

Scholars in Service to Pennsylvania

Campus Administrator
Handbook
2008-2009



Table of Contents

1. Introduction	pg. 2
2. Responsibilities for students	pg. 3
3. Responsibilities for Host Campuses	pg. 4
4. Training and Member Development	pg. 5
5. AmeriCorps Terms of Service	pg. 6
6. Enrollment Packet Check List	pg. 7
7. Enrollment Form	pg. 8-10
8. Member Contract	pg. 11-15
9. National Sex Offender Registry Instructions	pg. 16
10. Consent & Release Form	pg. 17
11. Service Plan	pg. 18
12. Policy with Regard to Criminal Background Checks	pg. 19
13. Request for Criminal Record Check, Online Instructions	pg. 20
14. Request for Criminal Record Check	pg. 21
15. Pennsylvania Child Abuse History Clearance	pg. 22
16. Tracking Hours Online – Setting up activities	pg. 23-26
17. Tracking Hours Online – Setting up students’ accounts	pg. 27-37
18. Tracking Hours Online – Setting up students’ accounts – logging hours	pg. 38-40
19. Tracking Hours Online – Approving students’ hours	pg. 41-43
20. Tracking Hours Online – Printing and submitting time sheets	pg. 44-46
21. Planning the Year	pg. 47
22. Summer Service Plan	pg. 48
23. Exiting Students	pg. 49
24. Exit Form	pg. 50-51
25. Using the AmeriCorps Award	pg. 52
26. Useful Links	pg. 53

Introduction

Scholars in Service to Pennsylvania is a federal government sponsored AmeriCorps program. This particular AmeriCorps module allocates an Education Award (Ed Award) to students who enroll and successfully complete a certain number of hours of community service in a calendar year. Participating students enroll as AmeriCorps members on a part-time basis and receive a partial Education Award at the end of their term. The Scholars in Service to Pennsylvania program offers students the possibility of enrolling as “quarter-time” or “minimum-time” members at the following awards and commitment levels.

Quarter-time	450 hours of service	\$1,250 Ed Award
Minimum-time	300 hours of service	\$1,000 Ed Award

The award can be used to pay for any legitimate educational expenses at the current undergraduate institution or to pay for future educational expenses. It can also be used to pay for existing federal educational loans. Please note that the Ed Award is taxable.

The Scholars in Service to Pennsylvania program is intrinsically beneficial to students as it fosters an atmosphere of service and of leadership. In particular, the program seeks to develop practical skills amongst its Scholars through a combination of direct service, training and reflection, volunteer recruitment and leadership development.

Ideally, Scholars will commit to volunteering with one primary community organization or project throughout the school year. This may be supplemented with ad-hoc volunteering and project leadership in other areas, but primarily, relationships should be built with one primary organization (at most two) so that the Scholar and the community can both achieve the maximum benefit. Students may work with a second organization during the summer months.



Responsibilities for Students

- * Volunteer at site 7-10 hours per week – including the summer if necessary. Hours in your campus community service office coordinating projects and/or with an academic department coordinating service-learning (3-4 hrs per week) can count as service hours.
- * Recruit other students to volunteer.
- * Participate in regular training and/or reflection sessions.
- * Complete all necessary AmeriCorps paperwork in a timely fashion
- * Log all service hours electronically on the myvolunteerpage.com by deadlines set by your campus supervisor.
- * Informing your campus supervisor immediately any time you are unable to complete your service hours as planned.
- * All other responsibilities as needed.

Other suggested activities

- * Plan a volunteer fair for your campus.
- * Coordinate a “Day of Service” for your campus such as Into the Streets, MLK Day of Service, and/or National Youth Service Day.
- * Bring a speaker to campus who can talk about the issues you are dealing with in your service (i.e. education, homelessness, hunger, poverty, the environment).
- * Connect with faculty who are experts in these issue areas.
- * Think about how your service site might make an excellent community partner for a service-learning course
- * Host a forum on non-profit careers.
- * Put together a workshop for other students about what you’re doing and what you’ve learned
- * Read an inspiring book about service, leadership, social change, etc. together or on your own
- * Reach out to other AmeriCorps members in your area whether they are full-time or part-time.

Responsibilities for Host Campuses

- Recruit your own Scholars in Service to PA (SISPA) members
- Verify through documentation that all SISPA members are eligible for the AmeriCorps program, i.e. proof of age, citizenship, and attainment of high school diploma
- Provide ongoing support for SISPA members including but not limited to: oversight of service activities, organization of regular reflection sessions, assistance with filling out all enrollment forms and paperwork, and assistance finding service placements
- Orient all SISPA members to AmeriCorps program including the history of national service and what it means to be an AmeriCorps member
- Assign one administrator to be the main “point of contact” between the SISPA program and the campus.
- Submit monthly time logs to Program Director as instructed
- Make all reasonable efforts to send at least one administrator to the Summer Scholars Training and/or Pennsylvania Campus Compact Conference. This year they will be combine in a Community Service Directors Retreat and Pre-Retreat Scholars luncheon May 28-30, 2008.
- Sign a Host Campus Agreement with PHENND
- Submit semi-annual progress reports to PHENND as instructed
- Allow the members to work on national service initiatives such as MLK Day of Service
- Identify service focus objectives and assist the SISPA members in developing a project timeline to achieve objectives
- Aid the SISPA members with identifying and working with local communities of need
- Ensure SISPA member compliance with AmeriCorps Prohibited Activities

Training and Member Development

As the Scholars in Service to PA Campus Administrator, you are responsible for the leadership development of your members. Scholars in Service to PA is envisioned as a leadership program as well as a service program. Through service, students learn to become leaders. Learning from experience is powerful, but it does not just happen. It must be cultivated. Below are some suggestions as to how you may structure your Scholars program to maximize the potential for leadership development in your students.

