

Young Adult Service Corps (YASC)

YASC is a program of Jobs for Montana's Graduates Foundation



YASC Site Supervisor Guidance



Warm Greetings,

On behalf of the Jobs for Montana's Graduates Foundation (JMGF) I would like to welcome and thank you for your participation in our AmeriCorps Program! The Young Adult Service Corps (YASC) is sponsored by the Jobs for Montana's Graduates Foundation (JMGF), the Montana Office of Community Service, and AmeriCorps.

AmeriCorps is a program of the Corporation for National and Community Service (CNCS). CNCS is an independent federal agency created to connect Americans with opportunities to give back to their communities and their nation. The Corporation also oversees Senior Corps, AmeriCorps*VISTA, and Learn and Serve America. Together these programs engage more than 1.5 million Americans in service each year!

JMGF was established to develop and support programs to help young people stay in school, and become productive members of our communities. The Young Adult Service Corps (YASC) is a program of the Foundation. YASC is intended to offer all Montana students the opportunity to enhance their abilities to obtain their education and career aspirations through participating in National Service.

As AmeriCorps Members, Montana's young adults benefit through completing quality service experiences that connect them to their communities and goals. Upon successful completion of a 300 hour term of service and program requirements, YASC Members earn a \$1,175 Education Award. The Ed Award can be used for up to seven years towards tuition or for student loan repayment at qualified schools and loan holders nationwide.

Montana is the first state to offer such a program, and we are delighted that you have decided to serve young adults with us. Thank you for participating in YASC and for your support of National Service in Montana! Please contact me with any questions or ideas you may have.

Sarah R. Sadowski

YASC Program Director
ssadowski@jmgf-mt.org
406.443.2413

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Section I- Young Adult Service Corps (YASC) Overview

Purpose & Outcomes

The Young Adult Service Corps (YASC) is a volunteer service program. Service activities are intended to foster a service ethic in young adults, encourage postsecondary education, facilitate the development of professional skills, and offer experiences that explore professional, personal and service related opportunities.

YASC is open to all qualified high school students and recent graduates in Montana. Eligible applicants are age 17-24 *and* in high school *or* recently graduated having a diploma or GED. Each year, YASC engages 100 of Montana's young adults in volunteer service. Site Supervisors should be able to explain the program and assist students both in the application process and throughout the service experience.

The program has specific objectives that are measured and the results determine our success. These are:

1. Each YASC participant completes a 300 hour Term of Service; non-paid, volunteer service
2. YASC members who are students will be retained in school, will advance a grade or will achieve a high school diploma
3. School and community based organizations where the YASC participant and community volunteers serve, will report an increased ability to deliver services; and
4. YASC participant will complete two self-assessments of Job Skills. (*One assignment at the start of service and one at the end of service*)
5. Each YASC participant will recruit and engage at least 1 non-AmeriCorps volunteer(s). Each volunteer is to serve at least 8 hours and complete the Community Volunteer Survey.

The YASC program year for is September 1-August 31; this allows each participant the school year and beginning of the summer to complete hours and requirements.

Independent start dates, all YASC members must complete the program by August 20.

Reasonable Accommodation

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 for qualified individuals with known disAbilities, unless doing so would result in an undue hardship. The accommodation must be essential for the Member to complete the service successfully.

The Governors Office on Community Service has resources available for helping service sites provide reasonable accommodation for AmeriCorps Members. The funds for reasonable accommodations are for use by Member with disAbilities, who has been offered a position with an AmeriCorps Program, and who discloses a need for an accommodation to fulfill the essential functions of their service. In the event you need to provide a reasonable accommodation for one or more YASC Members, please contact JMGF.

The Education Award

Upon completion of the 300 hour Term of Service, YASC Members are eligible for a \$1,175 Education Award. The Ed Award is not cash; it is a voucher and is held by the National Service Trust for a period up to 7 years, effective from the end of service date. The Ed Award may be used to offset the cost of attending qualified Title IV educational institutions nationwide, including colleges, universities, vocational schools, and may be used to offset qualified student loans.

For more info on the Ed Award visit: www.americorps.org/for_individuals/benefits/benefits_ed_award.asp

To efficiently access and manage the Ed Award JMGMF strongly recommends that all YASC Members and Alumni register online with My AmeriCorps. Members can register before they are completed with their service!
<https://my.americorps.gov/mp/login.do>

If a Member has questions about an Ed Award they have already earned you can refer them to contact the National Service Trust by calling 800.942.2677 or emailing epayments@americorps.gov. You may also have them contact the YASC Program Director at JMGMF 406.443.2413

YASC; Volunteer Incentive for Schools & Community Based Organizations

YASC is designed to provide schools & CBOs with tools and incentives to engage young adults in Montana's communities. YASC enhances volunteer recruitment and retention while also providing Montana's young adults with educational, service learning activities and the Education Award is an important end of service benefit that encourages young adults to achieve higher education.

