

2015 ICAP Supervisor Orientation

Friday, August 7 | 10am – 11:30am

- Agenda
 - Introductions
 - 2014-15 Reminders
 - 2015-16 Program Orientation
 - Program Timeline
 - Recruitment/Enrollment
 - Term of Service
 - Exiting
 - Reports
 - 2016-19 ICAP Grant

Purpose

- The purpose of this orientation is to give you to necessary knowledge and tools to be successful in managing your ICAP members in the 2015-16 program year.

Introductions

- Name
- Campus
- Title
- What do you hope to accomplish with ICAP members during 2015-16?

2014-15 reminders

- End of Term Impact Reports
 - Reporting 9/1 to 9/30
 - Due: 10/9 (changed from 10/24)
 - Submit: <http://iowacollegeamericorps.weebly.com/final-impact-report.html>
- Program Closeout
 - Program Ends 10/31
 - All members will be exited on 11/30 regardless of if IACC receives their paperwork.

Reflection

- Review
 - Final impact reports are due 10/9
 - All members must be exited by 11/30
- Preview
 - Next year's timeline
- Big View
 - Final impact report results are submitted directly to CNCS & ICVS! They demonstrate our program's success!

Timeline

Timeline

- 8/7/15 – Supervisor orientation
- 8/7/15– Member Service Agreement available
- 9/1/15 – Program Start/ Pre-survey collection starts
- 9/1/15 –Pre-survey collection ends
- 4/1/16 – Midterm Impact Report Due/Post-survey collection starts
- 6/30/16 – Last possible day to enroll a member
- 8/31/16 – Post-survey collection ends
- 8/31/16 – Program End
- 10/15/16 – Final Impact Report Due
- 10/31/16 – Program Extension Period
- 11/30/16 – Last possible day to exit a member

Justin's schedule

- Out of town
 - Friday, September 4
 - Mid to late October
 - We're having a baby!
 - Emily will be taking over ICAP tasks during this time.

Reflection

- Review
 - A full and detailed timeline is available on the ICAP website
 - Pre/post surveys can be disseminated at a different timeline if it makes sense for your program.
- Preview
 - Recruitment & enrollment process updates!
- Big View
 - The timeline is based upon the program's deadline to submit reports to CNCS/ICVS!

Recruitment/Enrollment

Expectations

- Members
- Service Sites
- Supervisors
- Non-displacement

Member Requirements

- Age (17+)
- Education
 - High school diploma or equivalent
- Citizenship
 - U.S. Citizen or US national or a lawful permanent resident alien of the US
- Background Checks
 - Pass all background checks
- College student at your institution

Service Site Requirements

- Service Sites **must** be a
 - 501(c)3 Nonprofit *or*
 - Government Agency *and*
 - In the state of Iowa

- Service Site **cannot** be a
 - 501(c)4 organization that engages in lobbying *or a*
 - for-profit organization *or*
 - Out of the state of Iowa

Supervisor Requirements

- Recruit at least 90% of your requested positions
- Retain at least 90% of your requested positions
- Maintain copies of your member's records
- Monitor service hours and member activities
- Assist your members in the completion of all enrollment, background check, and exit paperwork
- Ensure your members/program are in compliance with AmeriCorps regulations
- Maintain regular communication with your members
- Maintain regular communication with IACC

Supervisor Requirements

- You are not required to submit original documentation.
 - However, you may submit original documentation to IACC.
 - Digital documents must be submitted in PDF format.

Non-Displacement Requirements

(1) Nondisplacement:

- 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 ICAP Member assistance.
- An organization may not displace a volunteer by using a participant in a program receiving ICAP Member assistance.
- A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- A participant in a program receiving ICAP Member 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.
- 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.
- 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.

Reflection

- Review
 - AmeriCorps includes minimum requirements for members and service sites
 - Members cannot displace paid or unpaid staff efforts at a service site
- Preview
 - Background checks!
- Big View
 - IACC view's service site and member management as the host site's responsibility.

Background Checks

- Checks Performed
 - NSPOW
 - State of Iowa
 - FBI
 - Citizenship
- Policy
- Process

Checks Performed

- **NSPOW**

- Sex offender check
- IACC Completes w/ member's government issued ID
- Must be completed prior to start of service

- **State of Iowa**

- Member completes paperwork
- IACC completes check w/ completed paperwork

- **FBI**

- Member completes paperwork/fingerprinting
- Supervisor sends completed fingerprint cards to DCI

- **Citizenship**

- Member completes paperwork via my.americorps.gov
- CNCS completes check

Policy

All background check documents must be received by IACC no later than 3 business days prior to the member's first day of service.

Why?

- Provides IACC enough time to complete process prior to start
- Avoids having to document accompaniment.
- Initiates the enrollment process.

