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.

|  |  |  |
| --- | --- | --- |
| **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 IowaGrants.gov 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 | |

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

Please indicate which exit early option you would like to pursue. Your selection results in your certification of the items located the right of the checkbox.

|  |  |
| --- | --- |
| * Successful completion ahead of schedule | **The member understands that they**   1. have completed all term requirements. |
| * Cause | **The member understands that they**   1. will be exited early from ICAP for cause. 2. must notify all future AmeriCorps programs that they have been exited for cause. 3. understand that they will not receive an education award for their term of service. |
| * Compelling Circumstance | **The member understands that they**   1. will be exited early from ICAP because of a compelling personal circumstance. 2. understand that by completing this form they are requesting to exit early for a compelling personal circumstance and that their request may be denied resulting in an exit for cause. 3. understand that in order to successfully exit for compelling circumstance I **must** provide additional documentation to support my request (e.g., doctor’s note, supporting emails). |
| Please indicate compelling circumstances:   * 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. | |
|  | |
|  | |
|  | |
|  | |
|  | |

* I have attached supporting documentation of my compelling personal circumstance, if applicable.
* I understand that completing and submitting this form is not a guarantee that my request will be granted.

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

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

1.1 MEMBER EXITS. AmeriCorps members may be exited from the program because they have successfully completed their term, because they must terminate their service early due to a compelling personal circumstance, or because they terminate their service early for cause. The exit status of a member determines whether he or she earns an education award and affects his/her eligibility for future AmeriCorps service.

1.2 PROGRAM REQUIREMENTS. Completion of all programmatic forms (including evaluations, timesheets, exit forms, etc.) is a member requirement for successful completion of a term of service, including exits for compelling personal circumstances. Members who do not provide their forms within 20 days of their last day of service will be denied a Segal Education Award. It is recommended that host sites inform members of this at the beginning of their term as a way to encourage timely submission of forms from members.

1.3 SUCCESSFUL COMPLETION. Members agree to serve for a certain period of time AND to complete a minimum number of hours (1700 or 300) during that time period. Members who fulfill these requirements, serving satisfactorily, are exited from the program with a full education award.

1.4 EVALUATIONS. Full time members must receive a midterm and end-of-term evaluation of their service. Part time members must receive an end-of-term evaluation of their service.

1.5 SATISFACTORY PERFORMANCE. The Member’s eligibility for future terms of service will be based on an end of term evaluation of the Member’s performance focusing on factors such as whether the Member has: completed the required number of hours; satisfactorily completed assignments, tasks, or programs; met any other criteria that were clearly communicated, both orally and in writing. Members released early from service for disciplinary action are not eligible for future terms of service.

1.6 PRIOR APPROVAL. Iowa Campus Compact is required to notify ICVS of all member terminations from their service prior to the expected end date for any reason. IACC is also required to notify ICVS of all members who exit on time, but do not receive all of their education award. IACC cannot terminate a member early from their term of service without prior approval from ICVS.

1.7 SUCCESSFUL COMPLETION AHEAD OF SCHEDULE. Host sites may have members who complete assignments and reach the minimum hourly requirement in advance of the originally agreed upon service end date (i.e. in less time than described on the member service agreement). Although not encouraged, members may request to be exited earlier than anticipated, but only slightly in advance of the original service end date. The member, site supervisor, program director, and ICVS must all agree to the new end date.

1.8 EXITING EARLY AND THE LIVING ALLOWANCE. Full time members will earn a portion of the living allowance based on the portion of the service term that was successfully completed. For instance, a full time member that has an 11-month term of service and completes the term of service (with prior approval approval) in ten months will provide the member 10/11 of the living allowance. The member is eligible for the full value of the education award (if he/she performed satisfactorily and met the goals of his/her term of service).

