Iowa Campus Compact Staff

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Agenda

PROGRAM REVIEW
AMERICORPS SPECIFICS
TIMELINE & NEXT STEPS
PROGRAM REVIEW

Program Structure

- Federal Agency
  - Creates rules & regulations around AmeriCorps projects

- Grant Funder (state level)
  - Determines rules at more local level

- Program Administrator
  - Determines program policies based on program purpose/focus
  - Fiscal host is Iowa Western Community College (IWCC)

How it works...

- AmeriCorps positions are awarded to host site
  - Paid AmeriCorps positions are on IACC payroll
  - Paid positions serve at the host site
  - Unpaid positions can serve on campus, off campus, or both
  - All AmeriCorps positions are supervised by the host site
  - All AmeriCorps positions provide indirect (non-administrative) services to host site or nonprofit partner

- Paid staff positions are on your payroll
  - Costs are reimbursed by IWCC
  - Time dedicated to supervising the members
Program Priorities

- Civic Action Plans
  - All positions will focus on site-level development and/or implementation of a strategic civic plan for organization

- Minimum time positions (300 hours)
  - Leverage student volunteers
  - Campus-community partnerships
  - Student basic needs

Program Outcomes

- Increased college/university capacity to partner with the community
- Increased VCI (volunteer centers of Iowa) capacity to recruit college student volunteers
- Increased civic competency of AmeriCorps members
- Increased total number of beneficiaries served

Performance Measures

Reports will be due semiannually:

- 1/15/21
  - Reporting on 8/1/20 – 12/31/20
- 6/1/21
  - Reporting on 1/1/21 – 5/31/21
- 9/10/21
  - Reporting on 6/1/21 – 8/31/21
- 12/10/21
  - Reporting on 9/1/21 – 11/30/21
Host Site Contributions

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Cost Share</th>
<th>Documenting Local Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Positions</td>
<td>$5,800 ($2,000 prior to start)</td>
<td>1. Personnel Costs, 2. Member housing, 3. Program related costs, or 4. $2,000 additional cost share</td>
</tr>
<tr>
<td>Half Time Positions</td>
<td>$3,800 ($1,400 prior to start)</td>
<td>1. Personnel Costs, 2. Member housing, 3. Program related costs, or 4. $2,000 additional cost share</td>
</tr>
<tr>
<td>Minimum Time Positions</td>
<td>None</td>
<td>1. Personnel Costs, 2. Member housing, 3. Program related costs, or 4. $50 additional cost share</td>
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Program Specifics

Cost Share
- Sites will only be invoiced for sites they recruit
- Cost share will be invoiced quarterly unless the host site requests otherwise
- Main contact for cost share will be Carly Bahnsen

Host Site Agreements
- Will be issued in July
- If you would like it sooner, please let Monique know (mellefson@compact.org)
- Main contact for content questions/revisions is Justin Ellis
Approved Activities

<table>
<thead>
<tr>
<th>Good Indirect Service Activities</th>
<th>Better Capacity Building Activities</th>
<th>Best Sustainable Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post, post results</td>
<td>Develop training curriculum &amp; train-the-trainer program</td>
<td>Recruit a site’s volunteers</td>
</tr>
<tr>
<td>Share direct service providers</td>
<td>Create training materials, develop training manual &amp; train-the-trainer program</td>
<td>Develop forms, volunteer assignments</td>
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<tr>
<td>Coordinate a pilot project</td>
<td>Develop procedures, policies, or replication manual &amp; sustain project</td>
<td>Develop volunteers to perform outreach</td>
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<td>Write press releases</td>
<td>Develop press kits, media database</td>
<td>Secure media partners</td>
</tr>
<tr>
<td>Select fundraising events for specific projects</td>
<td>Develop procedures, systems, or replication manual for sustain project</td>
<td>Secure media partners</td>
</tr>
<tr>
<td>Select task forces &amp; develop coalitions</td>
<td>Develop leadership structure of task force or coalition</td>
<td>Secure development staff</td>
</tr>
<tr>
<td>Conduct outreach</td>
<td>Design brochures, posters</td>
<td>Develop community partners</td>
</tr>
<tr>
<td>Conduct evaluation</td>
<td>Design evaluation tools</td>
<td>Train staff to integrate evaluation</td>
</tr>
</tbody>
</table>