Each year, YASC is intended to meaningfully connect 110 young adults and community volunteers with schools and community based organizations (CBOs) across Montana. Schools can be public, private and faith based. CBOs are nonprofits, public agencies, and faith-based organizations. AmeriCorps encourages partnerships with organizations that serve educational, public safety, environmental, human health, faith based and homeland security needs.

Site Supervisors are expected to become familiar with the goals of the YASC, work to provide quality service activities and provide on site support to ensure a positive service experience for the young adult and volunteers to ultimately benefit the community. YASC members can serve at more than one site but we prefer that a member limits their activities to no more than two or three sites. These sites can be schools and/or community based organizations.

JMGMF recognizes that each community is unique and that some may have more volunteer opportunities than others. It is important that together we develop and maintain relationships with parents, employers, non-profit agencies, governmental agencies and other civic organizations in your community. If you would like support regarding service site development, please contact us!

Section II- Partnerships, Enrollment, Orientation & Service Activities

Getting Going- Partnering to offer young adults the opportunity to join AmeriCorps with YASC!

Please visit our website to get all program paperwork; www.jmgf-mt.org

1. **Memorandum of Understanding (MOU)**-The MOU outlines the roles and responsibilities of the partner and of JMGM. The MOU is typically signed by a school principal, superintendent or agency Executive Director.
 - a. The last page of the MOU asks that partners request the number of positions they would like to offer young adults and to designate a site supervisor. The Site Supervisor serves as a point of contact for the program and the students. The Site Supervisor also signs the monthly time sheets and monitors young adults' progress on hours and the volunteer requirement.
2. **Position Description** - In collaboration with JMGM the partner works to design a detailed description of the Member's service activities. In signing this form, the partner agrees to monitor the Member's compliance with AmeriCorps Prohibited Activities, and assist in completion of paperwork in a timely manner, *especially birth certificates, Time Sheets and the volunteer survey*.
 - a. The position description asks for a description of the community need and then a description of the service activities the young adults(s) will engage in to meet the stated need.
 - b. As we form a partnership, the Program Director will meet with you to discuss community needs and service activities in your local community.
 - c. **Site Super Tip:** You can submit a position description that may already exist as long as it describes a need and the service activity to meet that need.

Site Supervisor Responsibilities & Benefits

As Site Supervisor you have the esteemed role of being a resource for YASC and young adults. In addition to being part of National Service in MT, we see you as a local expert, who works with JMGM to deliver the program, makes resources available for students and provide site specific training to help Members deliver high quality service to schools and communities. Thank you for all you do!

- Throughout the year, JMGM hosts Site Supervisor Conference Calls. Your participation makes these quarterly calls a great opportunity to share and learn about what other sites in the state are doing
- Site Supervisors participate in YASC by reading emails, supervising and accompanying members while they earn hours, support timely submission of program paperwork and more.
- **Site Supervisor Evaluation** - At the end of the year, this survey is used to gather Service Site feedback and to rate the performance of the young adult. The Site Supervisor completes the evaluation at the end of the school year or end of member's service, whichever occurs first.
- Please read the section on the Member Development Scholarship; this may be a great benefit to you. As a site supervisor you may choose to apply on behalf of more than one YASC participant!

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 JMGE/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. JMGE 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 JMGE, with receipts of expenses incurred for obtaining prints and initiating the FBI. (*After results are received JMGE 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.

In-kind Support

Guidance: JMGE brings YASC to Montana’s young adults due to an AmeriCorps grant from the Governor’s Commission on Community Service. One aspect of the grant requires JMGE to document non-cash support from our partners and site supervisors.

Please complete this in-kind contribution form by listing the actual, non-federal value of your time per hour. 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.

Definition of in-kind donations: time, goods and services rather than money. The time and effort you spend with the students and Program Director count as in-kind donations.

How to track your in-kind donations of time & effort on the AmeriCorps program:

1. Please complete an in-kind donation form and return to JMGMF. This form is updated every three years and can be obtained from JMGMF staff.
2. Then, each month, use the small box in the lower right hand corner of the Member Monthly Time Sheet to list an hour amount that you spent supporting young adults in the program and/or communicating with program staff. Then simply choose one of the options in the box that best describes what you did. If needed, use "other" and use a word or two to describe.
 - a. **Site Super Tip:** Some site supervisors choose to complete their own time sheet and submit it along with the Members time sheets.
 - i. Thank you for documenting your support!

Application & Enrollment Paperwork- Application paperwork online at; www.jmgf-mt.org

Participant paperwork occurs mostly at the start and the completion of the program. **Be sure to get the students applications & proof of citizenship into JMGMF before October 15!** Once enrolled, the Monthly Time sheets are the consistent submission. During the term of service, the young adult is expected to recruit one volunteer to serve 8 hours with them and then complete a brief survey. The volunteer survey is expected to be turned into JMGMF and completes the volunteer recruitment requirement.