- * Have Scholars help plan campus-wide events and activities related to service such as a volunteer fair, day of service, or speaker series
- * Have Scholars work with faculty to help connect them to community partners for service-learning. Scholars can spend part of their time serving as “undergraduate TA’s” for service-learning and/or site coordinators for service-learning placement sites.
- * Invite Scholars to sit on your community service program’s advisory board (if you have one) and/or recommend them or nominate them to serve on other relevant committees and task forces.
- * Ask Scholars to put together a workshop for other students about what they’re doing and what they’ve learned
- * Read an inspiring book about service, leadership, social change, etc. together or on your own (see page 15 of the Action/Reflection handbook).
- * Hold structured bi-weekly training and reflection meetings. **It is very important that an expectation be set early on with students that these trainings are just as important as their service and the two aspects together are what make the Scholars program different than simply “volunteering.”**

These meetings can:

- be reflection, leadership development, guest speakers, etc.
- be skill-based (i.e. literacy techniques)
- utilize faculty expertise on your campus
- empower students to lead sessions for one another
- use team approach based on issue or theme

AmeriCorps Terms of Service

By joining the Scholars in Service to Pennsylvania program, your students are joining AmeriCorps. They are committing to do a year of service, ideally with one or two organizations. The emphasis is on a deep experience with a particular organization rather than an ad hoc collection of volunteering here and there. This is not to say that in addition to working deeply with a particular organization or two, students won't also do smaller projects on the side.

Students' start and end dates are important. **For the 2008-2009 program year, all members will be required to finish their terms of service by the end of our grant contract, which will be August 21, 2009.** Technically, students may enroll any time, but they must plan to finish by 8/21/09. Generally, we expect that most students will be identified in the late Spring and summer of 2008, will enroll with start dates of 8/22/08, and will have submitted enrollment paperwork to us by June 30.

AmeriCorps requires that all paperwork (including enrollment forms and time sheets) be entered into a computerized database within 30 days. (This database is something only the Scholars Director sees and is completely separate from the Volunteer Impact system used to track hours.) i.e. Your December 2007 time sheet needs to be submitted to PHENND so they can enter it into the computer by the end of January 2008. For this reason, time sheets must be submitted by the 14th of the following month so that PHENND has the remainder of the month to submit the information to AmeriCorps.

If a student's enrollment packet is incomplete for ANY REASON, it will not be entered into the AmeriCorps system and it will cause delays which could result in a forfeited Education Award. Be diligent with your paperwork and time sheets so this does not happen!

SCHOLARS IN SERVICE TO PENNSYLVANIA 2008-2009

Enrollment Packet Checklist

Please fill this form out completely and paper clip it to all relevant documents being mailed to the Scholars office.

Name of Scholar: _____

Campus: _____ Term (Circle One): 450 300

Mandatory Enrollment Paperwork

Item	In packet	Signatures
Enrollment Form		
Member Contract		
Consent & Release		
Sex Offender Check		
Student Service Plan		

Optional Enrollment Paperwork

Item	In packet	N/A
Criminal Background Check	<input type="checkbox"/> Copy of background check <input type="checkbox"/> copy of application	
Child Abuse Clearance	<input type="checkbox"/> Copy of clearance <input type="checkbox"/> copy of application	

The following items do not need to be mailed to the Scholars program. However, please check the "Verified" box to indicate that you have seen these items and confirm the students' eligibility for AmeriCorps.

Campus Administrator Certification

Item	Verified
Proof of age	
Proof of citizenship status	

(Acceptable documents include: passport, birth certificate AND government issued photo ID, INS Certificate of U.S. Citizenship, INS Certificate of Naturalization, or Alient Registration Acceptance Card)



AMERICORPS ENROLLMENT FORM



Completion of this form is required to enroll an AmeriCorps member in the National Service Trust, making the member eligible for an education award upon successful completion of his or her term of service. It also provides the Corporation for National and Community Service with basic demographic data.

DIRECTIONS TO MEMBER:
1. Use blue or black ink.
2. Print clearly.
3. Please complete and sign Part 1 and Part 2.
4. Return the completed form to your **Program Director**.

PART 1 Member: Please Complete and Sign

1. **Name** _____
Last _____ First _____ MI _____
2. **Date of Birth** _____ **3. Social Security Number** _____
Month Day Year
4. **Citizenship Status** I am a U.S. Citizen or National * I am a Lawful Permanent Resident Alien of the United States **
*Citizens of the US include persons born in Puerto Rico, Guam, the US Virgin Islands, and the Northern Mariana Islands. Nationals of the US include persons born in America Samoa, including Swains Island.
**Generally, you are a Lawful Permanent Resident Alien of the US if you are a US permanent resident with (i) a Permanent Resident Card, INS Form I-551; (ii) an Alien Registration Receipt Card, INS Form I-551, (iii) a passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or (iv) an I-94 indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. NOTE: A student visa does not confer eligibility to enroll in an AmeriCorps program.
5. **High School Status:** I have received a high school diploma or its equivalent
OR
 I agree to obtain a high school diploma or its equivalent before using my education award, and I did not drop out of elementary or secondary school to enroll in the program.
6. **Males 18-26 years old not yet registered with the Selective Service System:** If you would like the Corporation for National and Community Service to provide the information on this page to the Selective Service System so that the agency may register you, please check this box.
7. **Current Address** (All information will be sent to you at this address until you notify the Corporation of a change of address.)
Number and Street _____
City _____ State _____ Zip Code _____
Email Address _____
Home Phone _____ Business Phone _____ Ext _____
8. **Permanent Address** (Name and address of person through whom you can always be reached once you leave the program.)
Last _____ First _____ MI _____
Number and Street _____
City _____ State _____ Zip Code _____
Email Address _____
Home Phone _____ Business Phone _____ Ext _____
9. Have you ever previously enrolled in an AmeriCorps program? No Yes . If Yes, how many times: _____
10. Have you ever been released 'for cause' from a term of service by this or any other AmeriCorps program? No Yes .

By signing this enrollment form I agree, if asked, to provide information to verify the accuracy of my completed form. I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act.

