|  |  |
| --- | --- |
| Name |  |
|  | |
| Host Site |  |

Request

Start Date: \_\_\_ / \_\_\_ / \_\_\_\_\_\_

Current End Date: \_\_\_ / \_\_\_ / \_\_\_\_\_\_

Requested End Date: \_\_\_ / \_\_\_ / \_\_\_\_\_\_

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| --- |
| Reason for request |
| Please indicate compelling circumstances to extend your term of service.   * Participant’s disability to serious illness * Disability, serious illness, or death of family member that results in completing a term unreasonably difficult or impossible * Conditions attributed to the program (such as closure or lack of funding) * Relocation of a spouse * Natural disaster * Military service obligations * Other circumstances or situations beyond the member’s control. Please describe below. |
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* I have attached supporting documentation of my compelling personal circumstance.
* I understand that completing and submitting this form is not a guarantee that my request will be granted.

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| --- | --- | --- |
|  |  |  |
| Member Signature |  | Date |

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|  |  |  |
| Host Site Supervisor Signature |  | Date |

1.1 GENERAL REQUIREMENTS. Any requests to make amendments to the member service agreement must be conveyed in writing, signed and dated by the member and the host site supervisor. The member must also be given a copy of the amendment request for their files.

1.2 EXTENSIONS. Only in the case of compelling personal circumstances may a member’s service agreement be extended beyond the original end date, via a written and signed term amendment form. The program must issue a member service agreement amendment to ensure that the member is covered by a service agreement that is in effect, but the extended service period must be no longer than 12 months. The compelling personal circumstances must be documented in the member file in a timely fashion.

1.3 TIMELY SUBMISSION. Your request must be submitted in a timely, reasonable fashion from the point at which the compelling personal circumstance will potentially or actually effect your term of service.

1.4 COMPELLING PERSONAL CIRCUMSTANCE.

Compelling personal circumstances include:

1. Those that are beyond the participant's control, such as, but not limited to:
   1. A participant's disability or serious illness;
   2. Disability, serious illness, or death of a participant's family member if this makes completing a term unreasonably difficult or impossible; or
   3. Conditions attributable to the program or otherwise unforeseeable and beyond the participant's control, such as a natural disaster, a strike, relocation of a spouse, or the nonrenewal or premature closing of a project or program, that make completing a term unreasonably difficult or impossible;
2. Those that the Corporation, has for public policy reasons, determined as such, including:
   1. Military service obligations; or
   2. Acceptance by a participant of an opportunity to make the transition from welfare to work;

Compelling personal circumstances do not include leaving a program:

1. To enroll in school;
2. To obtain employment; or
3. Because of dissatisfaction with the program.

1.5 PRIOR APPROVAL. Iowa Campus Compact is required to seek the Iowa Commission on Volunteer Service’s approval for all term amendments. IACC must submit all requests prior to the member’s existing end date.