Young Adult Service Corps Enrollment Paperwork- applicants' complete

1. **Member Application/Enrollment Form-** The Site Supervisor and Program Director works with the applicant to submit the Application/Enrollment Form, Member Service Agreement and required citizenship documentation to JMGMF in Helena, no later than October 7.
 - **Site Super Tip:** The Application & Member Service Agreement require applicant & parental signatures for applicants under age 18, please note that acceptable forms of proof of citizenship are listed in Part 2 of the enrollment form and are most often a copy of the birth certificate *or* passport, and a photo ID, such as a drivers license or school ID.
 - **Site Super Tip:** The Member must pass a check on the National Sexual Offender Public Registry (NSOPR) and a criminal background check. Applicant consent to run the checks is included in the Application/Enrollment Form.
 - In order to be eligible for service with AmeriCorps, applicants must not be listed on the NSOPR. Any infractions/convictions that may surface on the criminal background check will be reviewed on a case by case basis.
2. **Member Service Agreement** –The Member Service Agreement provides important information about AmeriCorps requirements, YASC expectations as well as participant responsibilities and benefits.
 - **Site Super Tip:** Requires applicant & parental signatures for applicants under age 18.
 - **Site Super Tip:** The dates on the Application and Contact influence the member start date, meaning the date they can start counting hours. The start date cannot be before the signature date on the paperwork.
3. **Member Development Plan (MDP)** –A tool to help the Member identify specific goals under the following categories: personal, professional and service related. Members complete the MDP as part of the enrollment paperwork and then as part of the exit paperwork, participants report on the goals they listed at the beginning.

- **Site Super Tip:** please be prepared to meet with the student to prepare the Member Development Plan for documenting their goals and objectives. This can be a great activity to complete as a group during Orientation.

4. **Leadership Self-assessment #1-** This is part of the enrollment paperwork and if not submitted with the Application/Enrollment the self-assessment #1 is due within the first 60 hours of service. This can be a great activity to complete during Orientation in a small or large group!

Brief overview of Member Responsibilities & Benefits; To earn a \$1,175 Education Award YASC Members must successfully complete the following:

- Read and refer to the YASC Member Handbook
- Read emails and ask questions of site supervisor and/or YASC staff
- Complete a minimum of 300 service hours; documented on Monthly Time Sheets
- Recruit a minimum of 1 community volunteer to contribute a minimum of 8 hours of service; submit the completed Community Volunteer Survey!
- Upon completion of service hours and program requirements, complete and submit a Member Exit packet and final time sheet; within 30 days of completion.
- Young Adults serving with YASC earn the \$1,175 Education Award; meet new people in their schools and communities, meet local needs, gain transferable work skills, and recruit volunteers~=!

YASC Orientation- is increasingly important to meeting AmeriCorps requirements. All YASC members must attend an orientation prior to counting hours. An onsite orientation with you, the Site Supervisor, or Program Director *must be* completed before starting to count hours. Site Supervisors will receive a site supervisor CD with a PowerPoint that will help you guide students through the orientation.

- **There is a Pre Service Orientation that will be provided to you and be available online.** All students will have to attend a showing or may complete the PowerPoint Presentation independently. Once the Pre Service Orientation is complete, the young adult is asked to complete and submit a one page self-certification sheet. The sheet certifies that they have completed the Pre Service Orientation and the certification sheet is to be turned to JMGF.
- **Site Super Tip:** You can provide a CD guided orientation or you may arrange for the Program Director to provide an onsite orientation in person.
 - If you are conducting the orientation, please use a sign in sheet and send the sheet into JMGF. (sign in sheet also on CD or regular paper is fine too)
- **Site Super Tip:** The Orientation must be listed and described as Member Development on the Monthly time sheet. *On the first time sheet, the orientation should be the first entry as member development.*

After successfully completing in person or CD guided Orientation, students receive t-shirts and recite the AmeriCorps Pledge to be officially become inducted as AmeriCorps Members. Remember that the time spend on Orientation should be the first entry on the time sheet; List and describe as Member Development.

1. **Site Super Tip:** Remind young adults to record the orientation in the Member Development column of the time sheet and to describe it as 'orientation', typically 1-2 hours.
2. **Site Super Tip:** Please remember to include the time you spent on Orientation in the in-kind box of the timesheet!

Orientation & site specific training

Orientation: All young adults participating in YASC are expected to complete a program orientation. In addition to the Pre Service Orientation CD, participants may need to know site specific information and expectations that will lead to them having a positive experience and making a community impact in schools and community based organizations.

Site Specific Training: When students engage in training or similar activity that prepares or relates to their service activity, the time can be counted as Member Development, up to 60 hours total. Many of JMGF's partner schools and community based organizations provide site specific training in a variety of formats, such as book reading, walk through overviews, have the volunteer attend staff meetings or one-on-one meeting with staff or teachers/after school program coordinators. If you are involved with site specific training, be sure to count the time you spent on that as an in-kind donation.

- Site Specific training can happen throughout the 300 hour term of service. If a new aspect of a project or new phase requires site specific training, be sure to describe any Member Development activities on the time sheet, be as detailed as possible.

Partner & Member Benefits;

JMGF sponsored YASC Leadership Training

This annual event has been held in March or April and has successfully convened YASC members from around the state to engage in interactive activities to deepen their experience and understanding of National Service, Leadership and of the diverse issues facing Montana. This event has been held on a college campus for a day filled with activities and meeting new people! While not mandatory, YASC Leadership Training is strongly recommended. JMGF will pay to support travel, lodging and meals for members and accompanying adults to travel and participate.

