SUMMER READING CORPS SUPERVISOR ORIENTATION Iowa Campus Compact
CAMPUS COMPACT STAFF

Monique Ellefson
- Program Manager
- mellefson@compact.org
- 515-612-8231

Carly Bahnsen
- Program Coordinator
- cbahnsen@compact.org
- 515-207-0049
CAMPUS COMPACT STAFF

Isaac Newsome, Jr.
- Program Coordinator
- inewsome@compact.org

Justin Ellis
- Director of Development
- jellis@compact.org
AGENDA

- Quick Updates
- Program Background
- Program Timeline & Elements
- Reports
- Service Term & Elements
Host Site Agreements will be issued in the next few weeks

Invoices will be issued the first week of May or after you have successfully recruited your AmeriCorps member(s)
PROGRAM BACKGROUND
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.
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.
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.

Summer Reading Corps projects will:
- Expand program reach, which is to expand an organization’s capacity to reach more or new beneficiaries through direct or indirect service
- Support campus-community partnerships
PROGRAM TIMELINE & ELEMENTS
Recruitment Begins
NOW!

Candidate Interviews & Selection
Final deadline to select a candidate & notify IAMNCC staff is May 1.

Position Descriptions
Final version due April 8.

Recruitment Deadline

PROGRAM TIMELINE:
PHASE 1
Position descriptions (PDs) are the roadmap for what your AmeriCorps member will be doing for their service term.

- The IAMNCC team will work directly with each site supervisor to finalize their PDs.

- Final versions of PDs are due Wednesday, April 8.
AmeriCorps members and the volunteers they recruit/manage cannot:

- Displace or duplicate existing staff/volunteer efforts
- Provide abortion services
- Conduct voter registration drives
- Write grant applications for federal funds (including AmeriCorps)
- Proselytize or lead religious instruction

A full list of prohibited activities is provided in your host site agreement.
RECRUITMENT

- A training specifically focused on recruitment will be hosted on: Friday, March 13, 2020 at 2 PM CST.
  - In case you are unable to attend, the training will be recorded and shared later.

- Register here: https://zoom.us/meeting/register/vJUpcqrqjLuLoOqQ7jktfP9bobDIsnTXA
# Recruitment Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Suggested Timeline</th>
<th>Host Site</th>
<th>Iowa Campus Compact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Promote</td>
<td>Now – April 8</td>
<td>• Promote position locally and within organization network</td>
<td>• Promote position with IAMNCC network</td>
</tr>
<tr>
<td>2. Screen</td>
<td>April 9 – 14</td>
<td>• Review applications and invite candidates to interview</td>
<td></td>
</tr>
<tr>
<td>3. Interview</td>
<td>April 14 – 21</td>
<td>• Conduct interviews with candidates</td>
<td>• Provide example interview questions &amp; AmeriCorps information</td>
</tr>
<tr>
<td>4. Select</td>
<td>April 23 – 24</td>
<td>• Make final selection of Summer Reading Corps member(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Extend offer to individual(s)</td>
<td></td>
</tr>
<tr>
<td>5. Nominate</td>
<td>May 1</td>
<td>• Complete IAMNCC’s “AmeriCorps Candidate Nomination Form” once applicant has accepted position with finalized PD</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide name, email, &amp; phone number for candidate</td>
<td>• Work with candidate to complete all necessary paperwork</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Prepare to enroll candidate into AmeriCorps leading up the Pre-Service Orientation &amp; Start Date</td>
</tr>
</tbody>
</table>
Individuals must meet the following eligibility requirements:

- Members must be a **United States citizen, a United States national, or a legal permanent resident of the United States**
- Members must be at least **17 years of age or older**
- Members must pass all three criminal history checks (sex offender, state, & FBI)
- Members must have **obtained a high school diploma, GED, or be working to obtain one during their term of service**

**Priority should go to currently enrolled college students at an Iowa & Minnesota Campus Compact member institution.** A list of member institutions can be found on our website.
$2,450* living allowance to be paid every 2 weeks (via IWCC)