Member's Signature _____ **Date** _____

PART 2**Member: Please Answer the Following Questions****1. What is your gender?**

- Female
 Male

2. Are you registered to vote?

- Yes
 No
 Not sure
 Not eligible
 Prefer not to respond

3. (Optional) Which of the following categories best describes your racial or ethnic origins? (Mark one or more from A and one from B)**A. Race**

- American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander
 Black or African American
 White
 Asian
 Other

B. Ethnicity

- Hispanic origin
 Not of Hispanic origin

4. Which one of the following best describes your marital status?

- Single, never married
 Married, living with husband/wife
 Married, not living with spouse/legally separated
 Widowed
 Divorced
 Prefer not to respond

5. What is the highest level of education you have completed?

- Less than high school completed
 GED
 High school graduate
 Technical school/apprenticeship/vocational
 Some college
 Associates degree (AA)
 College graduate
 Some graduate school
 Graduate degree
 Professional degree (medical, law)

6. Do you have a disability?

- Yes (Specify: _____)
 No
 Prefer not to respond

7. Are you a veteran of the United States Armed Forces?

- Yes
 No

8. What are the two most important reasons why you decided to join this program?

- To get an education award
 To help other people/perform a community service
 To be part of a national movement
 To get a job/earn money
 Friends have joined
 To make friends
 To learn about or work with different ethnic/cultural groups
 Parents/teachers wanted me to join
 To explore future job/education interests
 To get involved in health issues
 To get involved in education issues
 To get involved in environment issues
 To get involved in public safety issues
 Other (Specify: _____)

9. How did you hear about this program? (Mark all that apply.)

- Article
 Advertisement in a newspaper/magazine
 Guidance counselor/teacher
 Parent/relative
 Current or former AmeriCorps Member
 Friend told me/friend applied
 TV commercial
 Radio commercial
 The internet
 AmeriCorps recruiter/representative
 Received information in the mail
 AmeriCorps program poster
 Other (Specify: _____)

10. Privacy Act Information Release

- Yes, I give the Corporation for National and Community Service permission to release my name, address, email and telephone number to the AmeriCorps alumni association.

Public reporting burden -- Estimated time to complete this form, including time for reviewing instructions and gathering and providing the information needed to complete the form, is 3 minutes for the Member section and 4 minutes for the Certifying Official section. Send comments regarding this burden or the content of this form to: Corporation for National and Community Service, National Service Trust, 1201 New York Avenue, NW, Washington, DC 20525. The Corporation informs the potential persons who are to respond to this collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number on this page of the form (see 5CFR 1320.5(b)(2)(1))

Privacy Statement -- In compliance with the Privacy Act of 1974, the following information is provided: The collection of this information is authorized by the provisions of the National and Community Service Act as amended by the National and Community Service Trust Act of 1993. The primary purpose of the information is to obtain from AmeriCorps program representatives their data to successfully enroll a member in a term of service and the education award program. The evaluative information will help the Corporation improve its programming and services to members. Information may also be provided to federal, state, and local agencies for law enforcement purposes. Information will not otherwise be disclosed outside the Corporation without written permission. The Internal Revenue Service has determined that the education award is taxable in the year it is used. Your Social Security Number (SSN) is solicited under the authority of the Internal revenue Code (28 U.S.C. 6011© and 6109) for use as a taxpayer identification number. Failure to disclose the SSN or any other information may result in a denial of your receiving an education award or it may delay the processing of your education award. In furtherance of the Corporation's efforts to ensure that the programs are inclusive of persons with disabilities, your Social Security Number may be released to the Social Security Administration to measure aggregate statistical data on the number of AmeriCorps members receiving disability-based benefits. If you do not wish your personal information to be included in this research, mark "prefer not to respond" under question 6.

For Official Use Only

Member Social Security Number _____

DIRECTIONS TO CERTIFYING OFFICIAL:

- 1. Use blue or black ink.
- 2. Please complete and sign Part 3.
- 3. Print clearly.
- 4. If you are using WBRS or eSPAN, please provide the form to whoever enters data into that database for your program.

PART 3

Certifying Official: Please Complete and Sign

This section must be signed by an authorized certifying official. The program must designate certifying officials.

1. Type of Enrollment (Mark only one.)

- Full-time (1700 hours per year or 365 days for VISTA)
- Half-time (900 hours in up to 2 years)
- Reduced half-time 675 hours
- Quarter time 450 hours
- Minimum time/Summer 300 hours

2. Is the member enrolling in an AmeriCorps education award only position (i.e. received no Corporation-funded living allowance or benefits)?

- Yes
- No

3. Will the member receive a living allowance?

- Yes
- No

4. Date of Enrollment: _____
mm/dd/yyyy

5. Type of Program

- AmeriCorps National Direct
- AmeriCorps State
- AmeriCorps Tribe
- AmeriCorps Territory
- AmeriCorps National Civilian Community Corps
- AmeriCorps Education Award Program
- AmeriCorps Promise Fellows
- AmeriCorps America Reads
- AmeriCorps Governor's Initiative
- Other (Specify): _____

6. Program Information

Name of Program or AmeriCorps NCCC Campus _____

Operating Site I.D. Number _____

Number and Street _____

City _____ State _____ Zip Code _____

Business Phone _____ Ext _____

Signature of Certifying Official _____ **Date** _____

Name of Certifying Official (Please Print): _____

I understand that a knowing and willful false statement on this form can be punished by a fine or imprisonment or both under Section 1001 of Title 18, U.S.C.

Member Contract for Participation in Scholars in Service to Pennsylvania 2008-2009

I. PURPOSE

It is the purpose of this agreement to delineate the terms, conditions, and rules of membership regarding the participation of _____ (hereinafter referred to as the "member") in the *Scholars in Service to Pennsylvania* AmeriCorps Program (hereinafter referred to as the "Program").

II. MINIMUM QUALIFICATIONS

The member certifies that he/ she is a United States citizen, a United States national, or a lawful permanent resident alien and at least 17 years of age (or at least 16 years of age if the member is an out-of-school youth and a participant in one of two types of youth corps defined under the National and Community Service Act of 1990, as amended).