YASC Member Development Scholarship!

JMGF is pleased to sponsor YASC Members for Member Development Scholarships these resources go to support professional and personal member development opportunities, such as professional conferences, site-specific trainings, personal development workshops, and other service related events. The scholarship award amount may vary from year-to-year. For many young adults, the Member Development Scholarship supports their first significant member development activity, enhances the AmeriCorps service experience, and connects young adults to other people around that state with similar interests.

To be eligible for the Member Development Scholarship, Members must meet the following criteria:

- Enrolled as an active YASC Member; meaning not exited in the JMGF Management database
- Current on all time sheet submissions
- Applying for a personal or professional development event that clearly connects to service
- Submit the Member Development Scholarship Application with details of the event and requested scholarship amount
- Each AmeriCorps Member is eligible for a total of one scholarship award
- Complete and submit the following application and budget
- **Site Super Tip:** Site Supervisor can apply on behalf of multiple students in YASC.

For this years Member Development Scholarship Application, contact the Program Director!

Note: In compliance with Presidential Executive Order 13513 YASC staff, Site Supervisors, Members and others travelling while engaging in an AmeriCorps or other Corporation funded activity are expected to refrain from text messaging while operating a vehicle.

In Service: Monthly Time Sheets

Time Sheets are crucial to ensuring YASC Members are properly credited for their hours. Please work ensure Time Sheets are completed, signed & submitted to JMGF by the 7th of each month.

Members are required to turn in monthly time sheets to list the hours and describe the direct service, member development and if applicable, fundraising activities. Of the total hours, at least 80% of a Member's total service hours should be reported on the Monthly Time Sheet as Direct Service. Up to 20% may be reported as Member Development. AmeriCorps requires the program to maintain records supporting these hours and that they are current within 30 days. Time Sheets must be submitted consistently.

Site Super Tips: Some site supervisors choose to gather the time sheets and submit them together whereas other site supervisors choose to sign the sheet, and then have the participant submit the time sheet on their own. We prefer that you do what is best for you and your participants, as long as the time sheets arrive in a timely manner.

- If you know one or more of your students Time Sheet may be late, have them inform JMGF.
- JMGF strongly encourages Members to keep copies of their monthly time sheets.

Time Sheet Tips:

- **Use details to describe** the service activities, member development and fundraising activities. If you have hours in a category then that category must have a description, the more detail the better!
- **The proper way to make a correction** on your time sheet is to write a line thru the error, and make the correction, then initial next to the correction
- **No white out-** time sheets received with white out will be returned to you for proper correction
- **All time sheets must be completed, signed and dated in pen,** time sheets submitted in pencil will be returned to you to provide you the opportunity to correct the sheet
- **Use 15 minute increments,** for example, one hour & fifteen minutes would be 1.25, hour and a half, 1.5, hour and 45 minutes would be 1.75. You can use fractions, write 15mins or the decimal examples...as long as its in 15 minute increments.
- **Use actual time to count hours in the categories of direct service, member development and/or fundraising;** *YASC hours in one day may not exceed a cumulative of 10 hours in one day.*
- **Site Supervisors are expected to verify hours and service descriptions on the Monthly Time Sheet and monitor the Member's service experience.**
 - If a member has zero hours in a month, you or the student can let us know via email.

- **Community Volunteer Survey** –When the participant recruits a friend, family member or other non-AmeriCorps person to serve 8 hours with them, the volunteer completes the Volunteer Survey used to gather information regarding the volunteers’ service experience.
 - We are agreeable to having the volunteer contribute 8 hours occur over a period of time as long as it is the same volunteer.

Although all members have until August 15 to complete their hours and exit paperwork, the AmeriCorps rule requires that participants who are completed with their hours and program requirements exit within 30 days. In many cases this is before August.

Remember the following activities *cannot* be credited as direct service hours on the Monthly Time Sheet:

- Time spent traveling and/or sleeping during overnight retreats affiliated with the service site, or travel time to and from a service site
- Administrative work, unless it benefits the JMGMF Member’s approved direct service activities, remember, such work (referred to as Member Development) is limited to 20% of the JMGMF Member’s total service time, or 60 hours (20% of 300 hours).

YASC policy is that Monthly Time Sheet submissions that are more than 2-3 months late may result in those hours not being counted *and* may jeopardize enrollment.

In Service: What if after they are enrolled a student drops or becomes unresponsive?

JMGMF has a course of required action. The basic overview is that JMGMF will prepare and mail the young adult a certified mailing requesting action, such as submit past time sheets, complete the volunteer recruitment and to contact the Site Supervisor and/or Program Director to get current on time sheets, submit the exit packet and are also given the option to withdraw by a listed date.

