members will spend the majority of their time on campus working to strengthen partnerships between your institution and multiple community partner organizations that focus on issues related to either education or economic opportunity.

- ✓ Responsible for paying the cost share
- ✓ Identify community partner organization(s)
- ✓ Lead recruiting efforts to find an AmeriCorps member

- ✓ Co-create position descriptions with their community-partner organizations that describe the AmeriCorps member's goals, objectives, and activities.
- ✓ Identify a staff member to serve as a supervisor for the AmeriCorps member, who will provide ongoing supervision, and assist the AmeriCorps in completing timesheets, reports, and evaluations to IAMNCC
- ✓ Ensure the AmeriCorps member has adequate resources to complete the service project, such as access to a computer and phone

### **B. Community Partners**

Iowa public organizations participating in the Campus Compact AmeriCorps program have their AmeriCorps member(s) spending the majority of their time serving at the public organization (nonprofit or government agency) in order to expand capacity for the public organization. We expect that the organizations we support have existing partnerships with one or more of our higher education institution members and are seeking to strengthen those partnerships through the AmeriCorps position.

- ✓ Co-create position descriptions with their higher education partner that describe the AmeriCorps member's goals, objectives, and activities.
- ✓ Identify a staff member to serve as a supervisor for the AmeriCorps member(s), who will provide ongoing supervision, and assist the AmeriCorps member in completing reports, and evaluations to IAMNCC.
- ✓ Set up and maintains a clear structure for regular contact with the higher education institution to build the partnership and support the AmeriCorps member's efforts
- ✓ Provide adequate resources to complete the service project, such as access to a workstation, computer, and phone.

## **AMERICORPS 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.
- Non-stipend positions must be currently enrolled and in good standing at the host site College or University.

### **AmeriCorps member obligations**

- Serve a minimum of 1700, 900, or 300 hours over the duration of their agreement
- 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 AmeriCorps candidate then submits the additional required documents to the National Service Hotline for verification by the CNCS. 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 AmeriCorps members.** However, host sites may cover expenses related to a 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 AmeriCorps candidates rests with IAMNCC.

**Orientation:** Orientation plans for the AmeriCorps member must be specific to the assignment(s), including any skill training that is needed. **All AmeriCorps members must attend an 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 Campus Compact AmeriCorps 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 AmeriCorps program receive the following training opportunities.

<b>Training</b>	<b>Timing</b>	<b>Location</b>
<b>Program Orientation (required)</b>	Friday, September 4, 2020	TBD
<b>On-Site Orientation (required)</b>	First 3 weeks of service	Completed by the Service site
<b>Virtual Network Meetings</b>	Monthly	Online
<b>Fall In-Person Training (required)</b>	October 29 & 30, 2020	Des Moines, Iowa
<b>Winter In-Person Training (required)</b>	TBD	TBD
<b>Close out celebration (required)</b>	April 28-30, 2020	Des Moines, Iowa