$1,289.95 Education Award from the National Service Trust

Professional Development opportunities from IAMNCC

Skill-building & professional development from your organization

Devoting their summer to a cause they care passionately about

* The living allowance could increase! We will notify you as soon as we have more information.
Recruitment Deadline
May 1 – is when all members should be recruited: offers extended & accepted, and background/enrollment paperwork submitted

Service Dates
May 26 – July 25, 2020
June 1 – August 1, 2020
June 8 – August 8, 2020

Pre-Service Orientations
May 16 - Cedar Rapids
May 21 - Des Moines
May 22 - Grinnell

Member Reports
Initial Narrative Report
Mid-Narrative Report
Final Narrative Report

Final Program Report
August 31 - final reports should be submitted by supervisors no later than 8/31/20

PROGRAM TIMELINE:
PHASE 2
<table>
<thead>
<tr>
<th>SUPERVISOR RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECRUIT</strong></td>
</tr>
<tr>
<td>Recruit and interview potential candidates based your organization’s HR policies, select candidates &amp; notify IAMNCC when they accept</td>
</tr>
<tr>
<td><strong>TRAIN</strong></td>
</tr>
<tr>
<td>Orient, train, and introduce AmeriCorps Member to the community</td>
</tr>
<tr>
<td><strong>COMMUNICATE</strong></td>
</tr>
<tr>
<td>Serve as advocate and liaison to host site and AmeriCorps program, when appropriate. Communicate in a timely manner with IAMNCC about any problems or concerns about the member, should any significant issues arise.</td>
</tr>
<tr>
<td><strong>REPORT</strong></td>
</tr>
<tr>
<td>Submit the end-of-term supervisor evaluation (due at least 1 week before the member’s end date) &amp; end of program report (due 8/31/2020).</td>
</tr>
<tr>
<td>Event</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>EFFECTIVE RECRUITMENT STRATEGIES</td>
</tr>
<tr>
<td>CREATING WORKPLANS</td>
</tr>
<tr>
<td>PLANNING AN INTENTIONAL ORIENTATION</td>
</tr>
<tr>
<td>EFFECTIVE SUPERVISION</td>
</tr>
</tbody>
</table>

ADDITIONAL SUPERVISOR TRAININGS
Timesheets are due every two weeks on Mondays.
  - Members submit timesheets and then supervisors approve them.
  - We use OnCorps as our timekeeping system.

Time off should not be reflected in timesheets. Any sick or leave should not be counted in their 300 hours of service.
# ONCORPS TIMEKEEPING

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Member Due Date</th>
<th>Supervisor Due Date (no later than)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 26 – May 30</td>
<td>June 1</td>
<td>June 3</td>
</tr>
<tr>
<td>May 31 – June 15</td>
<td>June 15</td>
<td>June 17</td>
</tr>
<tr>
<td>June 16 – June 27</td>
<td>June 29</td>
<td>July 1</td>
</tr>
<tr>
<td>June 28 – July 11</td>
<td>July 13</td>
<td>July 15</td>
</tr>
<tr>
<td>July 12 – July 25</td>
<td>July 27</td>
<td>July 29</td>
</tr>
<tr>
<td>July 26 – August 8</td>
<td>August 8</td>
<td>August 8</td>
</tr>
</tbody>
</table>

Reminder: Hours should only be submitted during member’s term dates.
Narrative reports are submitted by members only.

These reports help IAMNCC staff better understand the member’s experience in the program and are meant to be reflective.

<table>
<thead>
<tr>
<th>Report</th>
<th>May 26 Start Date</th>
<th>June 1 Start Date</th>
<th>June 8 Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>Monday, June 1</td>
<td>Monday, June 8</td>
<td>Monday, June 15</td>
</tr>
<tr>
<td>Mid</td>
<td>Friday, June 26</td>
<td>Friday, June 26</td>
<td>Friday, July 3</td>
</tr>
<tr>
<td>Final</td>
<td>Monday, July 20</td>
<td>Monday, July 20</td>
<td>Monday, August 3</td>
</tr>
</tbody>
</table>
Program evaluations are required by AmeriCorps for all members. Each evaluation will have a member self-evaluation and a supervisor evaluation of the member.