- a. **Site Super Tip:** if a young adult withdraws with 45 or less hours; JMGMF can refill that position by offering another student the opportunity. This may be a student from your site or elsewhere in the state.
- b. **Site Super Tip:** It is better for the participant to withdraw rather than be released by JMGMF

After the first letter, the participant may respond with the requested time sheets, etc, or submit the exit and withdraw forms. If they choose to remain unresponsive, JMGMF will issue a second & final letter with a 2 week timeline for the young adult to reply. If there is still no response, JMGMF will release the participant and they will not receive any portion of the Education Award. The AmeriCorps release policy is outlined in Section VIII of the Member Service Agreement, in the letter that goes out and here below. If you have a student, who may be eligible for a partial award based on *compelling personal circumstances*, please contact JMGMF!

Release from the Term of Service: The Member understands that s/he may be released for two reasons:

1. For cause; or 2. For compelling personal circumstances.
- B. The Program may release the Member *for cause* for the following reasons:
1. The Member dropped out of the Program without obtaining a release for compelling personal circumstances from an appropriate Program official;
 2. The Member has been convicted of a violent felony or the possession, sale or distribution of a controlled substance during the Term of Service;
 3. The Member has committed a fourth offense of the rules of conduct defined in this agreement and the Program has acted in accordance with the provisions of this agreement related to violating the rules of conduct for the previous offenses; or

4. Any other serious breach that in the judgment of the YASC Program Director, Service Site Supervisor and/or the JMGF Executive Director would undermine the effectiveness of the Program.
- C. If the Program releases the Member for cause, the Member will receive no portion of the Education Award. However, if the Program releases the Member for compelling personal circumstances, provided the Member has completed at least fifteen percent (15%) of the total number of hours required for his/her Term of Service, the Member may receive a prorated Education Award.
 - D. The Program may release the Member from the Term of Service for compelling personal circumstances if:
 1. The Member has a disability or serious illness that makes completing the Term of Service impossible;
 2. There is a serious injury, illness or death of a family member which makes completing the Term of Service unreasonably difficult or impossible for the Member;
 3. The Member has Military service obligations;
 4. The Member has accepted an opportunity to make the transition from welfare to work; or
 5. Some other unforeseeable circumstance beyond the Member's control that makes it impossible or unreasonably difficult to complete the Term of Service (e.g. a natural disaster, a strike, relocation, or the premature closing of the Member's Service Site)
 - E. Compelling personal circumstances *do not* include leaving the Program for the following:
 1. To enroll in or attend school; obtain or maintain employment; or due to dissatisfaction with the Program
 - F. The Program may suspend a Member's Term of Service for the following reasons:
 1. During the Term of Service the Member's request for suspension due to compelling personal circumstances is approved by the Program. A suspension may not exceed two (2) years from the date of suspension. During the suspension, the Member may resume the Term of Service once the circumstances supporting the suspension have been resolved. If the Member does not resume the Term of Service within two (2) years of the date of suspension, the Member will be eligible for a partial Education Award in accordance with the applicable provisions of this agreement;
 2. During the Term of Service the Member has been charged with a violent felony or the sale or distribution of a controlled substance; and/or that during the Term of Service the Member has been convicted of a first offense of possession of a controlled substance.
 3. For violating the rule of conduct provisions.
 - G. If the Member's Term of Service ends early, either for cause or for compelling personal circumstances, the Member's partially completed Term of Service is still considered as one (1) Term of Service. The prorated Education Award the Member may receive, or would have been eligible to receive, will count towards the total of two Education Awards an individual may receive through service with AmeriCorps.
 - H. AmeriCorps policy states 'Any individual released for cause who thereafter applies to serve in any AmeriCorps program must disclose the fact that s/he was released for cause to the Program to which the individual is applying. Failure to disclose that the individual was released for cause from another AmeriCorps Program will make the individual ineligible to receive the AmeriCorps Education Award.

Earning Hours: Direct Service Activities

There are two primary types of activities for which a Member may receive hours under the program, Direct Service and Member Development. Direct Service activities represent time spent at a Service Site performing the activities described in the Member's Position Description. Direct service activities are Unpaid & address local needs under one or more of the following categories;

**Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures,
Veterans & Military Families**

Examples of direct service activities include, but are not limited to:

- Service-learning experiences in conjunction with a credit- or non-credit-based academic course;
- Volunteer recruitment, coordinating service-learning or community service projects
- Plan and organize a school wide event during Red Ribbon Week or other nationally recognized time of focus, e.g., African American History Month, Women of Achievement Month, etc
- Serve with a food drive for the community food bank
- Help with an annual blood drive and/or with a recycling program
- Read and mentor peers or younger children
- Environmental stewardship projects such as city beautification, parks projects, and more
- Help at the county fair or other annual community event
- Help at an annual Christmas giving program, for example, Toys for Tots
- Help with a summer recreation program, such as a camp
- Serve meals or other activities at a homeless shelter
- Help at the local historical society or museum, senior center, hospital, and/or nursing home
- Collect clothing and other items for children, seniors, persons with disAbilities, and others in need
- Volunteer at the local animal shelter by collecting food and bedding items, and/or exercising animals
- Volunteer at the fire and/or police department or with a neighborhood watch program
- Recruiting volunteers who will serve at the site after the YASC member has completed their service.

