



YASC

Exit Paperwork Checklist

Directions: Use this checklist to ensure you have completed all of your exit paperwork. As always, we recommend that you make copies of all paperwork for your records before submitting.

Please send all of your exit paperwork, including this checklist, to YASC Program office within 2 weeks of the day you complete your service hours.

To receive your Education Award, you must complete all program requirements & send completed signed, original exit packet into JMGF: 931 North Last Chance Gulch, Suite 2 Helena MT 59601

Name (print): _____

School Name: _____

Service Site: _____

Remember:

Please complete the exit packet *only after* you have completed all your service hours, the volunteer recruitment, and have turned in the volunteer survey

Required Exit paperwork to complete and submit to JMGF

- ✓ This Checklist
- AmeriCorps Member End of Service Survey (*requires Member Signature*)
- AmeriCorps CNCS Exit Form (*requires Member Signature*)
- Member Development Plan-Part 2 (*requires Member Signature*)
- 1 Great Story (*1-2 paragraph summary of a highlight you experienced related to your service*)
- Community Volunteer Survey (*one for each volunteer you recruited...get this done yet?*)
- Your Final Time Sheet (s)
- Two skill assessments (*one at start of service, second one is last item in this packet*)

Thank you & congratulations on completing service with Young Adult Service Corps!