III. TERMS OF SERVICE

A. The member's term of service begins on _____ and ends on 8/21/2009.
The program and the member may agree, in writing, to extend this term of service for the following reasons:

1. The member's service has been suspended due to compelling personal circumstances.
2. The member's service has been terminated, but a grievance procedure has resulted in reinstatement.

B. The member will complete a minimum of (select one):

___ 300 hours of service during this period for an Education Award of \$1,000.

___ 450 hours of service during this period. for an Education Award of \$1,250.

C. The member understands that to successfully complete the term of service (as defined by the program and consistent with regulations of the Corporation for National Service) and to be eligible for the education award, he/ she must complete the required number of hours of service and satisfactorily complete pre-service training and the appropriate education/ training that relates to the member's ability to perform service (e. g., CPR, first aid, mediation and conflict resolutions skills and service-learning activities).

D. The member understands that to be eligible to serve a second term of service the member must receive satisfactory performance reviews for any previous term of service. The member's eligibility for a second term of service with this program will be based on at least a mid-term and end-of-term evaluation of the member's performance focusing on factors such as whether the member has:

1. Completed the required number of hours;
2. Satisfactorily completed assignments, tasks, or projects; and
3. Met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service.

E. The member understands, however, that the mere eligibility for an additional term of service does not guarantee selection or placement.

IV. POSITION DESCRIPTION

A. The member will perform a variety of service-related duties at one or more non-profit organizations and/or schools. The duties are to be developed jointly by the campus coordinator and site supervisor. A full job description is listed on the Community Wide Hub volunteer management system.

B. The name of the member's campus supervisor is _____.

Member Contract for Participation in Scholars in Service to Pennsylvania 2008-2009

V. BENEFITS

A. Upon successful completion of the member's term of service, the member will receive an education award from the National Service Trust. For successful completion of a term, the member will receive an education award, the amount of which is based on the type of term selected.

1. If the member has not yet received a high school diploma or its equivalent (including an alternative diploma or certificate for individuals with learning disabilities), the member agrees to obtain a high school diploma or its equivalent before using the education award. This requirement can be waived if the member is enrolled in an institution of higher education on an ability to benefit basis or the program has waived this requirement due to the results of the member's education assessment.
2. The member understands that his or her failure to disclose to the program any history of having been released for cause from another AmeriCorps program will render him or her ineligible to receive the education award.

C. If the member has received forbearance on a qualified student loan during the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service.

VI. RULES OF CONDUCT

A. At no time may the member:

1. Engage in any activity that is illegal under local, state or federal law.
2. Engage in activities that pose a significant safety risk to others.
3. Engage in any AmeriCorps prohibited activities that include:
 - any activity involving attempting to influence legislation or an election or aid a partisan political organization;
 - helping or hindering union activity;
 - engaging in religious instruction;
 - conducting worship services;
 - providing instruction as part of a program that includes mandatory religious instruction or worship;
 - constructing or operating facilities devoted to religious instruction or worship;
 - maintaining facilities primarily or inherently devoted to religious instruction or worship;
 - engaging in any form of religious proselytization;
 - 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, a religious organization, or a non-profit that engages in lobbying.
 - conducting voter registration
 - providing service outside the United States or to a group/project whose primary beneficiaries are outside the United States

B. The member is expected to, at all times while acting in an official capacity as an AmeriCorps member:

1. Demonstrate mutual respect towards others.
2. Follow directions.
3. Direct concerns, problems, and suggestions to the appropriate Program administrator.

C. The member understands that the following acts also constitute a violation of the program's rules of conduct:

Member Contract for Participation in Scholars in Service to Pennsylvania 2008-2009

1. Unauthorized tardiness.
2. Unauthorized absences.
3. Repeated use of inappropriate language (i. e. profanity) at a service site.
4. Failure to wear appropriate clothing to service assignments.
5. Stealing or lying.
6. Engaging in any activity that may physically or emotionally damage other members of the program or people in the community.
7. Unlawful manufacture, distribution, dispensation, possession or use of any controlled substance or illegal drugs during the term of service.
8. Consuming alcoholic beverages during the performance of service activities.
9. Being under the influence of alcohol or any illegal drugs during the performance of service activities.
10. Failing to notify the program of any criminal arrest or conviction that occurs during the term of service.

D. Under the Drug-Free Workplace Act, you must immediately notify the Program Director if you are convicted under any criminal drug statute. Your participation in the Program is conditioned upon compliance with this notice requirement and we will take action for violation of this.

E. In general, for violating the above stated rules in section VI(C), the program will do the following:

1. For the member's first offense, an appropriate program official will issue a verbal warning to the member.
2. For the member's second offense, an appropriate program official will issue a written warning and reprimand the member.
3. For the member's third offense, the member may be suspended for one day or more without compensation and will not receive credit for any service hours missed.
4. For the fourth offense, the program may release the member for cause.

F. The member understands that he/ she will be either suspended or released for cause in accordance with paragraphs (B), (C), and (F) of section VII of this agreement for committing certain acts during the term of service including but not limited to being convicted or charged with a violent felony, possession, sale, or distribution of a controlled substance.

VII. RELEASE FROM TERMS OF SERVICE

A. The member may be released by the Program from the term of service in the following two ways:

1. Suspension, as described in paragraphs (F) of this section; or,
2. Termination.

B. The member understands that he/ she may be released for the following two reasons:

1. For cause, as explained in paragraph (C) of this section; or
2. For compelling personal circumstances as defined in paragraph (F) of this section.

C. The program will release the member for cause for the following reasons:

1. The member has dropped out of the program without obtaining a release for compelling personal circumstances from the appropriate program official;
2. During the term of service the member has been convicted of a violent felony or the sale or distribution of a controlled substance;
3. The member has committed a fourth offense in accordance with paragraph (E) of section VI of this agreement; or

Member Contract for Participation in Scholars in Service to Pennsylvania 2008-2009

4. Any other serious breach that in the judgment of the director of the Program would undermine the effectiveness of the program, including failure to regularly log and submit hours as instructed by the Program Director. Any Scholar that fails to log hours for three consecutive months without prior approval will be subject to termination from the program.