1.9 APPROVAL AND DOCUMENTATION OF SUCCESSFUL COMPLETION AHEAD OF SCHEDULE. Host sites must notify IACC of circumstances in which they plan to exit a member successfully, but in advance of the end date agreed upon in the Member Service Agreement. IACC is required to seek prior approval from ICVS for all early exits from the program. All other standard exit steps should then be completed.

1.10 EXITING WITH A 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.

1.11 PRORATED EDUCATION AWARD. Members released for compelling personal circumstances qualify for a pro-rated education award if they have served at least 15% of the service term and have been performing satisfactorily. Members must also clearly communicate with the program regarding the circumstances necessitating an exit for compelling personal reasons and must follow up with program requests for documentation and completion of other exit procedures.

1.12 EXITING FOR CAUSE. Members are released for cause if they do not successfully complete their term of service, for any reason that does not qualify as a compelling personal circumstance. All members who complete less than 15% of their term of service will be released for cause. Members exited early for cause are not eligible for an education award.

1.13 APPROVAL AND DOCUMENTATION OF EARLY MEMBER EXIT. Iowa Campus Compact is required to notify ICVS of all member terminations from their service prior to the expected end date for any reason. IACC is also required to notify ICVS of all members who exit on time, but do not receive all of their education award. IACC cannot terminate a member early from their term of service without prior approval from ICVS.

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

AmeriCorps member development is an important goal of ICAP.Without honest feedback, members and site supervisors are unable to make improvements to enhance their performance and their experience. Performance evaluations are intended to be a mutual exchange of information, enabling members to progress toward their optimal performance potential.

I feel that in general I …

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | | Agree | | | Disagree | | | Strongly Disagree | | | NA |
| Professionalism |  | | | | | | | | | | | |
| Was able to serve with limited supervision | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Professionally interacted with students, clients, and/or staff | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Regularly and consistently showed up on time | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Responsibility |  | | | | | | | | | | | |
| Set priorities, anticipated needs, and avoided schedule conflicts | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Followed through on tasks and projects | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Had a high level of attention to detail | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Regularly and consistently complete tasks on time | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Performance |  | | | | | | | | | | | |
| Made significant improvements to programs and/or successfully sustained current programs | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Was able to focus on a specific project or program | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Was genuinely interested in serving at my organization | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |

|  |  |  |
| --- | --- | --- |
| Have you met performance requirements communicated both orally and in writing at the beginning of your term of service? | * Yes | * No |
| Have you completed all required service hours? | * Yes | * No |
| Have you satisfactorily completed assignments, tasks, or projects? | * Yes | * No |

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

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

I feel that in general this ICAP member …

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | | Agree | | | Disagree | | | Strongly Disagree | | | NA |
| Professionalism |  | | | | | | | | | | | |
| Was able to serve with limited supervision | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Professionally interacted with students, clients, and/or staff | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Regularly and consistently showed up on time | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Responsibility |  | | | | | | | | | | | |
| Set priorities, anticipated needs, and avoided schedule conflicts | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Followed through on tasks and projects | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Had a high level of attention to detail | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Regularly and consistently complete tasks on time | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Performance |  | | | | | | | | | | | |
| Made significant improvements to programs and/or successfully sustained current programs | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Was able to focus on a specific project or program | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |
| Was genuinely interested in serving at my organization | 7 | 6 | | 5 | 4 | | 3 | 2 | | 1 | 0 | |

|  |  |  |
| --- | --- | --- |
| Has the member met performance requirements communicated both orally and in writing at the beginning of your term of service? | * Yes | * No |
| Has the member completed all required service hours? | * Yes | * No |
| Has this member satisfactorily completed assignments, tasks, or projects? | * Yes | * No |
| An unsatisfactory performance results in the member losing their education award AND being unable to enroll in any future AmeriCorps program, including but not limited to ICAP, AmeriCorps VISTA, AmeriCorps State/National Programs, and NCCC. | | |
| **Reason for unsatisfactory performance, if applicable.** | | |
|  | | |
|  | | |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Supervisor Signature |  | Date |