



To: School Administrators, Principals, Teachers, Counselors, Executive Directors & Program Coordinators

From: Sarah R. Sadowski, Young Adult Service Corps (YASC) Program Director

Re: AmeriCorps Education Award Opportunity for Montana's young adults!

Warm Greetings,

This letter announces the opportunity for high school students and recent graduates in Montana to earn a \$1,175 Education Award through local volunteer service with AmeriCorps! We welcome your participation in the Young Adult Service Corps (YASC). YASC is an AmeriCorps program sponsored by Jobs for Montana's Graduates Foundation (JMGF) via the Montana Governor's Office of Community Service.

Jobs for Montana's Graduates Foundation (JMGF) is a non-profit organization established to develop and support programs to help young people stay in school and become productive members of our communities. One method for achieving our mission is to provide young adults the opportunity to engage in volunteer activities that meet community needs, develop job skills, complete secondary schooling, and to earn a \$1,175 Education Award to pursue higher education. The Education Award is applicable toward tuition, at qualified higher education institutions and/or can be applied toward qualified student loans, for up to 7 years!

We are delighted that you are interested in collaborating with JMGF to offer YASC to eligible young adults in your school and community! Through a partnership with JMGF, you can request and receive positions for students to use while engaging in 300 hours of volunteer service to earn a \$1,175 Education Award. Service activities meet school and community needs in Montana. Direct service activities include volunteering at school, in after school programs, helping at local food banks, libraries, shelters and other volunteer service to strengthen schools & communities. Upon successful completion, participants each earn a \$1,175 Education Award. Participants have from Sept 1- Aug 31, to complete the 300 hours and program requirements.

A further goal of the program is to develop and enhance a statewide network of partners and young adult leaders who are committed to serving and strengthening their local communities in the areas of Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures & Veterans and Military Families. This packet is intended to provide information and the opportunity to partner with JMGF to utilize Young Adult Service Corps (YASC) as a way to meet needs by engaging young adults into volunteer service. Please read carefully; and if you want to collaborate this 2011-2012 year, please complete and submit to JMGF!

If you have eligible candidates and an appropriate position description, please complete this partner packet and send signed originals to YASC; 931 North Last Chance Gulch, Suite 2, Helena, MT 59601.

Contact JMGF with questions by calling 406.443.2413 or by email: ssadowski@jmgf-mt.org

The following Partner Packet Contains:

- ✓ Memorandum of Understanding
- ✓ Education Award Position
- ✓ Position Description Form
- ✓ Criminal Background Checks for grant covered individuals
- ✓ Site Supervisor Criminal Background Check Release

1. Young Adult Service Corps (YASC)

Memorandum of Understanding

Between

Partner Name: _____

Address: _____

City: _____, MT Zip: _____

And

**Young Adult Service Corps (YASC), a program of Jobs for Montana's Graduates Foundation (JMGF)
931 North Last Chance Gulch, Suite 2
Helena, MT 59601
Ph. 406.443.2413**

The purpose of this Memorandum Of Understanding (MOU) is to outline the responsibilities of each party in the effective administration of YASC. The term "Partner" refers to the School or Community Based Organization and "Program Office" refers to the YASC Program Office, housed within JMGF, based in Helena, MT. Amendments to this document may be made in writing provided both parties agree.

JMGF does not discriminate on the basis of race, religion, sex, national origin, age, marital status, creed, physical or mental disabilities, color, or any other characteristics protected by the law. Reasonable accommodations will be provided qualified individuals with known disabilities unless doing so would result in an undue hardship. JMGF does have access to resources that may be needed for AmeriCorps Members who request a reasonable accommodation, if applicable, contact JMGF.