Policy

Evaluating a member's background check results

- I look for ...
 - Did the member complete all of their forms and provide a gov't issued ID?
 - Is the applicant a sex offender?
 - Has the member murdered someone?
- In the event a record returns that does not include the above (e.g., DUI, public intox) I will reach out to you to discuss the situation.
 - Does the member's background effect their service in any way?
 - If so, should the member be removed from the program?

Process

- **NSOPW (Sex offender)**
 - Completed by IACC
- **State of Iowa Check**
 - Paperwork completed by Member
 - Check completed by IACC
- **FBI Background Check (if necessary)**
 - Recurring access determination made by supervisor
 - Paperwork completed by the Member
 - Fingerprints completed by Member/Local authority
 - IACC reimburses for cost of fingerprinting
 - Fingerprint card sent to DCI with billing form by Supervisor
 - IACC receives check results from DCI
- **Citizenship**
 - Completed by CNCS

Process

- **Recurring Access to vulnerable populations** is defined as:
 - Vulnerable populations:
 - Children 17 years of age or younger, to persons age 60 or older, or to individuals with disabilities
 - Recurring Access:
 - “the ability on more than one occasion to approach, observe, or communicate with, an individual, through physical proximity or other means, including but not limited to, electronic or telephonic communication.”
 - Episodic Access:
 - not a regular, scheduled, and anticipated component of an individual’s service activities
- Supervisor / community partner makes this determination

Reflection

- Review
 - Background check documents are due 3 business days prior to the member's start.
 - A member's start date will be amended by IACC if forms are not completed or received by the above deadline!
 - You can email forms to IACC! We don't need the originals!
- Preview
 - The member application/agreement/position description
- Big View
 - Background checks must be completed by very specific deadlines!

Application

- Enrollment Process
- Backup Processes

Enrollment Process

Your members **must** provide a correct & active email address!

Enrollment Process

New requirement by CNCS as a result of programs not submitting demographic data.

1. IACC receives background check documents.
2. IACC completes background checks and approves member
3. IACC invites member via email to serve in ICAP via my.americorps.gov
4. Member completes and submits application on my.americorps.gov
5. IACC enrolls member and sends confirmation to member/supervisor

Backup Processes

- If a member is physically unable to complete the online form then ...
 1. Document why they are unable to complete the online form
 2. Complete and submit the paper AmeriCorps Application to IACC
- Criteria set by CNCS
 - Member must experience technological limitations that make it impossible or extremely burdensome to complete their own enrollment and exit forms in the Portal.
 - Technological limitations would include lack of internet access or an individual with low computer literacy skills that cannot be addressed through training or technical assistance.

Backup Processes

- Member submits an application to IACC's position on my.americorps.gov
 - Application ID: 57528
 - <https://my.americorps.gov/mp/listing/viewListing.do?id=57528>
- In this scenario the member will need to
 - Complete a full AmeriCorps application
 - Submit two references
 - Select & submit an application to ICAP

Reflection

- Review
 - Your members need to check their email for an invitation to complete an online application to ICAP
 - IACC needs to see the member's agreement before the member can be enrolled
- Preview
 - The agreement/position descriptions/member duties
- Big View
 - This is a BIG change for our program! However, it allows us more flexibility to submit documents digitally.

Agreement

- Deadline
- Changes

Deadline

- SIGN

- The agreement must be signed **on or before** the member's first day of service.

- SEND

- The agreement must be received no later than **30 calendar days** from the member's first day of service.
- Send it via email! IACC does not need the original copies. All documents must be in PDF format.
- A member will not be officially enrolled into the program until IACC has received the member's agreement.

Position Description

- Member Duties
 - Volunteer Recruiter
 - Volunteer Manager
 - Capacity Specialist
 - ICAP Leader
- Form
- Campus Development vs. Service Site

Member Duties

- Volunteer Recruiter
 - Actively recruits students or community members into volunteer positions, but generally does not provide additional support to volunteers.
- Volunteer Manager
 - They actively recruit volunteers and manage volunteer activities.
- Capacity Specialist
 - They utilize knowledge from their academic background and apply those highly sought after skills to improve the capacity of a community partner.
- ICAP Leader
 - Provides students with the opportunity to serve as a leader.

Form

Go to form.

Campus Development vs. Service Site

* Campus development sites are opportunities for members to provide capacity building services directly to the community through a campus program or department and not through an existing non-profit or government agency. A campus development site may or may not work with a nonprofit or government agency.

Reflection

- Review
 - A member can have up to three services sites.
 - We anticipate most members to be Volunteer Managers.
 - You can use your office or a student group as a service site.
 - Member duties are meant to be the floor, not the ceiling.
- Preview
 - Expectations during a member's term of service
- Big View
 - The position description is meant to document where the member is serving and what types of service they are providing.