D. The Program may release the member from the term of service for compelling personal circumstances if the member demonstrates that:

1. The member has a disability or serious illness that makes completing the term impossible;
2. There is a serious injury, illness, or death of a family member which makes completing the term 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 makes it impossible or unreasonably difficult for the member to complete the term of service, such as a natural disaster, a strike, relocation of a spouse, or the nonrenewal or premature closing of a project or the program.

E. Compelling personal circumstances do not include leaving the Program:

1. To enroll in school;
2. To obtain employment, other than in moving from welfare to work; or
3. Because of dissatisfaction with the program.

F. The Program may suspend the member's term of service for the following reasons:

1. During the term the Member requests a suspension based on compelling personal circumstances, as described in paragraph (D) of this section. During the suspension from service, the member will not receive credit for service hours or benefits (as described in Section V). The member may resume his or her term of service once the circumstances supporting the suspension have been resolved. However, a suspension may last no more than two years from the date of suspension. If the member does not resume the term within the two year period, the member may request that the program exit the member and the member will be eligible for a partial education award based on the number of hours served in the term.
2. During the term of service the member has been charged with a violent felony or the sale or distribution of a controlled substance. (If the member is found not guilty or the charge is dismissed, the member may resume his/ her term of service. The member, however, will not receive back living allowances or credit for any service hours missed.)
3. During the term of service the member has been convicted of a first offense of possession of a controlled substance. (If, however, the member demonstrates enrollment in an approved drug rehabilitation program, the member may resume the term of service. The member will not receive back living allowances or credit for any service hours missed.)

G. The Program may suspend the member's term of service for violating the rule of conduct provisions set forth in paragraph (C) of section VI of this agreement.

H. If the program releases the member for cause or for compelling personal circumstance, the member will cease to receive the benefits described in paragraphs (A) and (C) of section V.

I. If the program releases the member for cause the member will receive no portion of the education award. If, however, the program releases the member for compelling personal circumstances, the member will receive a prorated education award, provided the member has completed at least 15 percent of the hours needed to complete the term of service.

Member Contract for Participation in Scholars in Service to Pennsylvania 2008-2009

J. A term that ends early, either for cause, or for compelling personal circumstances, is still considered a term and the education award that the member receives, or would have been eligible to receive, will count towards the total of two education awards an individual may receive through service with AmeriCorps.

VIII. GRIEVANCE PROCEDURES

A. The member understands that the Program has a grievance procedure to resolve disputes concerning the member's suspension, dismissal, service evaluation or proposed service assignment.

B. The member understands that, as a participant of the program, he/ she may file a grievance in accordance with the campus's grievance procedure. *See attached.* If that procedure does not resolve the situation, the member may contact PHENND, in writing, for an alternate procedure. In that case, PHENND will convene a three-member panel consisting of the PHENND Director, a representative from Pennsylvania Campus Compact, and a trained mediator. Within 30 days of the receipt of the initial request from the member, the panel will review the issue, including the prior decision of the campus-based grievance board, and determine the best course of action.

IX. AMENDMENTS TO THIS AGREEMENT

This agreement may be changed or revised only by written consent by both parties.

X. AUTHORIZATION

The member and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement. (If the member is under the age of 18 years old, the member's parent or legal guardian must also sign.)

AmeriCorps Member

AmeriCorps Program Director

Signature

Signature

Name

Hillary Aisenstein

Name

Date

Date

XI. CERTIFICATION BY CAMPUS ADMINISTRATOR

As the Campus Administrator, I hereby certify that I have seen documentation that proves the aforementioned AmeriCorps Member is eligible to participate in this program based on age, citizenship, and attainment of a high school diploma. The documents I have seen may include: birth certificate, high school diploma or college transcript.

Signature

Name

Date

National Sex Offender Registry

Online Instructions

All AmeriCorps members must now be cleared by the National Sex Offender Registry **before** enrolling as an AmeriCorps member. Students must also sign off on the following “consent and release” form which authorizes the Scholars program to do the check. As part of the enrollment process, you should complete the check on all of your members. Below are instructions.

1. Go to www.nspor.gov
2. After reading the disclaimer, click on “I Agree”
3. Type in the access code when prompted
4. Enter the student’s last name and first name in the appropriate boxes
5. Click on “National Search”
6. Select the Mid-Atlantic Region. If the student is from another part of the country, select that region as well.
7. Click on “search”

The search results will appear on the following screen. Typically, there are no hits, and you can simply print the screen demonstrating that result. Attach that printout to the consent form and include both in the enrollment packet.

If your search result does turn up results, you will need to go through them and verify that those individuals are not the member in question. This can usually be done by looking at the middle name, state of origin, birth dates, and photos. Once you have done that, print the screen and make a handwritten notation confirming that none of the results are a match. Initial that notation.

CONSENT AND RELEASE

In connection with my volunteer service with the Scholars in Service to Pennsylvania AmeriCorps Program ("the Program"), I hereby request that the Philadelphia Higher Education Network for Neighborhood Development ("PHENND") conduct an investigation of my personal background. The investigation may include criminal history records from state, federal and other agencies and the National Sex Offender Registry. I authorize, without reservation, PHENND to disclose the results of the investigation to AmeriCorps and/or its agents and to my home school.

I understand that the results of the investigation will be maintained by PHENND and my school.

I release and discharge PHENND (including its institutional partners), the Program, the University of Pennsylvania and AmeriCorps and their respective trustees, officers, employees and agents from any and all liability arising from or related to the investigation and/or disclosures authorized above.

I agree that a photocopy of this Consent and Release may be accepted with the same authority as the original.

By my signature, I certify that all information provided below is correct to the best of my knowledge, information and belief and I acknowledge that any inaccurate or misleading statement may be grounds for denial or cancellation of the volunteer experience with AmeriCorps and/or disciplinary action. I also affirm that: I am at least 18 years of age; I have carefully read and understand this Consent and Release; and I am signing it voluntarily and with the intent to be legally bound by it.