JMGF's YASC Program Office agrees to:

- Recruit schools and community based organizations to partner and responsibly participate in the local delivery of YASC.
- Manage Montana's Education Award positions fairly and ambitiously.
- Orient and train designated site supervisors & staff; provide orientation and ongoing technical support as requested.
- Provide ongoing technical assistance and guidance to ensure the program complies with AmeriCorps guidelines, is well managed and valuable to JMGF's network of partners, and their local communities.
- Work with partners to explore further program expansion considering local needs and resources.
- Initiate background checks of applicants, site supervisors and if applicable, other grant covered individuals, on the National Sexual Offender Public Registry (NSOPR) and a check in the Montana State Repository. JMGF/YASC will complete those two checks at no cost to the applicant or site supervisor. The results of the checks will be housed in the YASC program office. If any individual wishes to receive a copy of their results they may choose to indicate that on the background check release form and JMGF will then provide the individual a copy.
- Create and distribute program handbooks and support materials to partners and site supervisors.
- Provide one Annual Member Leadership Training event per program year.
- Advocate for YASC members to have access to statewide service events (Martin Luther King Jr. Day, Global Youth Service Day, 911 Day of Remembrance).
- Advocate for training content appropriate to YASC members at statewide events.
- Retain & record all necessary member records (enrollments, time sheets, exit forms, etc.) and reports in the AmeriCorps eGrants system. JMGF will serve as the repository for all member records.
- Provide information to partners and members regarding service terms and the Education Award(s).
- Send all active partners and members periodic updates on their status toward completion of hours and program requirements.
- Coordinate and facilitate site supervisor conference calls.
- Post JMGF organizational and YASC program information and documents on the JMGF website.
- Send a copy of signed MOU to the Partner.

The Partner agrees to:

- Determine school and community needs, document position description and designate a site supervisor to manage and oversee the program locally; *the site supervisor will work with the YASC Program Staff to complete program documentation; site supervisor will sign and support submission of member's Monthly Time Sheets by the 7th of each month.*
- Request YASC (AmeriCorps) positions from JMGMF on behalf of the partner and the community.
- Recognize YASC as a partner and a subgrantee of the Montana Governor's Office of Community Service (OCS) and is willing to host a visit from the OCS staff, or members of the Commission on Community Service.
- With the intention of recruiting applicants, assist with promotion and advertising positions among local high-school students and other eligible candidates.
- Refer to the program as the "Young Adult Service Corps (YASC)" and explain JMGMF as part of the new member orientation; provide new member orientations as needed to students, and where applicable make local training events available to YASC members.
- Support the expectation that the designated site supervisor participate in periodic conference calls and respond to information requests in a timely manner.
- Participate as a service site partner; retain and maintain site records; particularly member timesheets.
- Provide students opportunity to be available during the school day for in-person orientation and in-service meetings with JMGMF/YASC staff and if applicable excused absences for training.
- Serve as liaison between members and sites, and advocate both for site and member needs.
- Site supervisors must consent to pass checks on the National Sexual Offender Public Registry (NSOPR), in the Montana State Repository, and to provide verification that a fingerprint based FBI check has been self-initiated, before members are enrolled.
- Site Supervisors, staff and if applicable, members, must self-initiate the FBI check and provide the results, or proof of no result, to JMGMF. As a non-government non-profit organization, JMGMF is not authorized to directly receive the results of a FBI fingerprint check, from the FBI. JMGMF may reimburse the individual for the cost of obtaining the check.
- Report the minimum in-kind cost match information:
 - Partner staff time and effort spent on local implementation of YASC should be reported using the In-Kind Donation Form and then on the Monthly Time Sheet.
 - Any donations of supplies, waived meeting room expense, etc. should be reported using the JMGMF In-Kind donation form per occurrence.
- The Service Site understands that it has agreed to participate in the Program in furtherance of its general purpose as a community based organization, and that the activities of members and designated site supervisors shall be considered service site activities, and that while performing his/her duties at the Service Site (either on or off site) the member will be covered under the site's volunteer liability and/or accident insurance. Further, the organizational partner agrees to hold the Program harmless from any negligent act of commission or omission by the member, or any other events from which damages arise, while the member is under the accompaniment or supervision of the Service Site.
- Orient members and ensure enrollment paperwork is submitted in timely fashion, by dates requested, typically no later than October 15 for fall enrollments and when available, by Feb. 15 for spring enrollments.

