

APPENDIX K

REQUIRED FORMS AND DOCUMENTATION CHECKLIST

YOU MAY USE PAGE ONE OF THIS DOCUMENT AS A CHECKLIST IN THE MEMBER FILE AS A WAY TO KEEP DOCUMENTATION IN ORDER.

MEMBER FILES

- Signed Member Application
- Signed Enrollment Form
- Signed Member contract which must include the provisional requirements (see Member Contract)
- Documentation of highschool diploma or equivalent.
- W-4 Form
- Documentation NSOPR has been performed prior to service start date.
- Documentation State and/or FBI criminal background has been initiated no later than start date
- Documentation State and/or FBI criminal background check has been authorized by candidate and s/he is aware enrollment is contingent on results.
- Program has verified identity of candidate against a government issued photo ID.
- Parental Consent (if under 18)
- Reasonable Accommodation requests (if applicable)
- Any initiated Grievance Procedures (if applicable)
- Change of Status (i.e. if member has been suspended, reinstated, etc.)
- Childcare and Health care (or waiver) enrollment for full-time members
- Emergency notification form
- Publicity release
- Documentation of decision to withhold or waive Education Award (if applicable)
- Documentation of any disciplinary actions taken (if applicable)
- Documentation of compelling circumstances or cause (if applicable)
- Performance evaluations – 6 months and year end
- End of term (Exit) Service Form with original signatures of member and supervisor

MEMBER CONTRACT (signed) – as stated in the AmeriCorps Provisions

- Service activities - Position Description
- Minimum number service hours required and any other requirements necessary to successfully complete the term of service and to be eligible for the education award
- The amount of the education award the individual may receive upon completion of the terms of service
- Start and End Dates
- Activity performance standards/Acceptable conduct and sanctions for improper conduct
- Prohibited activities
- Requirements of the Drug Free Workplace Act, including your organization's policy.
- Suspension and Termination rules
- Definition of release for cause and compelling circumstance
- CNCS Grievance Procedure
- Reasonable Accommodation Guidelines
- Nondiscrimination and Non-Harassment Policy

The grantee should ensure that the contract is signed before commencement of service so that members are fully aware of their rights and responsibilities.

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MEMBER HANDBOOK

- Copy of their Contract
- Grievance procedure
- Time Sheets (blank)
- Benefits: health care; child care; liability; worker's compensation
- Accommodation Guidelines
- Nondiscrimination and Non-harassment Policy
- Definition for Termination and Suspension
- Prohibited activities
- Drug Free Workplace Act and policies of the organization
- Policy on release for: Armed Forces Reserves; Jury duty; Family Leave; Voting
- Definition of "Compelling Personal Circumstances" and Release for Cause
- Education Award materials and information on forbearance/interest accrual/deferment
- Safety Plan/Procedures
- Contact Information for ServeWyoming Staff and Commission
- Alumni and My AmeriCorps Portal websites (www.americorpsalums.org and <https://my.americorps.gov/mp/login.do>)
- Training Plan
- Job Description

HOST SITE SUPERVISOR HANDBOOK-IF NECESSARY

- Current member contract
- Member application
- Member publicity release form
- Member emergency contact form
- Team safety plan
- Member position descriptions
- Member reporting forms
- Current member handbook
- Grievance Procedure
- Member evaluation forms
- Health care materials
- Orientation Agenda for Supervisors
- Orientation Agendas for Members
- Training Schedule
- Supervisor Handbook
- Recruitment Materials
- Member Placement List
- List of members enrolled for child care reimbursement
- AmeriCorps Program Staff Position Descriptions
- Site Contracts
- Sample Time logs for members
- Monitoring or site-visit guidelines
- Memorandum of Understanding/Contract between organizations

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DOCUMENTS TO MAKE AVAILABLE TO SERVE WYOMING :

- Orientation/Training Agenda for Supervisors
- Orientation/Training Agendas for Members
- Orientation/Training Agendas for Host Sites
- Supervisor Handbook-can be viewed at site visit
- Member Placement List w/emails
- List of full-time members enrolled for child care reimbursement
- AmeriCorps Program Staff Position Descriptions
- Sample Time logs for members
- Grantee Logos