Term of Service

Expectations

- Communication
- Prohibited Activities
- Amendments
- Trainings
- Branding

Communication

- Early Exit
 - WHEN? Within 3 business days
 - HOW? Email is preferred, but phone is acceptable
 - WHO? Prefer an email from the member to you or IACC
- Violating Agreement
 - WHEN? ASAP
 - HOW? Email is preferred, but phone is acceptable
 - WHO? Prefer an email from you with description and action steps
- Grievance
 - WHEN? ASAP
 - HOW? Must be made in writing to standards outline in the agreement
 - WHO? Member must submit to IACC

Prohibited Activities

While charging time to the AmeriCorps Program, accumulating service or training hours, or otherwise performing activities supported by the program or the Corporation for National and Community Service, **the member may not engage in the following prohibited activities:**

Attempt to influence legislation;

1. Organize or engage in protests, petitions, boycotts, or strikes;
2. Assist, promote or deter union organizing;
3. Impair existing contracts for services or collective bargaining agreements;
4. Participate in, or endorse, events or activities which are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
5. Engage in religious instruction, conduct worship services, provide instruction as part of a Program that includes mandatory religious instruction or worship, construct or operate facilities devoted to religious instruction or worship, maintain facilities primarily or inherently devoted to religious instruction or worship; or engage in any form of religious proselytization;

Prohibited Activities

6. Provide a direct benefit to a for-profit entity, labor union, partisan political organization, an organization engaged in the religious activities described in the preceding subclause;
7. Any other activities as the Corporation determines will be prohibited, upon notice to Iowa Campus Compact;
8. Engage in partisan political activities or other activities designed to influence the outcome of an election to any public office.
9. Provide support to a non-profit entity that fails to comply with restrictions related to 501(c)(3) status
10. Assist in voter registration drives;
11. Raise funds for his/her living allowance;
12. Raise funds for program operating expenses or endowment;
13. Write grant applications for CNCS grants, including AmeriCorps grants;
14. Write grant applications for funding provided by other federal agencies;
15. Provide abortion referrals or services.

Fundraising Activities

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:

Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;

1. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
2. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
3. 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;
4. Seeking donations from alumni of the program for specific service projects being performed by current members.

[ICAP Fundraising Guidelines](#)

Reflection

- Review
 - You and your members are the first level to ensure service sites are complying with AmeriCorps regulations
 - Communication deadlines are based on CNCS requirements
- Preview
 - Amendments!
- Big View
 - It is essential that host sites maintain lines of communication with IACC.

Amendments

- Add/Remove Service Sites
 - What form?
 - Position Description Amendment Form
 - When to use?
 - Service site isn't providing enough service hours
 - Service site isn't providing valuable service experiences
 - When to complete?
 - Notify IACC as soon as possible
 - Ideally within 3 business days of change
 - How to complete?
 - Send the completed document to IACC, Digital Copies are accepted.

Amendments

- Extend/Shorten a member's term of service
 - What form?
 - Term Amendment Form
 - When to use?
 - Member wants to exit earlier than anticipated with their full award
 - Member needs to extend their term to complete their service
 - When to complete?
 - Notify IACC as soon as possible
 - Ideally within 3 business days of change
 - How to complete?
 - Send the completed document to IACC, Digital Copies are accepted.

Trainings

Go to form.

Trainings

- We expect you to provide opportunities for your members to complete all of their required trainings.
- We encourage you to use group meetings as opportunities to complete AmeriCorps trainings.
- ICAP members can develop and lead required AmeriCorps training topics!

Trainings

- Professional Development
 - Members can and are encouraged to complete professional development activities.
 - Members must inform their supervisors if they are completing professional development activities.
 - Members and supervisors do not need to submit additional documentation if completing professional development activities. However, members are encouraged to record this information on their timesheets.

Reflection

- Review
 - You and your members are the first level to ensure service sites are complying with AmeriCorps regulations
 - Communication deadlines are based on CNCS requirements
 - The civic engagement performance measure will be tracked on the training form.
- Preview
 - Amendments!
- Big View
 - It is essential that host sites maintain lines of communication with IACC.

Branding

- AmeriCorps requires all programs and host sites to display an AmeriCorps sign.
- ICAP has some signs available on the [ICAP website](#).
- You can make your own sign by using the AmeriCorps or ICAP logo!

Branding

- Challenge!
- Take a group photo with your ICAP members and send it to IACC or share it on social media!
- Include the AmeriCorps logo!