Signature Date / /

FIRST NAME M.I. LAST NAME

Print ALL other names ever used: _____

Date of Birth: _____ mm _____ dd _____ yy

Current Address: _____
Street Address

City State Zip

Length of Residence at Current Address _____ yrs

Driver's License Number: _____ State: _____

SCHOLARS IN SERVICE TO PENNSYLVANIA 2008-2009

SERVICE PLAN

Name: _____ Date: _____

FALL 2008

Service Activity	Number of Weeks	Hours Weekly	Total Hours

Training & Reflection

Other Service

SPRING 2009

Service Activity	Number of Weeks	Hours Weekly	Total Hours

Training & Reflection

Other Service

SUMMER 2009

Service Activity	Number of Weeks	Hours Weekly	Total Hours

TOTAL _____

Policy with regard to Criminal *Background Checks*

As per AmeriCorps Provisions, as well as Pennsylvania state law, **all AmeriCorps members who come in regular contact with vulnerable populations, including school-age children, the elderly, and people with disabilities, must apply for a Criminal Background Check from the Commonwealth of Pennsylvania and receive clearance to work.**

A photocopy of the Criminal Background Check should be included with all other enrollment paperwork. If the completed Criminal Background Check is not yet available, a photocopy of the application for the background check must be submitted in its place. When the completed check becomes available, a photocopy should be mailed to PHENND. It is highly recommended that students use the electronic E-Patch system (see page 20) to expedite this process.

All Scholars in Service to PA members who wish to work with children must also apply for and receive a Child Abuse History Clearance. Unlike the background check, the child abuse clearance must be submitted manually and cannot be completed online. Again, if the completed Child Abuse Clearance is not yet available, a photocopy of the application for the clearance must be submitted in its place. When the completed clearance becomes available, a photocopy should be mailed to PHENND.

See instructions below for completing these checks. Feel free to call the Scholars Program Director for further clarification.

Request For Criminal Record Check

Online Instructions

Epatch.state.PA.US

The PATCH web site is available for registered and non-registered users wishing to acquire criminal history information on individuals. Users must agree to abide by all sections of the Criminal History Record Information Act and all terms stated forthwith.

There is a \$10.00 non-refundable fee for each request, regardless of outcome. Payment is accepted by credit card or by billing a pre-established account. Customers will be charged for misspelling, duplicate submissions and other user errors.

The following criminal history information will be released by the Pennsylvania State Police Central Repository upon proper request:

- 1. All convictions.**
- 2. All charges that are less then three years from the date of arrest and the Central Repository has not received a disposition.**
- 3. All charges for which a warrant of arrest has been issued and the Central Repository has been notified of such warrant.**

It is the responsibility of both registered and non registered users to obtain the assigned control number at the time requests are submitted. Immediately after submission of the requests one of the following statuses will be assigned to the request:

- 1. No Record:** If this status is assigned to the request it is the user's responsibility to **double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified no record form will be displayed in PDF format. This form should be printed.**
- 2. Request under Review:** If this status is assigned to the request, the user must periodically check the PATCH web site to determine the final status of the request. A status of "Request Under Review", will result in one of the following final status:
 - o **No Record: Follow the instructions above for a no record response.**
 - o **Record: Indicates the person has a record and a record response has been mailed to the address provided.**
- 3. Pending:** This status is occasionally assigned when traffic is extremely heavy and requires the user to **check back at a later time.** A request should not remain in pending status for more than 24 hours. If a request remains in pending status for more than 24 hours call the PSP PATCH help desk at 1-877-777-3375

Insert Copy of Request for Criminal Record Check

Insert Copy of Pennsylvania Child Abuse History Clearance

Tracking Hours Online

Setting up activities

1. Start at <http://admin.volunteer2.com>
2. Bookmark that page for future reference.
3. On the right hand side, enter your username and password and click "login." Your username is typically the same as your email username and your password is typically the name of your institution. Your username and password will be assigned to you by the Scholars Program Director.

VOLUNTEER IMPACT and COMMUNITY HUB software

volunteer²

LOGIN

Type in your username and password and then click "Login".

If you would like to see what volunteers see in MyVolunteerPage.com, login as a volunteer by selecting "Volunteer" in the drop-down list before clicking "Login"

username:
password:
login as:
Administrator
 Remember my username on this computer
Login
Forgot your password? [click here!](#)

www.volunteer2.com

4. First, you need to set up your campus' activities so that students can log hours for specific service activities. There are many ways to organize your campus' activities and categories. One way might be by theme. For example:

Category: **Hunger**
Activities: Sixth Street Food Cupboard
Salvation Army Soup Kitchen
Food Stamp Enrollment

Category: **Education**
Main Street Elementary Tutoring
ABC Afterschool Program

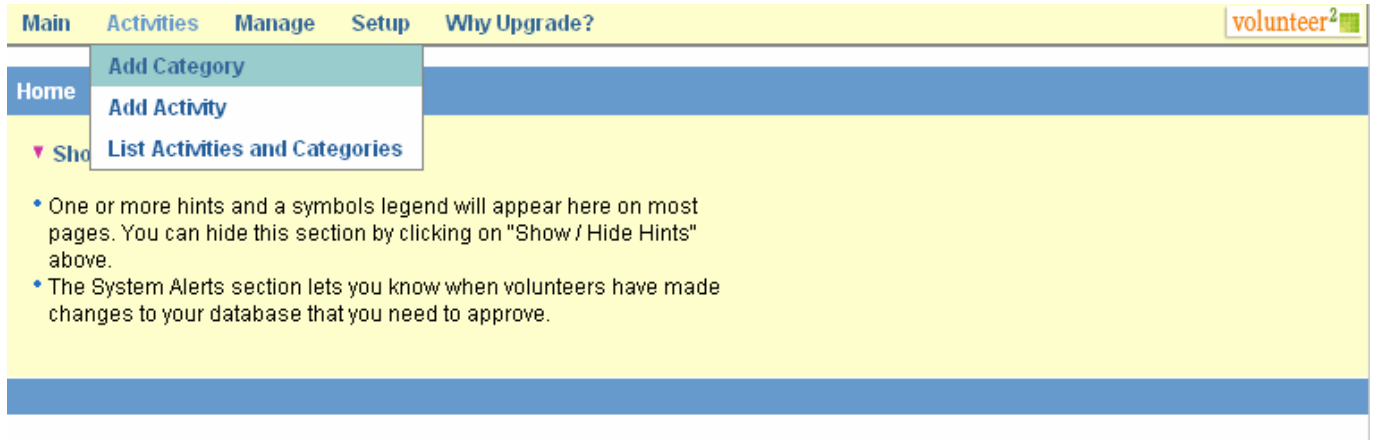
You may also want to have the category correlate with a service site and the activity be a specific task at that site. For example:

Category: **Main Street Elementary School**
Activities: In-class support
Afterschool tutoring

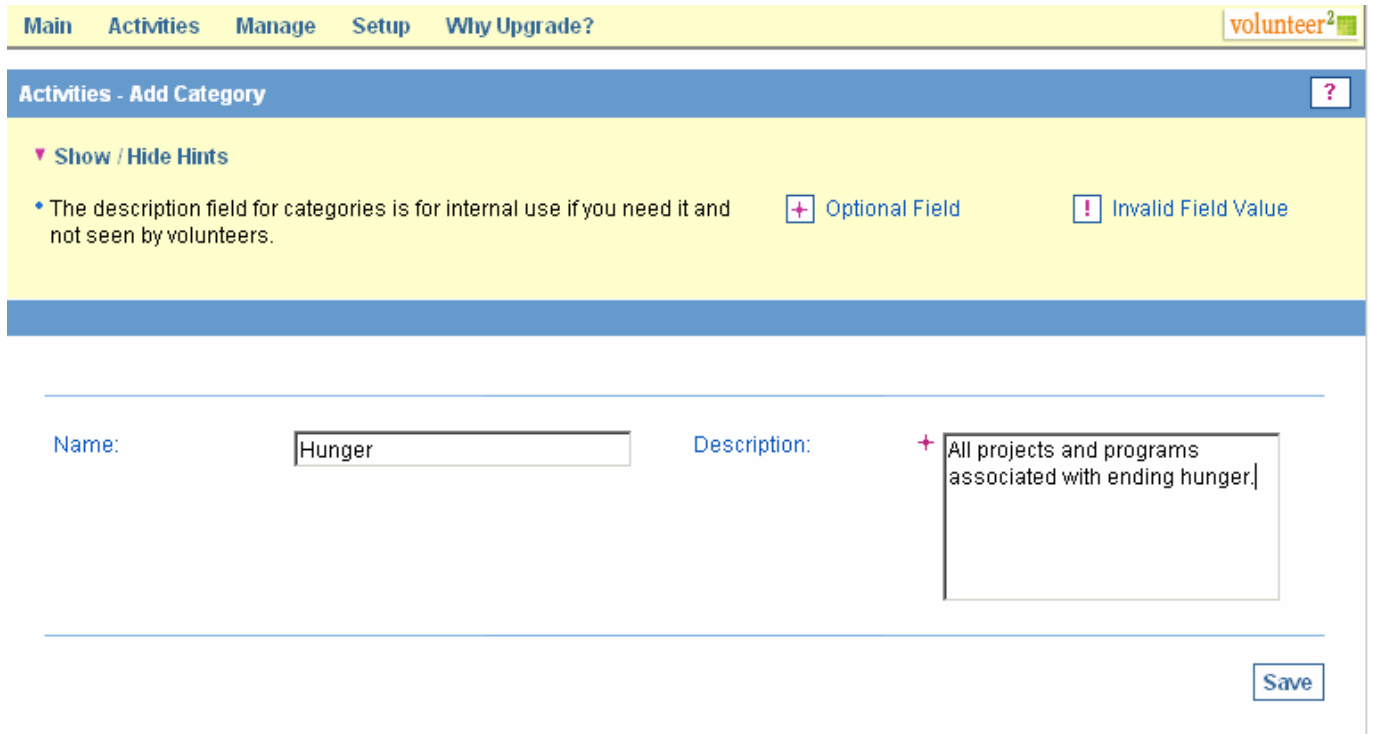
School garden program
Math tutoring

It's up to you, but you must put activities and categories into the system so that students can log their hours.

To set up activities so that your students may log hours, click on "Activities" and then "Add Category."

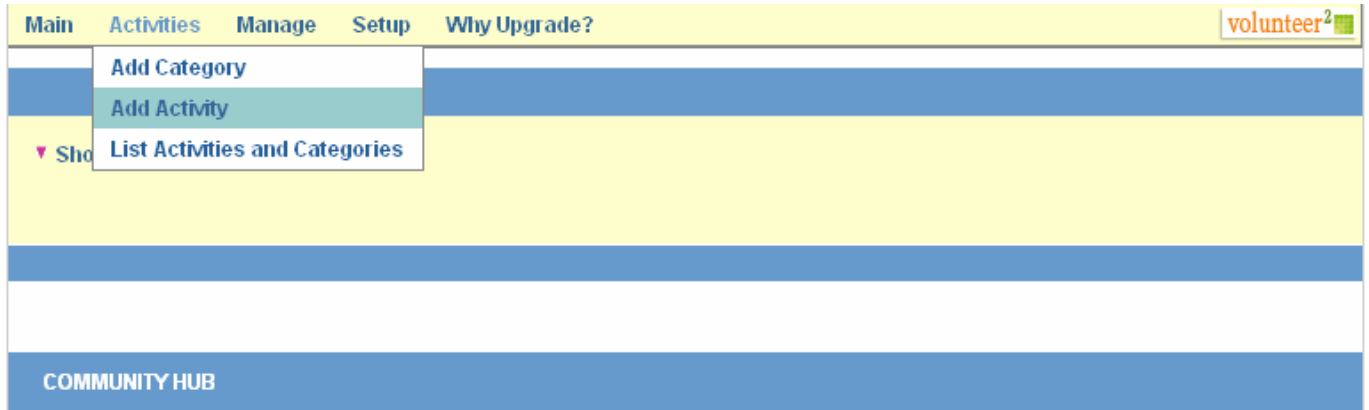


5. On the next screen, enter a category name and a brief description. Click "save."



6. To enter more categories, simply repeat the process.

7. To enter an activity, click on “Activities” and then “Add Activity.”



8. Enter the name of the activity, select the appropriate category, and write a brief description of the activity. You do not have worry about any of the other fields. Click “save.”