By signing below I agree to execute the terms above to the best of my abilities and agree to institute the Young Adult Service Corps (YASC) so that it is a benefit to Montana communities, students, and community-based organizations.

Printed Name (First, Last)	Title	Signature/Date
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Sarah R Sadowski, YASC Program Director

Typed Name (First, Last)	Title	Signature/Date
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Originals of this document will be housed at the JMGMF Program office and copies of this document may be distributed to the JMGMF Board of Directors

2. Young Adult Service Corps (YASC)

Education Award Position Request Form

Partner Name: _____

Designated Site Supervisor: _____

Title: _____ e-mail : _____

Mailing Address: _____

Home Address: _____

Telephone: _____ Cell or home phone number: _____

Please read and initial below to indicate your agreement with the following;

_____ I, as the Site Supervisor, understand that I am expected to accompany and supervise young adults while they are earning hours towards an Education Award.

_____ As per the MOU, I, the Site Supervisor agree to read, sign, and support the timely submissions of program documents such as application packets, proof of citizenship, monthly time sheets, volunteer surveys, and exit packets (*Monthly time sheets are due by the 7th of each month*).

_____ I, as the Site Supervisor, will participate in periodic conference calls and communicate my availability if I am unable to attend. I will read conference call notes.

_____ I, as the Site Supervisor, understand that I am expected to consent and pass checks on the National Sexual Offender Public Registry (NSOPR) and the Montana State Repository.

_____ I, as the Site Supervisor, understand that I am expected to self-initiate a fingerprint based FBI check and will provide proof of initiating the FBI check to YASC, with receipts if applicable, to JMGF.

_____ I, as the Site Supervisor, understand that I am expected to provide the results of the FBI check to JMGF before receiving reimbursement for costs incurred.

_____ I, as the Site Supervisor, understand that my ability to serve as YASC Site Supervisor is subject to review of criminal history and fingerprint based FBI checks.

_____ I, as the Site Supervisor, will document appropriate in-kind donations of time spent on the YASC program activities and requirements.

_____ I, as the Site Supervisor, verify that YASC Members will not have unsupervised access to vulnerable populations as defined by the Corporation for National and Community Service and in the YASC Position Description.

_____ I, as the Site Supervisor, understand that I am expected to read and understand the contents of the YASC Site Supervisor Guidance. (*hard copy provided, online at www.jmgf-mt.org or request from staff*)

_____ I, as the Site Supervisor, agree I have received and/or accessed the YASC Site Supervisor Guidance and understand its contents.

_____ I, as the Site Supervisor, understand that I may need to be available during the summer to support successful completion of members' terms of service. If needed, I am willing to be contacted at my home address and/or cell phone.

_____ I, as the Site Supervisor, agree to ask questions and communicate needs as they arise. I agree to communicate with YASC regarding delayed, late and/or missing paperwork.

_____ I, as the Site Supervisor, understand that I am responsible for completing and submitting all paperwork by the assigned deadlines. I also understand that I will be receiving significant program information via electronic mail and/or postal service mail, as well as in written form and must work with members to complete program paperwork by assigned deadlines. As the site supervisor, I, and members are responsible for providing up-to-date contact information and for contacting JMGF/YASC office to provide any change of address, phone number or email contact information.

_____ I, as the Site Supervisor, understand that delays in paperwork, lack of communication, non-participation in conference calls and program activities may result in fewer or no positions being awarded to my school or organization in the future.

Position Request Signatures & Assurances: I agree to serve as the Site Supervisor at the site listed above. I agree to compliance with the AmeriCorps provisions regarding Prohibited Activities. I agree to monitor the member's timely completion of required program paperwork. I agree to review and approve by signing the Member's Monthly Time Sheets and support timely monthly submissions of program paperwork.

Site Supervisor Signature: _____ Date: _____

Using the box below, please indicate the number of YASC positions you would like to use during the September 1-August 31 program year. The number should reflect the number of students that you anticipate will successfully complete the 300-hour term of service. YASC is limited to 110 positions each year; your honest request helps us manage these positions as fairly as possible across Montana. Once approved YASC expects to support your work to fill and retain these positions locally.

