**PLEASE KEEP THIS DOCUMENT! IT WILL HELP YOU TRACK YOUR SUCCESS TOWARD COMPLETING THE PROGRAM!**

The list is a basic overview of your term requirements and should not be used to evaluate the great work you are doing in your community. Please contact your campus supervisor and service sites for your day-to-day requirements.

|  |  |
| --- | --- |
| **Name** |  |
| **OnCorps username** |  | **Password** |  |
| **My.americorps.gov username** |  | **Password** |  |
| **Background Check Documents** |
| ⬜ | Copy of Member’s Government Issued ID |
| ⬜ | Background Check Acknowledgement Form completed, signed, and dated |
| ⬜ | State of Iowa Background Check Waiver Form completed, signed, and dated |
| ⬜ | Federal Background Check Form completed, signed, and dated |
| ⬜ | FBI fingerprint card completed |
| **Enrollment Documents** |
| ⬜ | Enroll in AmeriCorps by completing the National Service Trust Enrollment Form **(my.AmeriCorps.gov)** |
| ⬜ | Enroll in the OnCorps system |
| ⬜ | Member Contact Information |
| ⬜ | Member Service Agreement completed, signed, and dated |
| ⬜ | Position Description(s) |
| ⬜ | Orientation Agenda signed and dated |
| **Timesheet Requirements** |
| ⬜ | You have not recorded hours prior to your start date |
| ⬜ | You have not recorded hours after your end date |
| ⬜ | All timesheets are submitted and approved |
| ⬜ | You have served at least 300 or 1700 allowable service hours * IACC suggests at least 330 or 1770 hours should hours be retroactively disallowed
 |
| ⬜ | You have recorded at least 1 training hour (preferably more) |
| ⬜ | You have not exceeded the 10% fundraising hours maximum |
| ⬜ | You have not exceeded the 20% training hours maximum |
| ⬜ | You have not recorded more than 12 hours in a single day, 120 hours in a timekeeping period, or 200 hours in a single month |
| **Performance Measure Requirements** |
| ⬜ | You have completed your monthly progress reports (FT members only) https://iacampuscompact.formstack.com/forms/americorps |
| ⬜ | You have completed your mid-term progress report (PT members only) https://iacampuscompact.formstack.com/forms/americorps |
| ⬜ | You have submitted your performance measures to your supervisor |
| ⬜ | You have collected all pre-surveys from your service sites or a plan exists to collect the survey on your behalf |
| ⬜ | You have collected all post-surveys from your service sites or a plan exists to collect the survey on your behalf |
| **Early Exit Paperwork (if applicable)** |
| ⬜ | You have completed the early exit packet (includes all documents in the exit packet) |
| ⬜ | If necessary, you have included compelling circumstance documentation |
| **Exit Paperwork sent to IACC no later than 7 days from your exit date** |
| ⬜ | National Trust Exit Form (via my.americorps.gov) |
| ⬜ | End-of-term progress report (https://iacampuscompact.formstack.com/forms/americorps) |
| ⬜ | Mid Term Self-evaluation (FT members only) | 🡸🡸 Iowa Campus Compact **MUST** receive these documents 🡸 in order for you to receive your education award.🡸🡸 |
| ⬜ | Mid Term Supervisor evaluation (FT members only) |
| ⬜ | End of Term Self-evaluation |
| ⬜ | End of Term Supervisor evaluation |
| ⬜ | You have completed your Member Training Certification Form |