Iowa College AmeriCorps Program

Host/Service Site Supervisor Orientation

Introductions

- Name
- Institution
- How will your ICAP members support your Civic Action Plan?

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Grant management, financial management, compliance

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Member management, data collection, member trainings

Agenda

- Background
- Updates from 2017
- Host site requirements
- Supervisor Requirements
- Member requirements
- Onboarding/exiting
- Program Deadlines

AmeriCorps (nationalservice.gov)

Corporation for National and Community Service

- AmeriCorps
  - AmeriCorps State/National
  - AmeriCorps VISTA (Summer VISTA)
  - AmeriCorps NCCC

- Senior Corps
  - Foster Grandparents
  - Senior Companions
  - RSVP

- Volunteer Generation Fund

Volunteer Iowa (volunteeriowa.org)

- Des Moines, Iowa
- State agency that awards AmeriCorps funding to nonprofits

What separates an AmeriCorps position from a volunteer position?

- Duties are project based
- Members must meet minimum requirements
- Members receive financial benefits
- Duties are tied to federal statute

Theory of Change

Problem	Inputs	Activities	Outputs	Outcomes	Long term Outcome
Iowa nonprofits cannot meet the increased demand for their direct services. Communities may view their nonprofits as having large budgets, but in reality the organization depends on effective and reliable volunteers to support direct service programs.	Campus based positions	• Program development • Volunteer coordination	Number of campuses completing Civic Action Plans (12)	Number of ICAP host sites that monitor their progress in improving toward the goals identified in their Civic Action Plan with the assistance of Iowa College AmeriCorps Program members (8)	Organizations improve their capacity and are able to provide more or better direct services to their communities. And/Or Beneficiaries receive more or better direct services.
	Community based positions	• Community Engagement • Program Development • Organizational Development • Volunteer Coordination	Number of organizations receiving capacity building support (25)	Number of organizations reporting that capacity building activities provided by ICAP members have helped to make the organization more effective (20)	

Updates from 2017

- Members citizenship is verified BEFORE members can start
- Position Description Templates
- Performance Measure Changes (no pre-survey)
- Day of Service funding available
- Summer Reading Corps as an option for students
- New staff position
- Press release or public announcement of the award/project/student success/project outcomes
- Civic Action Academy is required

Host Site Obligations

- Member orientations should be led by IACC staff
- Assist IACC in providing community partner orientations
- Release members from service for Day of Service, Civic Action Academy, Midwest Campus Compact Conference
- Placement sites are public organizations not solely focused on advocacy and lobbying
- Member performance issues are communicated to IACC in a timely manner (see agreement for specific timelines)

Prohibited Activities

"While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

a. Attempting to influence legislation;

b. Organizing or engaging in protests, petitions, boycotts, or strikes;

c. Assisting, promoting, or deterring union organizing;

d. Impairing existing contracts for services or collective bargaining agreements;

e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;

Prohibited Activities

h. Providing a direct benefit to—

i. A business organized for profit;

ii. A labor union;

iii. A partisan political organization;

iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

v. An organization engaged in the religious activities described in paragraph g. above, unless CNCS assistance is not used to support those religious activities;

i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;

j. Providing abortion services or referrals for receipt of such services; and

k. Such other activities as CNCS may prohibit."

Prohibited Activities

"AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so."

When do restrictions apply?

- During any work or service hours that are funded by the AmeriCorps grant (CNCS and grantee share)
  - Includes ICAP host site supervisor personnel time
- Applies to personnel listed in the approved AmeriCorps program grant budget and AmeriCorps members listed in section 2 of the approved AmeriCorps program grant budget (as shown in eGrants)
  - Includes all ICAP members, ICAP staff (Ryan & Justin)
- Also applies to community volunteers recruited and managed by AmeriCorps members

When do restrictions not apply?

✓The prohibited activities apply to time that is charged to the AmeriCorps grant (for personnel and AmeriCorps members). The restrictions do not apply to activities conducted during personal time.

✓Individuals are free to exercise their rights as citizens when not charging staff or AmeriCorps member time to the AmeriCorps grant.

Word of caution.

- However, individuals must not wear AmeriCorps gear during personal time or display the AmeriCorps or CNCS logo in the course of conducting personal business. Members of the national and community service field must always be sure to avoid even the "appearance of impropriety."