Timesheets

- Tutorials
- Expectations
- Categories
- Common Problems

Tutorials

- Enrollment tutorial is available on the ICAP website
 - <http://iowacollegeamericorps.weebly.com/iowagrants-enrollment.html>
- The Supervisor tutorial is available on the ICAP website
 - <http://iowacollegeamericorps.weebly.com/supervisor-tutorial.html>

Expectations

- Members submit timesheets by the 5th of each month
- Supervisors approve timesheets by the 10th of each month
- Members serve on their last day of service
- Members serve at least one hour per month
- Members do not exceed the following
 - 14 hours per day
 - 60 hours per week
 - 200 hours per month
 - 20% hours on training
 - 10% hours on fundraising
- Members should report their time to the nearest 15 minute increment:
 - 1 hour = 1.0
 - 45 minutes = 0.75
 - ½ Hour = 0.5
 - 15 minutes = 0.25

Categories

- Direct Service
 - Everything but Training or Fundraising
- Training
 - Summer ICAP orientation
 - Onsite orientation
- Fundraising
 - Direct fundraising in support of a specific program
 - General fundraising is not allowed by AmeriCorps

Common problems

- Training hours are not recorded
- Training hours are recorded but are actually direct service
- Members record more hours than they are allowed in a day/week/month
 - 14 hours per day
 - 60 hours per week
 - 200 hours per month
- ~~● What's written in the comment section is either prohibited or is service performed at a site other than the member's service sites~~

Common problems

- Comment's section guidelines
 - Members should list the total hours by service site as listed on their position description in the bottom most comment section.
 - Members should also list the total hours and type of training they completed in this field.
 - Members should also briefly describe any fundraising activities and the corresponding service site if they performed if listing fundraising hours.
- Example
 - 3.25 hours – Iowa Campus Compact
 - 15.0 hours – Civic Engagement Office
 - 3.5 Training hours – Program Orientation & Leadership Webinar
 - 4.0 Fundraising hours – Wrote MLK Day grant for Iowa Campus Compact

Reflection

- Review
 - Review and approve/correct timesheets prior to the 10th of each month.
 - Compare timesheets to guidelines available on the ICAP website
 - IACC will conduct monthly reviews of timesheets to provide you & your member's with regular feedback.
- Preview
 - Performance measures!
- Big View
 - Timesheets are becoming an increasingly important element of ICVS/CNCS's compliance checks and audits. As a result, IACC is going to put into place more checks and reviews of timesheets to ensure everyone is knowledgeable of standards and best practices.

Performance Measures

- Logic Model
- Definitions
- Goals
- Tools
- Performance Measures by Duties
- Reports
- Pre/Post Surveys

Project Resources	Core Project Components	Evidence of Project Implementation and Participation	Evidence of Change		
Inputs	Activities	Outputs	Outcomes		
			Short-Term	Medium-Term	Long-Term
What we invest (# and type of AmeriCorps members)	What we do	Direct products from program activities	Changes in knowledge, skills, attitudes, opinions	Changes in behavior or action that result from participants' new knowledge	Meaningful changes, often in their condition or status in life
<ul style="list-style-type: none"> 145 Minimum Time members 25 Quarter Time members Student Volunteers Community Volunteers Coordinating Service Events Training Volunteers on Program Tasks Capacity Building and Volunteer Management Training 	Recruit Volunteers	Number of recruited volunteers	Increase in partnership quality as reported by Organizations	Increase in the number of organizations returning to receive ICAP members	Organizations have developed a sustainable pipeline of community or student volunteers to meet program needs
		Number of volunteer hours	Increase in attitude that more volunteers will be recruited to their organization	Recruited student volunteers are more likely to return to volunteer at an organization	
		Percent of recruited volunteers serving more than one hour	Increase in attitude that volunteers will be better prepared to volunteer at the organization	Number of volunteers serving at the organization is sustainable to the organization's need.	
		Percent of recruited volunteers serving at more than one event			
	Manage Volunteers	Number of managed volunteers	Increase in attitude that more student volunteers will volunteer for 6-month or longer projects	Increase in the amount of volunteer management services adopted	
			Increase in attitude that volunteers will be managed more effectively		
	Provide Specialty Capacity Building services	Number of organizations receiving specialty capacity building services	Increase in attitude toward organization's capacity to perform effectively	Increase in organizational support toward area in which capacity services were built	
Type of specialty capacity building services being provided		Increase organization's attitude in evaluating ICAP member performance			
					Organizations are able to provide more or better services to their communities

Definitions

Go to website:

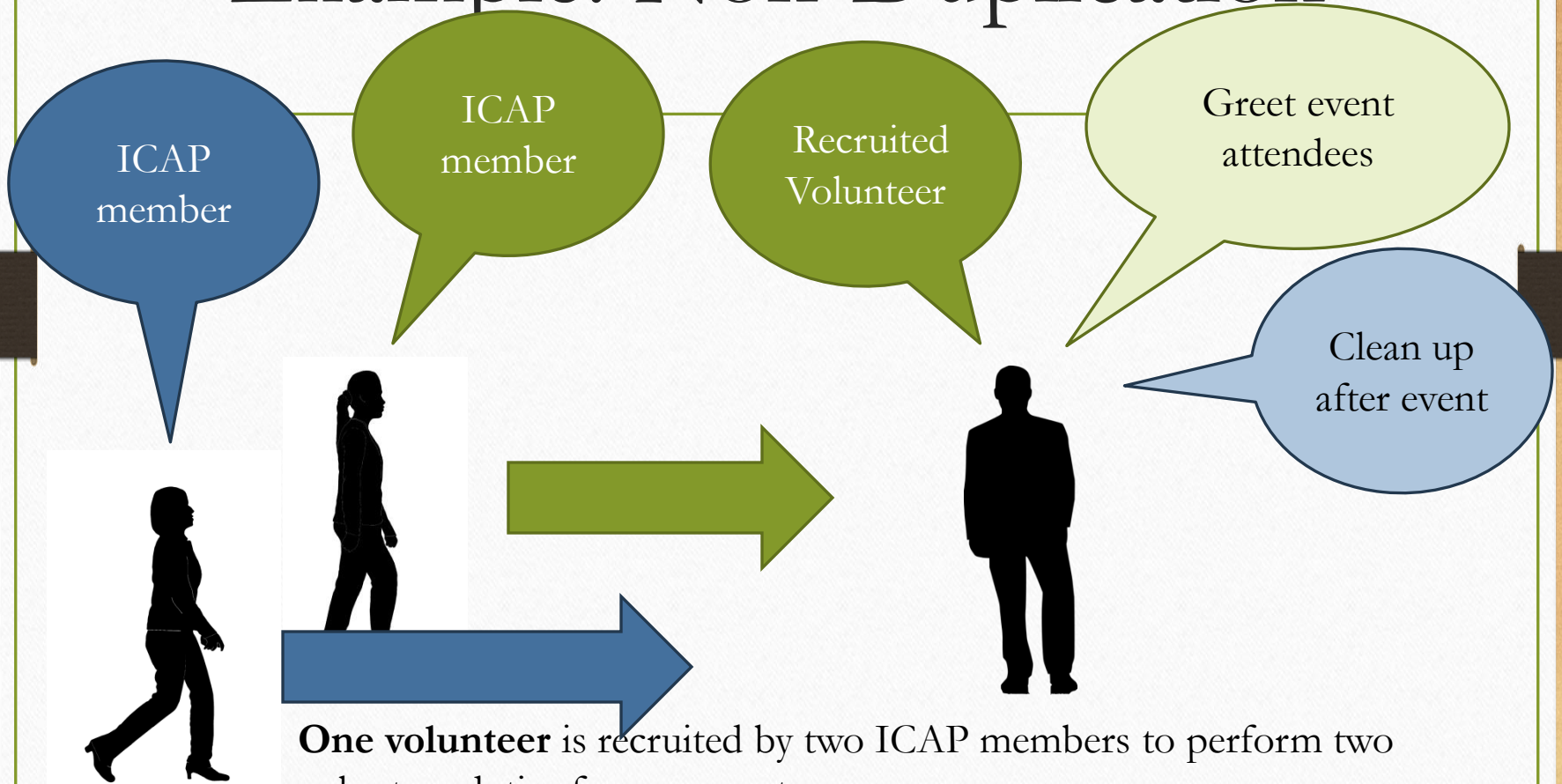
<http://iowacollegeamericorps.weebly.com/definitions.html>

