

CAMPUS COMPACT AMERICORPS

2020-2021 ORIENTATION AGENDA

PRE-ORIENTATION TRAINING VIDEOS

Prior to your orientation, Iowa Campus Compact staff will send you training videos that dive deeper into specific AmeriCorps topics. Each member is required to watch these videos before their orientation is held.

- Welcome Message from Campus Compact President Andrew Seligsohn
- AmeriCorps Program, Prohibited Activities, & Benefits
- Member Service Agreement & Position Description Overview
 - Minimum time (300 hour) members
 - Full time (1700 hour) & half time (900 hour) members
- OnCorps Platform & Submitting Timesheets

ORIENTATION AGENDA

1. Introductions
 - a. Campus Compact staff
 - b. AmeriCorps members
2. Program Background & Focus
 - a. Campus Compact Mission
 - b. Additional contacts: Corporation for National & Community Service (CNCS), Volunteer Iowa
 - c. Review Civic Competencies learning objectives
3. Member Goals for Program (small group & large group discussions)
4. Review from pre-orientation training videos
 - a. Criminal history disclosure
 - b. Program dates
 - c. Position Description & service activities
 - d. Prohibited activities
 - e. Nonduplication/Nondisplacement
 - f. Member Rights and Responsibilities
 - g. Rules of conduct
 - h. Drug and alcohol policy
 - i. Sexual Harassment/Discrimination
 - j. Suspension/Termination
 - k. Grievance Procedures
 - l. Education Award
 - m. Timesheets
5. Reports
 - a. Program Evaluations: due 60 days after term begins & 30 days before term ends
 - b. Narrative Reports
 - i. Minimum time members: due December 2020, April 2021, July 2021
 - ii. Full & half time members: due bi-monthly
 - c. Mid Term Self-Evaluation (full & half time members only): due March 2021
 - d. End of Service Self-Evaluation: due 15-20 days before term ends
 - e. Future Plans Form (in My AmeriCorps): due by end date
6. Required trainings: OnCorps, Using your Education Award
7. Opportunities
 - a. Communities of Practice
 - b. Civic Action Academy
 - c. Student Leadership Committee
8. Living Allowance & Other Benefits (full time & half time only)
9. Question and answers

MEMBER NAME: _____

ORIENTATION DATE: _____

MEMBER SIGNATURE: _____

DATE SIGNED: _____

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AMERICORPS MEMBER 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.

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.

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:

12. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
13. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
14. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
15. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
16. 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;
17. Seeking donations from alumni of the program for specific service projects being performed by current members.

An AmeriCorps Member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities. AmeriCorps members may not:

18. Raising funds for his/her living allowance; raising funds for an organization's operating expenses or endowment;
19. Write a grant application for funding provided by a federal agency including Corporation for National Community Service grant proposals and AmeriCorps grants.

45 CFR§§ 2520.45 An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities. The grantee must ensure that it does not exceed the limitation on member service hours spent in education and training set forth in 45 CFR§§ 2520.50.

NON-DUPLICATION (program responsibility) 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 (program responsibility) 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.