Campus Compact

Consequences

- For the AmeriCorps member:
  - loss of position
  - education award

- For Iowa Campus Compact:
  - disallowed costs
  - repayment of costs (including ed awards)
  - loss of grant

- For the Host Site
  - Repayment of costs (see Article 17.2 of host site agreement)

- For the field of national and community service
  - loss of public trust, funding

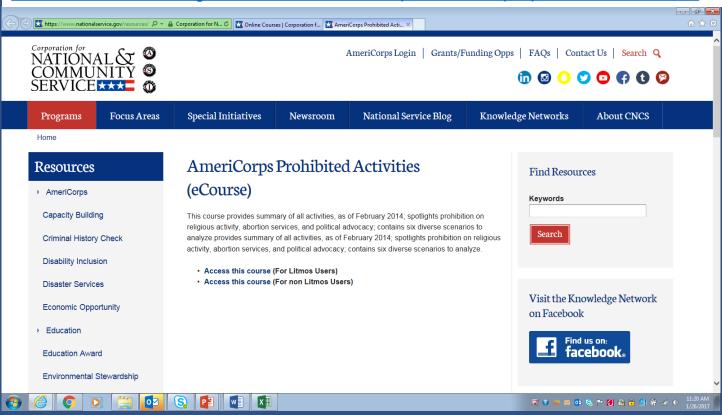- For our communities:
  - loss of opportunities
  - loss of help

Monitoring

- If you think a member is doing prohibited activities, contact IACC.
- If a member is doing prohibited activities as a part of their service then ..
  - IACC or ICVS will help determine if the activities are actually prohibited.
  - If necessary, IACC will help identify which service hours are prohibited and help the member remove the hours from their timesheet.
  - IACC and the host site should develop a plan to ensure the member is able to complete their term of service.

Learn more

www.nationalservice.gov/resources/americorps/americorps-prohibited-activities

Supervisor Obligations

- Timesheets are approved within 4 days of submission
- Reports are submitted by the established deadlines
- Assist IACC in completing enrollment forms
- Assist IACC in completing FBI fingerprint cards
- Communicate with Volunteer Iowa as needed (online focus groups)

Reporting

- Quarterly Performance Reports
- Civic Action Plan Report (Opens in April through Oct)
  - Campuses without a plan do not complete this report
- Full time members – Monthly narrative report
- Part time members – mid-term narrative report
- Member evaluations
  - Full time: January and end of term
  - Part time: end of term
- Financial documentation
  - As it is received
  - Timesheets are due by the 5th of each month

Host Site Benefits

- Administration support
  - IACC will facilitate:
    - Part-time member orientations
    - Member trainings
    - Monitoring of member timesheets
    - Review of member position descriptions
  - Other support to help your campus host the program
    - Consultation
    - Outreach
    - Recruitment support
- Financial benefits
  - Day of Service Funding
  - ICAA travel support for ICAP members

Part-Time Member Benefits

- Professional development and networking opportunities provided by Iowa Campus Compact
- Upon successful completion of the full term of service, the Member will receive an education award of $1,230.69, from the National Service Trust. The Member understands that his/her failure to disclose to the program any history of having been released for cause from another AmeriCorps program will render the Member ineligible to receive the education award.
- If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay a portion of the interest that accrued on the loan during the term of service according to hours served.
- IACC will provide in-person and online professional development opportunities to the member. The member may also request reimbursement for up to $75 for allowable professional development opportunities approved by their host site supervisor.
- IACC will reimburse up to $50 in allowable travel funds and $75 of the member's registration fee to attend the Iowa Civic Action Academy on November 3-4, 2017 in Des Moines, Iowa.

Full-Time Member Benefits

- A living stipend paid out bi-monthly from Iowa Western Community College totaling $15,000 over 11 calendar months.

- Full health insurance coverage through Iowa Western Community College

- $1000 Professional Development budget

- Additional professional development and networking opportunities

- Upon successful completion of the full term of service, the Member will receive an education award of $5,815, from the National Service Trust. The Member understands that his/her failure to disclose to the program any history of having been released for cause from another AmeriCorps program will render the Member ineligible to receive the education award.

- If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay a portion of the interest that accrued on the loan during the term of service according to hours served.

- Child-care benefits are contingent on having a child under 13, meeting an income threshold, needing child-care assistance to complete the AmeriCorps term of service, and having a financial need to pay necessary child-care expenses. More information can be found at http://www.americorpschildcare.com/.