Example: Non-Duplication



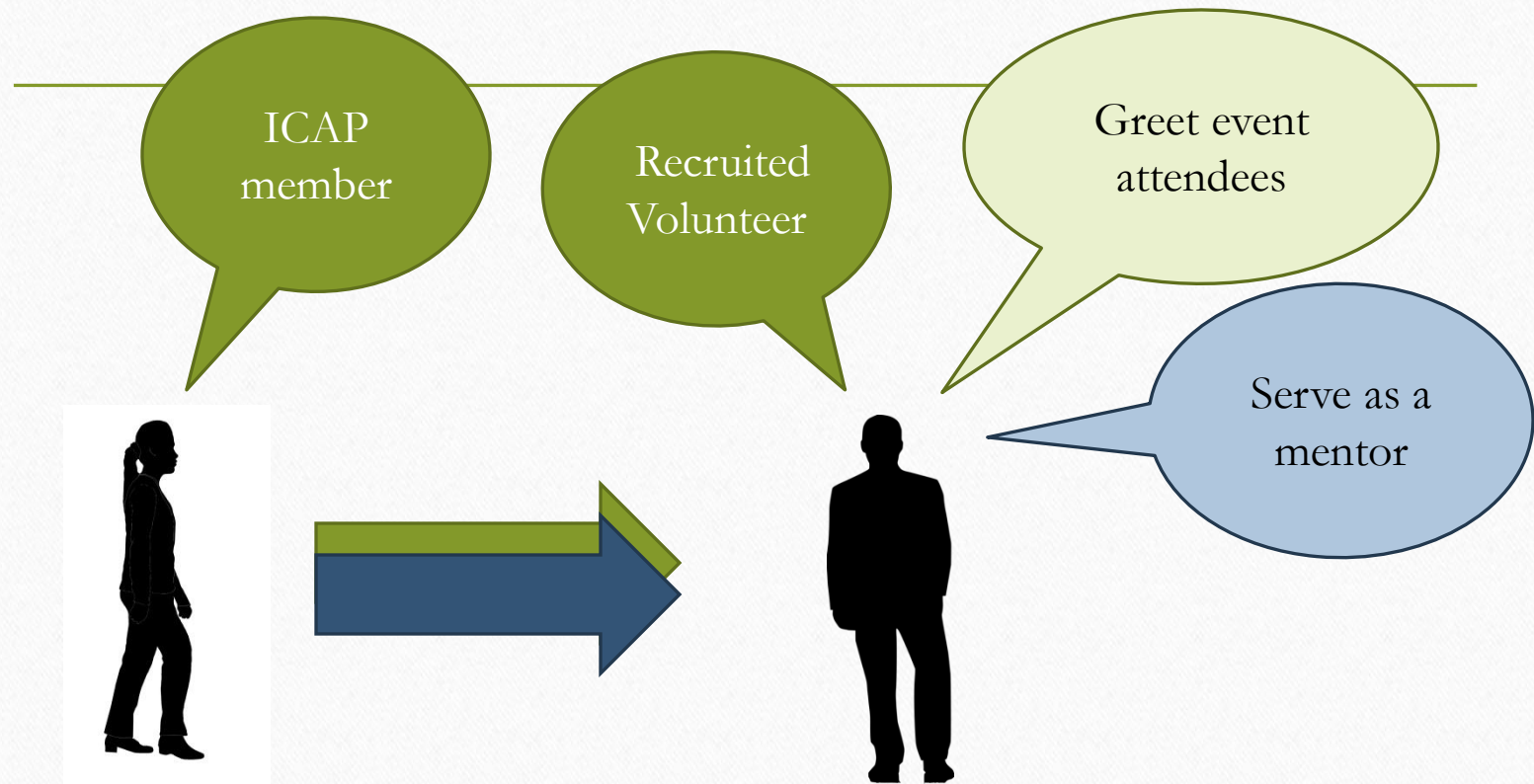
One volunteer is recruited to perform two volunteer duties for one event.

Example: Non-Duplication



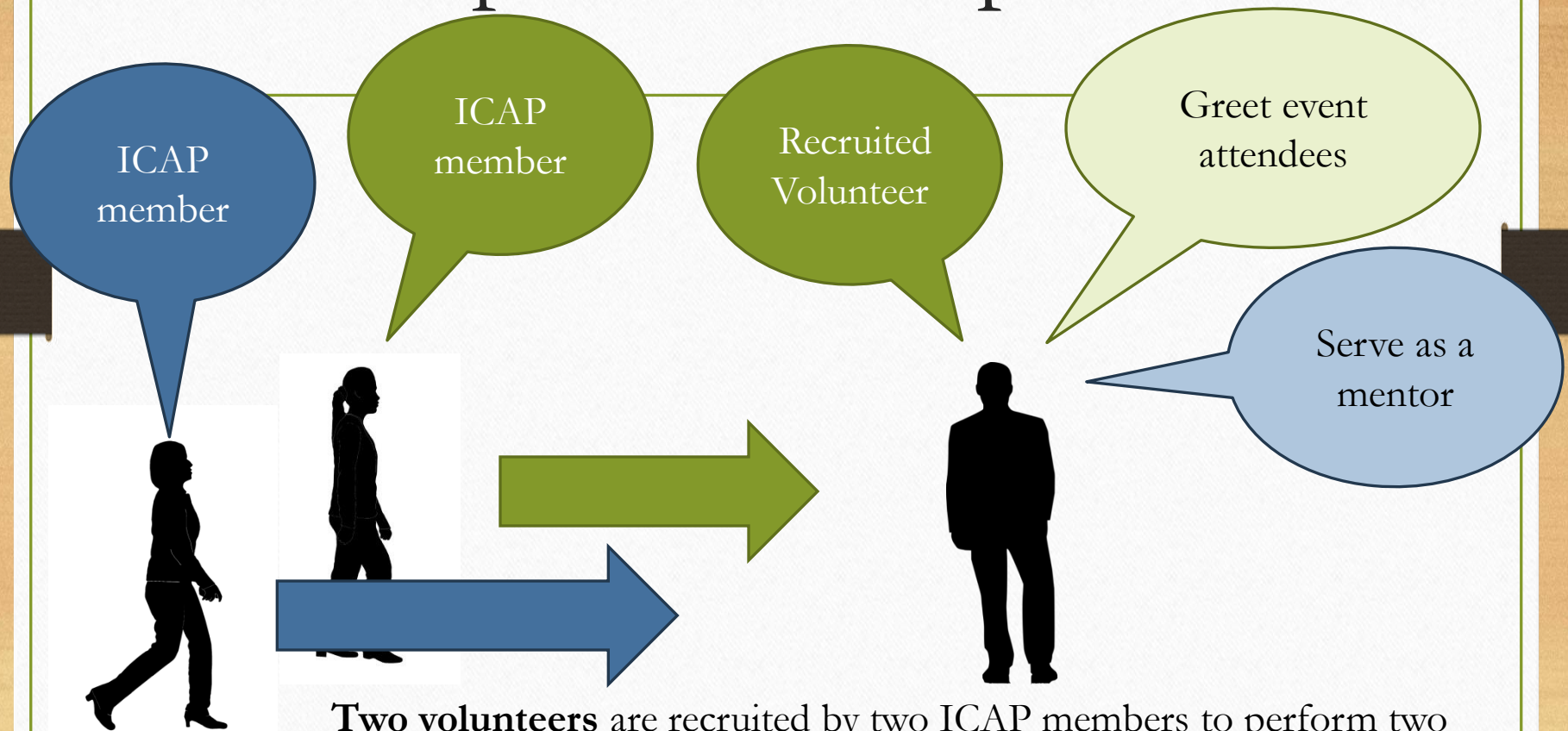
One volunteer is recruited by two ICAP members to perform two volunteer duties for one event.