300-Hour Term of Service one program year Sept 1- Aug 15	Number of YASC positions requested (one Education Award per position)
\$1,175 Education Award per participant	

JMGF/YASC provides an annual training for YASC members, typically this event has been held in the springtime. If you have a preferable date(s) in the months of March or April, please list dates: _____

3. Young Adult Service Corps (YASC)

Position Description Form

Directions: This YASC position description is to be completed by the site supervisor. Keep a copy of the Position Description form for your file. Please send the signed original into JMGP.

YASC Service Site Name & phone number: _____ 406. _____

Site Supervisor Name & Title: _____

Site Supervisor email: _____

AmeriCorps Focus Area: Please check or **bold one or more of** the AmeriCorps national priorities that the member's service activities most closely align:

Education Healthy Futures Tribal Economic Opportunity Disaster Services Veterans

Other Unmet Human Needs defined as: _____

Rural Development; address needs of schools and communities that improve the quality of life for citizens and the whole community briefly described as; _____

Other Local Needs defined as: _____

Need Statement What community need(s) will be addressed by the YASC member(s) volunteer service?

What will be the outcome of the volunteer service?

Position Description Please use details to describe volunteer service activities and responsibilities of the Young Adult Service Corps members at your school or community based organization.

Average number of direct service hours per week: _____

Demographics; please provide brief overview of your community and/or school;

1. Town name & population:
2. County:
3. School size:
4. Percentage of students on free/reduced lunch:
5. Unemployment Rate:
6. High School Graduation Rate last school year:
7. High School Drop-out Rate last school year:
8. Title I Status:
9. Are there any additional cultural, recreational, educational opportunities for professional or personal development that your school or community organization can make available to Young Adult Service Corps members?

Service Site Assurances

Will the proposed volunteer service replace any current or projected staff? Yes No

_____ I, as the Site Supervisor, understand that I am expected to accompany and supervise young adults while they are earning hours towards an Education Award.

_____ I, as the Site Supervisor, understand YASC Members earning hours carrying out activities under this position description will not have unsupervised access to vulnerable populations as defined by the Corporation for National and Community Service, here below; *While earning hours, no YASC member should be alone with a vulnerable population.*

(2) INDIVIDUALS WITH ACCESS TO VULNERABLE POPULATIONS- An individual described in this paragraph is an individual age 18 or older who-

- (A) serves in a position in which the individual receives a living allowance, stipend, national service educational award, or salary through a program receiving assistance under the national service laws; and
- (B) as a result of such individuals service in such position, has or will have access, on a recurring basis, to- (i) children age 17 years or younger;
 - (ii) individuals age 60 years or older; or
 - (iii) individuals with disabilities.

Sign: _____ **Date:** _____

4. Young Adult Service Corps (YASC)

Important Information on Criminal Background Checks for grant covered individuals

Young Adult Service Corps (YASC) employees, site supervisors and members are considered grant covered individuals. Staff is paid from the grant, site supervisors document in-kind contributions of time and effort to match the grant, and young adults who participate receive an Education Award. Grant-covered individuals must each meet the background check requirements of the Corporation for National and Community Service (CNCS).

Since site supervisors provide In-Kind match for the AmeriCorps grant, they are considered “grant covered” individuals and as such must pass checks from the National Sexual Offender Public Registry (NSOPR), Montana State Repository, and a fingerprint based FBI check. YASC greatly relies on the in-kind support of our partners and site supervisors, in 2010-2011 YASC site supervisors and partners contributed over \$42,000 of in-kind match! This is essential to matching the grant and to delivering YASC across Montana at no cash cost to partners whose students each receive Education Awards.

