



## JMGF AmeriCorps

## 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 the JMGF Program office within 2 weeks of the day you complete your service hours.*

**You must complete all service activities and paperwork in order to receive your Education Award.**

Member Name (print): \_\_\_\_\_

School Name: \_\_\_\_\_

Service Site: \_\_\_\_\_ Last date of Service: \_\_\_\_\_

### **A. Required Exit paperwork to complete and submit to the JMGF Program Office**

- This Checklist
- AmeriCorps Member End of Service Evaluation (*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*)
- Your Final Time Sheet (s)

### **B. As part of your Term of Service you agreed to complete one of the following activities. Please check the box below that describes which activity you completed.**

- Completed two leadership modules and submitted them to the JMGF AmeriCorps office.
- Wrote a 1-2 page paper on the role, history and/or function of National Service and completed one leadership module.

**Thank you and congratulations on completing your Service with JMGF AmeriCorps!**