- IACC will reimburse up to $50 in allowable travel funds and $75 of the member's registration fee to attend the Iowa Civic Action Academy on November 3-4, 2017 in Des Moines, Iowa.

Relationship with Volunteer Iowa

- Volunteer Iowa wants to have a relationship with ICAP staff, host sites, and members
- They want to learn about your experience and identify gaps in knowledge in order to help IACC run a better program
- Ways they may connect with you or your members
  - Site visits
  - Member surveys
  - Supervisor online email focus groups

Program Evaluation

- Capacity survey
  - Sent to community partner sites who have had ICAP members for at least two consecutive program years
  - IACC to administer the survey unless other arrangements are made
- Member positions, benefits, term lengths working for you?
  - Positions – full time, part time, other (450 hour, 1200 hour)?
  - Benefits – Living allowance, professional development, etc.
  - Term lengths
    - 11 month Full time – 8 month, 12 month, other?
    - 4, 8, 12 month part time – 6 month, 10 month, other?

Enrollment Process

- ALL background checks being initiated and ran
- IWCC Paperwork(Full-Time)
- Position Descriptions(due 5 days before member start)
- ICAP program and policies
- Member Agreement completion
- OnCorps timesheet tutorial
- MyAmeriCorps account set-up (prior to start)
- Upcoming training events

Exit Process

Exit Paperwork

• End of Term Self-evaluation

• End of Term Supervisor evaluation

National Trust Exit Form(MyAmeriCorps)

Mid-Term Narratives(Minimum-time members)

Mid-Term Evaluation(Full-Time members)

Mid-Term Supervisor evaluation(Full-Time members)

Member Training Certification Form

Site Visits

3 Focus Areas

- Building Connections
  - With members, supervisors, & service sites
- Grant Monitoring & Compliance
  - Activities/duties, member enrollment/exit and timesheet concerns
- Recognition
  - Pictures of members in action(during events or days of service), recording of stories(focus group)

Site Visits and Monthly Communication

Full-Time Member Site Visits

- Personal
- Professional
- Site Environment
- Work
- Follow-Up

Full-Time Member Communication

- Weekly Emails
  - IACC News
  - Professional Development Opportunities
  - CNCS News
  - Regional Opportunities/Events
    - VISTA Connection
- Monthly Phone 1:1s

Campus Compact

Training Topics

Required for all New members
- OnCorps Training(Orientation)
- Using your Ed Award

Required for ALL members
- Capacity Building & Volunteer Management
- Communication
- Civic Engagement Training
- Life After AmeriCorps
- Disaster Preparedness(if service is more than 4 months)

Training Opportunities(IACC Provided)

In-person trainings
- August @ IACC
- November 9, 10 (ICAA @ Drake University)
- February, Location/Date TBD
- May 2019, Engaged Campus Awards (Des Moines, IA)
- May 30 – 31, Midwest Conference (Minneapolis, MN)

Other options
- On campus training from IACC

Program Deadlines

All reports must be submitted using the online Formstack reporting system.

ITEM	REPORTING TIMELINE	DATE DUE
Position Description	8/1/18 - 10/31/19	5 business days prior to position start
Performance Measure Report	8/1/18 – 10/31/18	Friday, November 9, 2018
Performance Measure Report	11/1/18 – 1/31/19	Friday, February 8, 2019
Performance Measure Report	2/1/19 – 4/30/19	Friday, May 10, 2019
Performance Measure Report	5/1/19 – 7/31/19	Friday, August 9, 2019
Performance Measure Report	8/1/19 – 10/31/19	15 days after your last member exits
Civic Action Plan Report	8/1/18 – 5/31/19	Friday, June 28, 2019
Midterm Evaluations (full time only)	8/1/18 – 1/31/19	Friday, February 8, 2019
Monthly Full Time Narrative	8/1/18 – 7/31/19	First working Friday of each month
Mid-Term Part Time Narrative	Varies	Varies
Financial Claims	8/1/18 – 7/31/19	First ten working days of each month

Next trainings

All trainings available here:
http://iowacollegeamericorps.weebly.com/supervisor-trainings.html

August 9, 2018
2 pm   Position Descriptions
2:30 pm   Performance Measures

August 10, 2018   1 pm Timekeeping

August 13, 2018   1 pm Financial