On April 21, 2011, the two-part National Service Criminal History check became a three-part check requirement for individuals serving in, or working for, a program or project that allows for recurring access to a vulnerable population. Once new regulations are established, newly enrolled or hired individuals in predictable contact with children (17 and younger), senior citizens (60 and older), and individuals with disabilities must undergo:

- 1. A National Sex Offender Public Registry check (NSOPR);*
- 2. A statewide criminal history repository check of the state of residency and the state where the individual will work/serve (FBI checks do not substitute for state checks); and,*
- 3. A fingerprint-based FBI criminal history repository check.*

In order for JMGF/YASC to be compliant with these laws, all grant covered individuals engaged after April 21, 2011 who have recurring access to vulnerable populations **must** consent to and pass, criminal background checks on the NSOPR, the Montana State Repository *and* a fingerprint based FBI check. For YASC, this includes site supervisors and may include some members, dependant on the position description. *An individual’s ability to serve as a YASC Site Supervisor is subject to review of criminal history and fingerprint based FBI checks.*

JMGF can facilitate checks in the National Sexual Offender Public Registry (NSOPR) and in the Montana State Repository. JMGF/YASC will complete those two checks at no cost to the applicant or site supervisor. The results of the checks will be housed in the YASC program office. If any individual wishes to receive a copy of their results they may indicate that on the background check release form and JMGF will provide the individual a copy.

However, site supervisors, staff and if applicable, members, must self-initiate the FBI check and provide the results, or proof of no result, to JMGF. As a non-government non-profit organization, JMGF is not authorized to directly receive the results of a FBI fingerprint check, from the FBI. Therefore, grant covered individuals whose activities for YASC require them to pass a FBI check must self-initiate the check then submit the results, or proof of no results, to JMGF. Site Supervisors provide a copy of their results to JMGF and then may be reimbursed for the cost of obtaining fingerprints and the check.

To self-initiate a fingerprint based FBI check and then provide the results with JMGF; please read the following directions carefully.

Go to FBI website then follow the outlined steps:

<http://www.fbi.gov/about-us/cjis/background-checks/submitting-an-identification-record-request-to-the-fbi>

1. Complete the "Applicant Information Form", be sure to print clearly.
 - a. In the "Mail Results to Address" Please list your home address. When you receive the results, simply provide JMGF/YASC a copy of those results as soon as possible.
2. Complete the Standard Fingerprint Form (FD-258) entirely by obtaining a set of fingerprints from local law enforcement office, or other fingerprint provider;
 - a. Note: FBI checks must be in INK. (After results are received, you may choose to submit receipt for any cost incurred for obtaining your own fingerprints. JMGF will reimburse you for the cost of obtaining your fingerprints, in Montana ranging from no cost, \$5.00 to \$65.00)
 - b. CNCS has suggested that applicants obtain up to three sets of ink fingerprint cards. Send all three in so the process does not stop if some fingerprints are not legible.
 - c. CNCS noted it may take 4 to 10 weeks to receive results of the FBI checks.
3. Submit payment to FBI in amount of \$18.00.
 - a. Applicant Information Form provides option for cashier's check, money order or credit card forms of payment; *personal checks not accepted.*
4. Submit proof of FBI check initiation to JMGF, with receipts of expenses incurred for obtaining prints and initiating the FBI. (*After results are received JMGF will reimburse you for costs to obtain prints and \$18.00 for the check*)
5. Note: Selection to serve as site supervisor, member or staff is subject to review of criminal history and FBI checks.

5.Young Adult Service Corps (YASC)

Site Supervisor Criminal Background Check Release

In accordance with the Corporation for National and Community Service (CNCS), and the Montana Commission on Community Service policies, all YASC applicants and Site Supervisors must successfully pass checks on both the National Sexual Offender Public Registry and a name based check in the Montana Department of Justice State Repository.

Results of the criminal background check to be retained within JMGF and may be shared with the Governor’s Office on Community Service and the Corporation for National and Community Service.

Full Name: _____ Maiden Name, if applicable _____
Address: _____ MT, _____
Social Security Number: _____ - _____ - _____
Birthdate: _____

By signing below, the Site Supervisor understands that s/he must either present documentation of a successfully completed MT State Criminal Background Check or submit to the NSOPR and Montana State Repository checks to be conducted and housed by YASC/JMGF.