Examples of non-allowed Direct Service activities include, but are not limited to:

- Any PAID/STIPEND positions;
- Grant writing and/or fundraising for an agencies capital or operating costs (e.g. *grant for a new staff position*);
- Travel time to/from the Service Site
- Hours sleeping or personal recreation time during an overnight retreat;
- Service outside Montana; and
- Any Prohibited Activity as described by AmeriCorps.

Earning Hours: Member Development

Member Development activities represent time spent in preparation and planning, training, documenting and evaluating the Member's Service Project. YASC Members may spend up to 60 hours, (20%) of the 300-hours engaging in Member Development activities. AmeriCorps defines Member Development as:

- Program orientation;
- Skill development opportunities that ensure member success; site specific training that prepares the participant for direct service activities
- Participation in AmeriCorps training events and National Days of Service events such as Martin Luther King Jr Day, Global Youth Service Day, and Make a Difference Day
- Leadership & development training and opportunities; listed in the Member Development Plan or approved through the Member Development Scholarship Application.
- Training and mentoring to improve member retention; meeting with you, the site supervisor!

More examples of allowable Member Development activities include, but are not limited to:

- Creating a journal of service reflections;
- Attending conferences or training for personal or professional development;
- Attending meetings, taking a class that relates to the service activity, obtaining CPR certification, pursuing other personal/professional goals

Examples of non-allowable Member Development activities include, but are not limited to:

- Time spent completing academic assignments;
- Activities that pose a significant safety risk to participants or others;
- Travel time to/from a Service Site
- Hours sleeping or personal recreation time during an overnight retreat; and
- Any AmeriCorps Prohibited Activity (described later in this guidance)

Site Super Tip: School instruction and/or projects that teach leadership, the importance of National Service, civic engagement, citizenship and/or help the Member achieve their educational and career goals are appropriate Member Development activities.

Earning Hours: Member Fundraising

AmeriCorps Members may spend no more than ten percent (10%) of the 300 hour Term of Service (30 hours) performing fundraising activities. Fundraising activities do *not* count towards direct service hours, even if a Member spends time on fundraising activities at a Service Site; these hours should be reported on the Monthly Time sheet in the Fundraising category.

Members may raise funds directly in support of service activities that meet local, environmental, educational, public safety, human safety and homeland security needs. Examples of Member fundraising activities include, but are not limited to, the following:

- Soliciting donations of books for a program in which volunteers teach children to read;
- Writing a grant proposal to a foundation to secure resources to support volunteer training;
- Securing supplies & equipment from the community to increase an organizations ability to help low-income individuals;
- Securing financial resources from the community to assist in launching or expanding a program that provides social services to the community;
- Seeking donations from alumni of the program for the specific service projects being performed by current Members.

Examples of fundraising activities Members may *not* perform include, but are not limited to, the following:

- Raise funds for an organization's general operating expenses or endowment; and
- Write a grant application for AmeriCorps funding to CNCS or any other Federal agency.

In Service: Great Stories

Great Stories are 1-3 paragraphs written descriptions of experiences that Members had while in service with YASC. This can be a service related highlight, accomplishment or challenge overcome, lesson learned, etc. Members may also discuss how they intend to utilize the Ed Award. We ask that each member write and submit at least one Great Story, either during the Term or at the end of Service. Members are encouraged to use time writing the Great Story as an opportunity to reflect on their service experience and the impact of the service provided. Members may choose to email their Great Story directly to ssadowski@jmgf-mt.org

Site Super Tip: If members do not submit a Great Story during service, it will become part of their exit paperwork.

Great Stories also help demonstrate to the Corporation for National & Community Service, and the Office of Community Service, the positive impacts that YASC Members are making in our state.

End of Service: Paperwork & Site Supervisor Role

Paperwork: the exit packet is smaller than the enrollment packet!

When the member has completed their hours and the volunteer recruitment requirement, you and/or they can access the exit packet online under the “Tools for Current Members” section of the JMGM website. Soon JMGM will provide all partners and site supervisors with a CD that will easily guide you and the young adult through the paperwork and provide important information about how to best access and use the Education Award.

- Please schedule an onsite visit from the Program Director to complete the paperwork and in person delivery of the important information for students on accessing and using their Ed Award.

End of Service: Service Site Survey & End of Service Evaluation; It’s easy! There is a two page document that we ask each partner site to complete at the end of the young adults hours and program requirements. This can be found online at www.jmgf-mt.org or the Program Director can send you one;

1. The first page is a rating sheet that asks questions for you regarding your experience as a service site. This first page only needs to be completed once per year.
2. The second page is each a rating sheet that asks you to rate the young adults that volunteered with your school and/or community organization. **Please complete one rating sheet for each YASC Member that you served as the site supervisor for.**

Once you complete the site survey & member rating sheet, please mail them into JMGM, thank you!