<table>
<thead>
<tr>
<th>Report</th>
<th>May 26 Start Date</th>
<th>June 1 Start Date</th>
<th>June 8 Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid</td>
<td>Friday, June 26</td>
<td>Friday, June 26</td>
<td>Friday, July 3</td>
</tr>
<tr>
<td>End</td>
<td>Monday, July 20</td>
<td>Monday, July 20</td>
<td>Monday, August 3</td>
</tr>
</tbody>
</table>
Due no later than 8/31/2020

- Site supervisors complete the final report to update IAMNCC on performance measures, program data, and project updates

- Measures:
  - Volunteers
  - Disaster service activities
  - Narratives
FINAL REPORT QUESTIONS

- Total number of individuals that applied to be AmeriCorps members (excluding your selected member(s)).
- Number of volunteers generated by AmeriCorps members*
- Number of hours served by volunteers that the AmeriCorps member generated*
- Please provide additional (brief) context for how your organization verifies the number of ongoing and episodic volunteers reported.*
- Number of AmeriCorps members who participated in disaster services projects*
- Number of local disasters to which AmeriCorps members have responded*
- Individuals affected by disaster receiving assistance from members*
FINAL REPORT QUESTIONS

- Challenges: Please describe any challenges your project has faced.

- Partnership/Collaboration Development: How has your AmeriCorps service project improved your partnership/collaboration with other organizations? Were any new partnerships developed as a result of your AmeriCorps service project?

- Other Accomplishments: Please highlight any accomplishments that occurred as a result of your AmeriCorps service project that you would like to share with the Corporation for National and Community Service.

- Stories: Please share any stories from program beneficiaries, volunteers, or others that you would like to share with the Corporation for National and Community Service.

- Attachments and Links: Please attach any resources (presentations, documents created, etc.) or share links that your AmeriCorps members created to support your projects.
SERVICE TERM & ELEMENTS
PRE-SERVICE ORIENTATION

▪ PSO Dates/Locations
  ▪ May 16 - Cedar Rapids
  ▪ May 21 - Des Moines
  ▪ May 22 - Grinnell (for Grinnell programs only)

▪ Mandatory for all Summer Reading Corps members
  ▪ Supervisors are not required to attend
  ▪ Supervisors should confirm with all applicants that they are available for their site’s selected PSO date
- Civic Awareness = Raising awareness of our identities and lived experiences & of social inequities and structures.
  - Reflecting on & learning about your identities.
  - Research community networks & resources.
- Civic Action = Taking action to be part of a community, either short- or long-term.
  - Volunteering.
  - Participating in/contributing to a community meeting (e.g. town hall, civic dialogue).
- Civic Agency = Using your own Civic Agency to enact social change.
  - Recruiting others to volunteer.
  - Organizing a community meeting (e.g. town hall, civic dialogue).
All AmeriCorps members must complete 3 background checks:
- National Sex Offender Registry
- State Criminal History
- Federal Criminal History (FBI)

The first two (NSOPW & State Check) will be completed by IAMNCC shortly after you nominate your AmeriCorps member.

During the Pre-Service Orientation, IAMNCC staff will fingerprint all AmeriCorps members (except Grinnell’s program) and then send those in to be checked.
Accompaniment and the Accompaniment Log is to be used while background checks are pending when service involves vulnerable populations:

- children aged 17 and younger,
- persons aged 60 and older, or
- individuals with disabilities.

Accompaniment applies to all service/work hours entered while background checks are pending, due to the difficulty in otherwise distinguishing which hours were spent in the presence of vulnerable populations and which were not.

Campus Compact staff will notify the member and site supervisor when all background checks have been cleared and accompaniment is no longer required.