By signing below the Site Supervisor agrees to self-initiate a fingerprint based FBI background check. Jobs for Montana’s Graduates Foundation (JMGF) will reimburse site supervisors and key partner staff for costs associated with getting the prints taken and the cost of initiating and obtaining the FBI background check. The designated site supervisor will provide a copy of the results to YASC and then may be reimbursed. To be eligible for reimbursement for costs related to obtaining the fingerprints and the FBI check the designated site supervisor will provide proof that the fingerprint based FBI check was initiated.

JMGF policy is that proof of the FBI check initiation must be provided to JMGF before members are enrolled into YASC.

Please contact JMGF with any concerns or questions related to this form.

Signature: _____ Date: _____

Printed Name: _____

If you would like a copy of the results, please indicate below:

Would you like to receive a copy of your results mailed to address listed above? Yes No

6. Young Adult Service Corps (YASC)

In-Kind Contribution Form

Guidance: Please complete this in-kind contribution form by listing the actual, non-federal value of your time per hour below. If a portion of your time is federally paid, please list only the non-federal portion. Please sign below and return to the YASC program office.

Then, on the YASC member's monthly time sheet please list and describe the amount of time you spent in each of the categories listed below, and on the time sheet. Thank you! Your monthly in-kind support facilitates YASC partners being able to offer Education Award AmeriCorps positions to young adults across Montana for a non-cash cost share.

Date of Contribution: _____ 2011-2012 _____

Name & Address: _____

Service Contribution Description: Time donated is time and effort spent on program _____
implementation, Member orientation, training and support, service activities, member transport,
communication with JMGE/YASC staff, participating in site supervisor conference calls, reading emails,
supporting community volunteer recruitment and/or oversight for the Young Adult Service Corps
(YASC) as described here and monthly on the Member Time Sheet. _____

Service Site Location of In-Kind Donation: _____

Actual value of time per hour: \$ _____

I certify that the listed in-kind contribution is not from federal resources and is not used as match for another federally funded program.

Donor Signature: _____ **Date:** _____

JMGE Staff Signature: _____ **Date:** _____

7.Young Adult Service Corps (YASC)

What happens next?

Once approved as a partner service site, JMGF will notify the designated site supervisor and then we work together to recruit students to apply, attend an Orientation, and then become enrolled. Some partners choose to invite JMGF staff to conduct outreach meetings to inform eligible candidates of the YASC opportunity and to distribute application packets, other partners invite students to apply then schedule with JMGF staff to conduct the orientation onsite and young adults attend and turn in their completed paperwork. Remember young adults must pass criminal background checks prior to being enrolled.

Pre Service Orientations are mandatory by AmeriCorps and must be attended by young adults who intend to participate in Young Adult Service Corps (YASC). Orientation may take up to 2 hours and provides information about National Service, YASC program requirements, and is an opportunity for young adults to get to know each other and the program staff. Orientation concludes with young adults receiving AmeriCorps service gear and reciting the AmeriCorps Pledge of Service. Typically, the Orientation is the first entry on the Monthly Time Sheet, in the category of Member Development.

Once candidates attend Orientation and pass background checks, they begin counting hours of volunteer service to complete a 300-hour term of service consisting of documenting and describing direct service, member development and if applicable, fundraising activities.

Young Adult Service Corps (YASC)

Items to return to JMGF

- Memorandum of Understanding
- Education Award Position Request Form
- Position Description Form
- Site Supervisor Criminal Background Check Release
- JMGF In-Kind Donation Form

Please double check to make sure all forms are included listed above are completed entirely, have appropriate signatures and then mail to:

Job's For Montana's Graduates Foundation (JMGF)
931 N. Last Chance Gulch, Suite 2
Helena, MT 59601
p:406.443.2413
f: 406.442.2296
www.jmgf-mt.org
<https://my.americorps.gov>

Thank you for your submitting your completed packet to JMGF.
We look forward to working with you to engage young adults into service with AmeriCorps!