Example: Non-Duplication



Two volunteers are recruited by one ICAP member to perform two volunteer duties for two separate events.

Example: Non-Duplication



Two volunteers are recruited by two ICAP members to perform two separate volunteer duties.

Example: Non-Duplication

**A volunteer can be counted as
being recruited AND managed.**

Goals

Item	Goal
Number of recruited volunteers	2,040
Number of managed volunteers	680
Number of hours served by volunteers	33,000
Organizations receiving capacity support	200
Organizations receiving volunteer management services	24

Tools

Go to form

Performance Measure by Duties

- **Capacity Specialist**
 - The member successfully completes 1 service project
 - Collects pre/post survey
- **Volunteer Recruiter**
 - Records all Capacity Specialist performance measures *and*
 - Recruits 10 volunteers
 - Volunteers serve at least 1 hour
- **Volunteer Manager**
 - Records all Volunteer Recruit performance measures *and*
 - Manages at least 4 volunteers

Performance Measure by Duties

- **Performance measures are not cumulative across positions**
 - A student who serves as a volunteer recruiter and a volunteer manager is only responsible for recruiting a minimum of 10 volunteers, not 20.
- **Performance measures are additive across positions**
 - A student who serves as a volunteer recruiter and a volunteer manager is responsible for recruiting a minimum of 10 volunteers and managing 4 volunteers.
- **All members are expected to record all performance measure data.**
 - A capacity specialist who recruits/manages volunteers must provide those performance measures.

Reports

Where do I submit reports?

ICAP Website under the Reports tab

<http://iowacollegeamericorps.weebly.com/>

When do I submit reports?

Midterm is due 4/1/16

Reporting from 9/1 to 3/31

End of term is due 10/15/16

Reporting from 9/1 to 8/31

Final is due 11/30/16

Reporting from 9/1 to 10/31

Pre/Post Survey

What is the survey?

- *Pre-survey* measures the capacity of service sites.
- *Post-Survey* measures the impact of the ICAP members.

Who completes the survey?

- All service sites listed on your members' position description form should complete the surveys.
- Members are responsible for collecting and submitting responses to IACC.

When should the surveys be collected?

- We suggest *pre-surveys* are collected no later than November 1.
- *Post-surveys* are collected in the member's last 30 days of service.

Pre/Post Survey

Where do find the survey?

- ICAP website
 - <http://iowacollegeamericorps.weebly.com/service-site-survey.html>
- Go to survey

Pre/Post Survey

Expectations

- Members are responsible for disseminating, collecting, and submitting responses to both surveys.
- Supervisors are responsible for coordinating the successful completion of all surveys.
- If a service site is receiving support from more than one member, then the service site only needs to complete one survey.

Guidelines

- The pre survey should be completed within the first 30 days of the member's service.
- The post survey should be completed in the final 30 days of the last member's service.
- If a service site is receiving member support that overlaps between two program years, then the post survey should be completed before August 31.

Pre/Post Survey

Go to report

Reflection

- Review
 - IACC is developing performance measure trainings and tools for your members.
 - The survey is an essential tool to collect performance measures and evaluation data!
 - We can customize the evaluation report results for your community.
- Preview
 - Exiting a member.
- Big View
 - Performance measures and the results of the surveys are a direct reflection of the success of this grant.