Section III-Assurances: AmeriCorps Prohibited Activities, Grievance & Glossary

Prohibited Activities

There are activities including lobbying or political, religious, or advocacy that YASC Members, and staff may not perform in the course of their duties, while charging time to the AmeriCorps Program, or at the request of program staff. Members and staff may not engage in any manner that would associate JMGM with AmeriCorps prohibited activities. Since YASC partners with local agencies both the Member & Site Supervisor should understand the Prohibited Activities. Care should be taken so that service activities do not engage the Member in any of the stated Prohibited Activities. The list of specific prohibited activities includes:

- influencing legislation or an election;
- assisting, promoting, or deterring union organizing;
- engaging in religious instruction;
- conducting worship services;
- engaging in any form of religious proselytism;
- organizing or engaging in protests, petitions, boycotts, or strikes;
- impairing existing contracts for services or collective bargaining agreements;
- participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political candidates, political platforms, proposed legislation, or elected officials;
- providing a direct benefit to a for-profit entity, a labor union, a partisan political organization;
- engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- voter registration drives; and
- other activities that CNCS determines will be prohibited upon notice to the Program.

Please note: Members like all citizens, may participate in any of the above activities on their own time, at their own expense, and at their own initiative. Members may not wear any clothing or other paraphernalia (pins, t-shirts, etc.) that may identify them as a participant in an AmeriCorps Program.

JMGF/YASC Grievance Policy

- I. Grievance Procedures;** In the event that informal efforts to resolve disputes are unsuccessful, JMGF AmeriCorps Members, labor unions, and other interested individuals may seek resolution through the following grievance procedures. These procedures are intended to apply to service-related issues, such as assignments, service sites, evaluations, suspensions, or release for cause, and issues related to non-selection of members, and displacement of employees, or duplication of activities by YASC or by AmeriCorps. The following options are available:
- A. **Alternative Dispute Resolution (ADR)** –ADR is confidential, non-binding, and informal. ADR is available, but must be selected within forty-five (45) days of the dispute. If an aggrieved party chooses ADR as a first option, a neutral party designated by the Program will attempt to facilitate a mutually agreeable resolution. The neutral party must not have participated in any previous decisions concerning the issue in dispute. No communications or proceedings of ADR may be referred to at a grievance hearing or in the event of arbitration. The neutral party may not participate in subsequent proceedings.
- If ADR is chosen by the aggrieved party, the deadlines for convening a hearing and of the hearing decision, thirty (30) and sixty (60) days respectively, are held in abeyance until the conclusion of ADR. At the initial session of ADR, the neutral party must provide written notice to the aggrieved party of his/her right to request a hearing. If ADR does not resolve the matter within thirty (30) calendar days, the neutral party must again notify the aggrieved party of his/her right to request a hearing. At any time, the aggrieved party may decline ADR and proceed directly to the hearing process.
- Remedies for grievances include, but are not limited to, reinstatement in good standing of a member wrongfully suspended or dismissed, and prohibition of placement of a Member. If reinstatement of the member results in the member not being able to fully complete their hours within the term of service, arrangements may be made to allow the member reasonable opportunity to complete the hours.
- B. **Grievance Hearing** – An aggrieved party may request a grievance hearing without participating in ADR or, if ADR is selected, if it fails to result in a mutually agreeable resolution. The aggrieved party should make a written request for a hearing to the YASC Program Director or the JMGF Executive Director. A request for a hearing must be made within one year after the date of the alleged occurrence. At the time a request for a hearing is made, the Program may make available to the aggrieved party information that it relied upon in its disciplinary decision. The Program will arrange for one or more pre-hearing conferences at a time mutually convenient to both parties. Pre-hearing conferences are not a substitute for a hearing. They are intended to facilitate a mutually agreeable resolution of the matter to make a hearing unnecessary or to narrow the issues to be decided at the hearing. The format of the pre-hearing conference may be flexible, involving meetings with one party at a time and/or with both parties together. The YASC Program Director and/or the JMGF Executive Director conduct pre-hearing conferences.
- The hearing will be conducted by the JMGF Executive Director or a party designated by the Program. The person conducting the hearing may not have participated in any previous decisions concerning the issue in dispute. A hearing must be held no later than thirty (30) calendar days after the filing of the grievance, and a written decision must be made no later than sixty (60) calendar days after the filing.
- C. **Binding Arbitration** – an aggrieved party may request binding arbitration if a grievance hearing decision is adverse or if no decision is made within sixty (60) days of the filing of the grievance. The arbitrator must be independent and selected by agreement of the parties. If the parties cannot agree on an arbitrator, CNCS' Chief Executive Officer will appoint one within fifteen (15) calendar days after receiving a request from one the parties. An arbitration proceeding will be held no later than forty-five (45) calendar days after the request for arbitration, or no later than thirty (30) calendar days after the appointment of an arbitrator by CNCS' Chief Executive Officer. An arbitration decision will be made no later than thirty (30) calendar days after the commencement of the arbitration proceeding. The cost of arbitration will be divided evenly between the

parties, unless the aggrieved party prevails, in which case the Program will pay the total cost of the proceeding as well as the prevailing party's attorneys' fees.