Accompaniment logs will be due bi-weekly on the same schedule as timesheets.
Individuals who meet the following requirements are authorized to accompany an AmeriCorps member:

- A = an authorized Iowa & Minnesota Campus Compact staff member who has previously been cleared for such access
- B = an individual authorized by the nature of their profession to have recurring access to the vulnerable individual(s), such as an education or medical professional
- C = an individual currently serving with the Campus Compact AmeriCorps program who has cleared all required checks
### ACCOMPANIMENT LOG

**AMERICORPS MEMBER:** ________________________________  **SERVICE SITE:** ________________________________

**DATES OF ACCOMPANIMENT (MM/DD/YY):** ________________ TO ________________

<table>
<thead>
<tr>
<th>DATE (MM/DD/YY)</th>
<th>START TIME</th>
<th>END TIME</th>
<th>LOCATION OF SERVICE</th>
<th>PRINTED NAME OF ACCOMPAÑER</th>
<th>TITLE OF ACCOMPAÑER</th>
<th>ACCOMPAÑER TYPE (CIRCLE ONE)</th>
<th>SIGNATURE OF ACCOMPAÑER*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>
**TERM DATES**

- Term dates refer to the member’s start & end date.

- These dates are the only dates in which members can serve and count hours towards their 300 hour minimum requirement.

- Service hours cannot be “flexed” before or after a member’s term starts or ends.
TERM DATES

- 6/1/2020 – 8/1/2020
- 6/8/2020 – 8/8/2020
MEMBER OBLIGATIONS

To successfully complete their term of service, AmeriCorps members must:

- Serve a minimum of 300 hours over the 9 weeks of their service term
  - About 34 hours/week
  - We recommend that members serve at least 305-310 hours to ensure that they are never in question for the Education Award
- Submit timesheets every 2 weeks
- Complete program reports
- Complete exit paperwork prior to exiting
- Complete duties and tasks as outlined in their position description
AmeriCorps members must have at least 1 training hour

AmeriCorps members should NOT do any fundraising activities, this includes collecting in-kind donations

AmeriCorps members should NOT serve more than:

- 12 hours/day
- 60 hours/week
- 200 hours/timesheet (every 2 weeks)
- 60 hours of training (for their entire term)
PLANNING YOUR SERVICE TERM (CREATING A WORKPLAN FOR SUCCESS)

HOW TO TELL YOUR STORY & RAISE AWARENESS

NAVIGATING DIFFICULT CONVERSATIONS

TRANSLATING YOUR SERVICE EXPERIENCE

ADDITIONAL MEMBER PROFESSIONAL DEVELOPMENT
## RECAP: PROGRAM TIMELINES

<table>
<thead>
<tr>
<th>Item</th>
<th>May 26 Start</th>
<th>June 1 Start</th>
<th>June 8 Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final PD Due</td>
<td>April 8</td>
<td>April 8</td>
<td>April 8</td>
</tr>
<tr>
<td>Recruitment Deadline</td>
<td>May 1</td>
<td>May 1</td>
<td>May 1</td>
</tr>
<tr>
<td>Pre-Service Orientation</td>
<td>May 16 or 21</td>
<td>May 16 or 21</td>
<td>May 16 or 21</td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
<td><strong>May 26</strong></td>
<td><strong>June 1</strong></td>
<td><strong>June 8</strong></td>
</tr>
<tr>
<td>Initial Member Report</td>
<td>June 1</td>
<td>June 8</td>
<td>June 15</td>
</tr>
<tr>
<td>Mid Member Report</td>
<td>June 26</td>
<td>June 26</td>
<td>July 3</td>
</tr>
<tr>
<td>Mid-Term Evaluation</td>
<td>June 26</td>
<td>June 26</td>
<td>July 3</td>
</tr>
<tr>
<td>Final Member Report</td>
<td>July 20</td>
<td>July 20</td>
<td>August 3</td>
</tr>
<tr>
<td>End-Term Evaluation</td>
<td>July 20</td>
<td>July 20</td>
<td>August 3</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td><strong>July 25</strong></td>
<td><strong>August 1</strong></td>
<td><strong>August 8</strong></td>
</tr>
<tr>
<td>Final Report</td>
<td>August 31</td>
<td>August 31</td>
<td>August 31</td>
</tr>
</tbody>
</table>