Prohibited Activities

- AmeriCorps members cannot violate AmeriCorps prohibited activities
  - No voter registration efforts
  - No proselytization/religious instruction
  - No abortion activities/referrals
  - No fundraising of federal awards, grants, contracts; no “marketing”
  - No duplicating existing staff or volunteer roles or responsibilities
  - No displacing existing staff or volunteer roles or responsibilities
  - No recruiting volunteers to do any of the above

- MUST build the capacity of your organization or another nonprofit through indirect services
- MUST be project based, not administrative

Eligibility Requirements

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.

These are requirements set by AmeriCorps. Each site can add additional requirements based on position needs but must meet the basic requirements as outlined above.
Key Elements

Position Description

- Pivotal document for AmeriCorps position; required
- Outlines:
  - Service & eligibility requirements
  - Supervisor information
  - Position purpose
  - Service activities
  - Service conditions
  - Service schedule
  - Member benefits
- Must be finalized before you nominate a candidate.
  - Candidates will not be enrolled, or their term started, until the PD has been finalized.

Background Checks

All AmeriCorps candidates are required to complete background checks:
- National Sex Offender check (NSOPW)
  - If a candidate is found to be a sex offender, they are disqualified for AmeriCorps service.
- State background check (DCI)
  - If a candidate has a hit (record), then additional documentation may be required from the member.
- Federal (FBI)
  - Generally, candidates are ineligible for AmeriCorps service if they are convicted of murder, abuse of vulnerable population, or are on some kind of parole.

All checks must be completed before a member can begin service. All checks are done by vendors: Truescreen (NSOPW & state), Fieldprint (FBI).
- Results cannot be shared with sites other than ineligible for service.
- Sites can require candidates to complete additional background checks but must cover the cost.
My AmeriCorps Profile

- All candidates must complete a profile in the CNCS AmeriCorps platform: my.americorps.gov
- This is the portal that members will have access to their education award and AmeriCorps term details

Service Term Dates

- Service Term refers to the dates that your AmeriCorps member is actively serving in the program.
- These dates are the only dates in which members can serve and count hours
  - Full-time members: 11 months; 1700 hours
  - Full-time members: 9 months; 900 hours
  - Minimum-time members: 12 months, 9 months, or 4 months; 300 hours
- Service hours cannot be "flexed" before or after their term starts or ends
  - Specifics:
    - Only returning full-time & half-time members can begin service on 8/17/20.
    - All minimum-time positions cannot start until 9/1/20.

Member Program Orientation

- All members are required to attend a Campus Compact AmeriCorps program orientation hosted by IACC staff members (Isaac, Carly, or Monique)
- Most often, this will occur before their service term starts, which means they cannot count the hour as part of their service
- For minimum-term members, supervisors should plan to attend to answer site-specific questions and ensure that all members receive training.
- Full-time and half-time members’ program orientation is scheduled for: 9/9/20, 10 am – 12 pm (virtual)
- Due to COVID-19, we anticipate that Fall 2020 will be completely virtual. However, if and when possible, we will schedule these in-person.
Member Orientation Topics

AMERICORPS PROHIBITED ACTIVITIES
AMERICORPS BENEFITS
TIMESHEETS & PAYROLL
IAMNCC CIVIC COMPETENCIES
NETWORKING AMONG MEMBERS

Member Obligations

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

- Serve all required hours
- Submit timesheets every 2 weeks
- Complete program reports
- Complete exit paperwork prior to exiting
- Complete duties and tasks as outlined in their position description