Exiting Term of Service

Exiting ICAP

- Expectations
- Process
- Evaluation
- Exiting Early
- Re-enrolling

Expectations

- Communication
 - Notify IACC within 3 business days of a member's intent to exit early
 - Notify IACC ASAP if you believe a member has left the program without notifying you
- Timesheets
 - Member has completed and submitted timesheets through their exit date.
 - Supervisor has approved all timesheets.

Process

- IACC will open the member's exit application 45 days from their exit date
- Please notify IACC if a member will be exiting earlier than anticipated
- The member must complete the application online
- This form must be completed within 30 days from their last day of service

If a member fails to complete this application their forfeit their education award and all future opportunities to serve in AmeriCorps.

Evaluations

- Program Evaluation (new!)
- Member Evaluation*
- Supervisor Evaluation*

*If a member and/or supervisor fails to complete an evaluation then the member or the program may be held responsible for repaying grant costs and/or the education award amount.

Exiting Early

- Full award
 - Suggested Process
 - Complete a term amendment form
 - Submit this form with the member's exit packet
- Compelling Circumstances
 - are “those that are beyond the participants control”
 - Must submit supporting documentation
- Cause
 - Anything that isn't compelling
- Necessary Paperwork
 - Exit Early Packet
 - My.AmeriCorps.gov exit application

Re-enrolling

- Members typically exit earlier than anticipated
 - Suggested Process
 - Complete a term amendment form
 - Submit this form with the member's exit packet
 - Member submits ICAP exit packet
- Member re-enrolls
 - Completes new my.AmeriCorps application
 - Signs the following
 - Member Service Agreement
 - Orientation Agenda
 - Position Description Form

Reflection

- Review
 - A member must complete his/her exit application no later than 30 days from exiting in order to successfully exit from the program
 - You must complete an evaluation of the member in order for him/her to successfully exit the program
 - Exiting for cause is not necessarily bad! Exiting with an unsatisfactory performance is VERY bad!
- Preview
 - Reports
- Big View
 - You're relationship with your members is an important step in helping the member successfully exit.

Reports

Reports

- Google Drive
- Mail Chimp

Reflection

- Review
 - Your members should expect a lot of communication from iowacollegeamericorps@gmail.com
 - The google drive report is a great tool to help you easily evaluate your member's success.
- Preview
 - The next grant!
- Big View
 - Reports are designed to ensure everyone is knowledgeable about program requirements.

The Next Grant

ICAP 2016-19

- Anticipated Program Expansion: 170 to 225
 - Campus ICAP: 195
 - 300 hour – 160 (from 145)
 - 450 hour – 35 (from 25)
 - Community ICAP: 30
 - 300 hour – 15 (from 0 to 25)
 - 450 hour – 15 (from 0)

ICAP 2016-19

- ICAP Host Site Performance Standards
 - **Why does IACC need performance standards?**
 - Increase understanding and accountability between all ICAP host sites and IACC's commitment to AmeriCorps regulations
 - **How will they be developed and rolled out?**
 - Standards will be developed and finalized over the 2015-16 program year
 - Standards will include goals and minimum standards.
 - Example: Retention – Goal: 90%; Minimum Standard: 25%
 - **When will the performance standards take effect?**
 - Standards will take effect in the 2016 – 17 program year.
 - **What will happen if a host site falls below the standards?**
 - IACC will work with the host site supervisor to develop and implement an action plan.

ICAP 2016-19

- Evaluation Plan
 - **Why does ICAP need an evaluation plan?**
 - CNCS is requiring all competitive grants to submit an evaluation plan. The plan must be enacted over the course of the 3 year grant.
 - **How will the evaluation plan be developed?**
 - IACC will use the logic model and service site pre/post surveys developed in 2014-15 as the tools and foundation for the evaluation.
 - **What will the evaluation measure?**
 - The evaluation is focused on process more than outcomes. We are measuring the impact ICAP members have on their service sites as reported by their service site. We are also assessing if returning service sites experience any changes in capacity during their time as an ICAP service site.

ICAP 2016-19

- Evaluation Plan
 - **How will the results of this survey be used?**
 - IACC has developed reports that you can share with your partners.
 - IACC is also required to write and submit an evaluation report to CNCS with our next grant in 2019. The report is a critical piece to the AmeriCorps grant process. Without your help, IACC cannot write a complete report!
 - **What can I do to help?**
 - Ensure your service sites complete the pre/post survey! CNCS is requiring us to document if and how our program is successful beyond collecting performance measures.

Reflection

- Review
 - ICAP is growing!
 - Performance standards are meant to ensure all host sites (community and campus) are meeting essential AmeriCorps requirements.
- Preview
 - Justin's contact info!
- Big View
 - ICAP in 2016-19 will be very similar to 2015-16. I don't anticipate any significant changes for a long time.

Done!

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