Glossary

AmeriCorps – a National Service program, often referred to as the “domestic Peace Corps” AmeriCorps is a program of the Corporation for National & Community Service (CNCS) along with the National Civilian Conservation Corps, (NCCC), Senior Corps and AmeriCorps*VISTA. AmeriCorps provides Americans of all ages and backgrounds with Education Awards in exchange for community service. Nationally, over 150,000 AmeriCorps members have helped to meet the nation's critical needs in the area of public safety, education, health, homeland security and the environment. For more information on other programs, visit www.americorps.org or www.nationalservice.org

Community Based Organization (CBO) – primarily a local non-for-profit, government, or quasi-governmental agency that serves human needs.

Corporation for National and Community Service (CNCS) – CNCS provides opportunities for Americans of all ages and backgrounds to serve their communities and country through three programs, Senior Corps, AmeriCorps and Learn & Serve America. Members and volunteers serve with national and community nonprofit organizations, faith based groups, schools and local agencies to help meet community needs in education, the environment, public safety, homeland security and other critical areas. www.cns.gov

Jobs for America's Graduates (JAG) – a school-to-career program for high school students, alternative schools, community colleges, and middle schools in the United States and the United Kingdom. JAG's mission is to keep young people in school through graduation and provide work-based learning experiences that will lead to career advancement opportunities or to enroll in a postsecondary institution that leads to a rewarding career. <http://www.jag.org/>

Jobs for Montana's Graduates (JMG) – Montana based affiliate to JAG with the objective of assisting student participants secure a quality job and/or postsecondary education, that leads to a meaningful career. <http://wsd.dli.mt.gov/jmg/jmgabout.asp>

Jobs for Montana's Graduates Foundation (JMGF) – Foundation to develop and support programs to help young people stay in school, and become productive members of our communities. www.jmgf-mt.org

Member Service Agreement- The Member Service Agreement outlines the terms, conditions and benefits of the YASC. The Contract provides a list of prohibited activities, the amount of the Education Award, reasons to be released from the Term of Service, and grievance procedures. Required for enrollment; requires parental/guardian signatures for applicants under age 18.

Member Development Plan- Member Development Plan is a tool used at the start of service by the member to define personal, professional and service related goals. Participants can earn up to 60 hours by working on the activities in the Plan and also by attending trainings and workshops. Twenty percent of every service term can be dedicated to Member Development; 60 hours of the 300 hour term of service are allotted for students' development outside of their direct service. At the end of service, Members report on progress made towards their stated goals.

Montana Commission on Community Service & Office of Community Service- <http://www.mt.gov/mcsn/>

National Service Trust – The National Service Trust is the organization that manages Education Awards. If a member has questions or concerns regarding the Education Award, the National Service Trust can answer those questions. http://encorps.nationalserviceresources.org/edaward/edaward_trust.shtml

Service Learning- The National Center for Service Learning (<http://www.servicelearning.org/>) defines Service Learning as having the following main components;

1. Service learning constitutes activity that is focused on meeting a human need on the community where that need has to do with the well-being of individuals and/or the environment in which they live

2. Key academic and/or civic objectives to be achieved through combining service with learning have been identified prior too the activity.
3. Opportunities for students to reflect on their experience and its connection to specific academic/civic objectives are incorporated into the service activity.

Service Project – activities described in the Position Description the Member is expected to perform. Service projects can be individual or site inspired, and may also be associated with a National Day of Service.

Service Site – a School or Community Based Organization that has agreed to partner with JMGF to offer student volunteers the YASC opportunity.

Memorandum of Understanding (MOU) - The agreement that solidifies partnership between JMGF and a service site. An MOU is typically completed for each site where the student serves.

Site Supervisor – The site supervisor is the person who serves as the YASC Member’s supervisor at the service site. This designated person is the primary site contact for both JMGF and the member during the term of service, assists with on site orientation & training, provides on-going and professional support during service. The site supervisor must sign the Monthly Time sheets and communicate with the participant to ensure Time Sheets are submitted to JMGF monthly.

Term of Service –the required number of direct service hours, total service hours and other required tasks in order to qualify for an Education Award. Terms of service vary with each program.

Time Sheets- the Time sheets are an ongoing responsibility of the AmeriCorps Member. In order for the service hours to be counted, Time Sheets must be submitted to JMGF on a monthly basis. Time sheets are on the AmeriCorps page of JMGF’s website, (under Tools for Current Members). www.jmgf-mt.org

Title IV – an education institution that has agreed to the Title IV program Participation Agreement with the U.S. Department of Education. Meaning, the school participates in the federal student aid programs; the school has an agreement with the U.S. Department of Education whereby students at the school are eligible to receive Federal financial assistance to attend the school.

VISTA- AmeriCorps*VISTA (Volunteers In Service To America) Members help to bring individuals and communities out of poverty. Members serve full-time for a calendar year and earn a \$4,725 Education Award. Learn more about VISTA by visiting: http://www.americorps.gov/about/programs/vista.asp?gclid=Cljp5cvN_ZcCFSJlagod-Wc-Cg

Thank you for your partnership to offer Montana’s young adults this opportunity!