Member Training & Support

- We will host regular training opportunities for members, as well as office hours
- A full calendar and/or list of possible topics will be released in August
- Full-time & half-time members will receive additional assistance and will have opportunities to connect with our VISTA members
### Member Supervision

- IACC staff members are NOT supervisors for your AmeriCorps Members

- Host Sites are responsible for supervising their members, meaning they:
  - Check in regularly (weekly or bi-weekly) with members to ensure that things are going well
  - Approve member timesheets & check for accuracy
  - Help IACC staff answer questions
  - Provide feedback and professional development for members
  - Serve as liaison for sub-site supervisor and IACC (if applicable)

### Hour Tracking & Requirements

- Members will track their service hours in OnCorps (online platform)
  - Supervisors must approve hours in OnCorps

- **Federal Holidays**
  - Members are allowed to serve on federal holidays but additional documentation will be required

- **Sick/Vacation Time**
  - Members cannot track any leave taken for sick or vacation in their hours. There is no “PTO” for members

- **Members should expect to serve additional hours beyond the minimum required to protect their education award**
  - Minimum time = 260 – 280 hours
  - Half time = 900 – 930 hours
  - Full time = 1700 – 1770 hours

- **Timesheets are due bi-weekly on Mondays**
  - Supervisors must approve timesheets bi-weekly no later than 48 hours after a member has submitted it (Wednesdays)

- **If 2 timesheets are missing, IACC staff will reach out to the member and supervisor**
  - If 3 timesheets are missing, the member will be automatically removed from the program

- **Timesheets are crucial, especially for paid members (full- and half-time)**
  - IACC staff will send monthly updates on timesheets for your members; you can also access reports in OnCorps if you have questions
Evaluations

- **Mid-term**
  - Required only for full- and half-time members & supervisors
  - Due March 2021

- **End-of-Term**
  - Required for all members
  - Due at least 3 weeks before their end date
  - Supervisor evaluation is REQUIRED for member to receive education award

Program Reports

- **Performance Measure reports are due semesterly**
  - Due 1/15/21:
    - Reporting on 8/15/20 - 12/31/20
    - Due 6/1/21
    - Reporting on 1/1/21 - 5/31/21
  - Due 9/15/21:
    - Reporting on 4/1/21 - 8/31/21
    - Due 12/15/21
    - Reporting on 5/1/21 - 11/30/21
  - Must be submitted by supervisor, not members

Member Reports

- **1 month check-in**
  - All members
  - Online
  - Check on members to see if they are receiving enough support

- **Full-time & half-time members**
  - Bi-monthly narrative reports
  - Online
  - Evaluate member learning & growth

- **Minimum-time members**
  - Semesterly narrative reports (December, April, August, November)
  - Evaluate member learning & growth
Education Award
- Available to member after they successfully complete their term and are exited
- Processed & managed by the Education for Service Trust
- Accessible to members through their My AmeriCorps portal
- IACC staff will provide training to members on how to use their education award
  - Apply to federal loans
  - Apply to tuition
  - Have 7 years after their term ends to use

PROGRAM GOALS

Civic Competencies
- Civic Awareness = Raising awareness of our identities and lived experiences & of social inequities and structures.
  - Research community networks & resources.
  - Reflecting on & learning about your identities.
  - Exposing 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).
Professional Development
- Learn real world skills
- Learn more about their community
- Learn more about the nonprofit sector
- Apply what they learn in the classroom to their service
- How to become an engaged and informed citizen

NEXT STEPS

Supervisor Trainings
- Position Descriptions
  - Tuesday, June 23 at 11 am
  - Zoom: https://zoom.us/j/93147683186
- Recruitment & Nomination
  - Thursday, June 25 at 11:30 am
  - Zoom: https://zoom.us/j/93719947445
- Personnel Time
  - Individual calls with Monique and Justin