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| Instructions |
| **ICAP Campus Supervisor** |
| * Please coordinate the distribution of the pre & post surveys. If more than one member will be serving at a service site, then assign one member to complete the survey process.   + We suggest that each service site only complete the sections which evaluate the services they are receiving. Such as, if your members are only providing Communications services to an organization, then do not ask the organization to complete the other sections (Volunteer Management, Community Based Research, etc.). * Help your members track the completion of surveys. * Maintain original copies of the survey and submit scanned copies to IACC. We suggest you submit it along with the member’s exit packet. |
| **ICAP Member** |
| * Meet with your service site supervisor in order to complete the survey. * Your service site should only complete the survey for the specific intervention you are using.   + Community Engagement Intervention: Download Survey   + Organizational Development Intervention: Download Survey   + Program Development Intervention: Download Survey   + Volunteer Management Intervention: Download Survey * Provide your service site supervisor with a copy of the survey. * Ask your supervisor to complete the “**Pre-Survey**” section of the survey **early in your AmeriCorps term**. We suggest within **the first two weeks of service.** * Ask your supervisor to complete the “**Post-Survey**” section of the survey **late in your AmeriCorps term**. We suggest within **the last two weeks of service**. * Thank your supervisor for helping you to complete this performance measure. * When your supervisor has completed both survey’s, please return your survey to your campus supervisor.   + You can also send a scanned copy to [IowaCollegeAmeriCorps@gmail.com](mailto:IowaCollegeAmeriCorps@gmail.com). * Complete this for each of your service sites as listed on your Position Description. |
| **Technical Assistance** |
| Questions or concerns regarding the survey can be directed to Justin Ellis at [jellis@iwcc.edu](mailto:jellis@iwcc.edu) or 515-235-4681. |