Main Activities Manage Setup Why Upgrade? volunteer²

Activities - Add ?

▼ Show / Hide Hints

- The description field should be used to provide volunteers with whatever additional information that would be helpful in their decision to volunteer for this activity.
- In some cases, the Volunteer Center will have to approve this posting before it can be seen through the local Community Hub.

+ Optional Field ! Invalid Field Value

Activity Name:

Category:

Public Description: +

Volunteers Needed:

Active Status:

Schedule Details:

Activity has no schedule.

Activity must occur between two dates, but has no fixed times associated with it.

Activity occurs once.

Activity occurs on a regular schedule.


9. Repeat as necessary.
10. Note, **you must include two specific activities as per AmeriCorps regulations – Training and Fundraising.** Hours for training/member development and fundraising are capped at 20% and 10% of a student’s total hours respectively. In order to track these hours separately, the activity must be clearly labeled. Please make sure to add these activities and instruct students to use them. If you are going to add specific training activities such as “Student Life Leadership Retreat,; make sure that the fact that it is a training event is clear. You might want to have “Training” be a category and have specific training events listed as the various activities.

Tracking Hours Online

Setting up students' accounts

Students will follow these instructions. They are also in the student handbook.

1. Start at <http://www.myvolunteerpage.com>
2. In the middle column, where it says "Find Volunteer Opportunities in your Community," type "Pennsylvania" in the search field. Click "Search."



Powered by **myVolunteerPage.COM**

Welcome to MyVolunteerPage.com

Now you have a direct digital link to the organizations where you volunteer. You can use MyVolunteerPage.com to update your contact information, sign up for new volunteer activities, view your volunteer schedule, let the Volunteer Manager know when you are available and log your volunteer hours. Welcome to a new age of communications between volunteers and volunteer organizations.

Privacy Policy

Information contained here is only visible to you and the specific organization(s) you volunteer for. It will not be disclosed to any other party nor used for any other purpose.

[About the volunteer software that we use.](#)

Find Volunteer Opportunities in your Community

Enter a town or city name
 ←

...and select your country
 BERMUDA CANADA USA

←

To learn more about volunteering in your community, fill in your town or city name and click "Search".

ALREADY REGISTERED?

To log in as a volunteer for a particular organization or to access your personal profile, type in your username and password and click "Login Now".

USERNAME:


PASSWORD:

REMEMBER MY USERNAME ON THIS COMPUTER

Forgot your password?
[Click here!](#)

Tell your friends and colleagues about MyVolunteerPage.com and encourage them to volunteer like you do.

3. The page will reappear, this time with an arrow and a line saying “Your results are listed below. Under “Search results,” choose Pennsylvania.



Powered by **myVolunteerPage.COM**

Welcome to MyVolunteerPage.com

Now you have a direct digital link to the organizations where you volunteer. You can use MyVolunteerPage.com to update your contact information, sign up for new volunteer activities, view your volunteer schedule, let the Volunteer Manager know when you are available and log your volunteer hours. Welcome to a new age of communications between volunteers and volunteer organizations.

Privacy Policy

Information contained here is only visible to you and the specific organization(s) you volunteer for. It will not be disclosed to any other party nor used for any other purpose.

About the volunteer software that we use.

Find Volunteer Opportunities in your Community


Enter a town or city name

...and select your country
 BERMUDA CANADA USA

SEARCH

To learn more about volunteering in your community, fill in your town or city name and click "Search".

Your search results are listed below.



ALREADY REGISTERED?

To log in as a volunteer for a particular organization or to access your personal profile, type in your username and password and click "Login Now".

USERNAME:

PASSWORD:


LOGIN NOW

REMEMBER MY USERNAME ON THIS COMPUTER

Forgot your password? Click here!

Search Results - If your community is listed below, click the link associated with it.

[Pennsylvania](#)
Location: Pennsylvania, USA
Communities Served: Philadelphia



[United Way of Southeastern Pennsylvania](#)
Location: Pennsylvania, USA
Communities Served: Philadelphia

[Voluntary Action Center of Northeastern Pennsylvania](#)
Location: Pennsylvania, USA
Communities Served: Scranton

4. After choosing Pennsylvania, you will be brought to another search page entitled "P.H.E.N.N.D" Half way down the page, under "Find Organizations By," click on "Organization Name."

[contact us](#) | [login](#)

SEARCH **SPONSORS** **RESOURCES** **FEEDBACK**

P.H.E.E.N.D.

Find volunteer activities by:

Browse all Activities	Type of Work Involved
Organization Name	Organization Mission
Number of Hours Required	Length of Commitment Required
Scheduled vs On Your Own Time	Days of Week and Time of Day
Other - Ages, Groups, Public Transit	Create Your Own Custom Search

Find organizations by:

Browse all Organizations ←	Browse by Alphabet
Organization Name	Organization Mission

Can't find anything of interest today?
If you haven't already, register with MyVolunteerPage.com and we will contact you when opportunities that match your profile become available.

REGISTER NOW

Short on time? Try one of these

Random selections

PHENND
[Institutionalization of Service-Learning - Research/Evaluation](#)

Immaculata University
[Scholars in Service to PA - YWCA-WC](#)

College Misericordia
[America Reads/America Counts Tutoring - Kids Cafe](#)

Keystone College
[Alternative Spring Break \(15 hours\)](#)

Need Volunteers?
Post your opportunities online for FREE!

CLICK HERE

Help Promote Volunteerism!
Simple ways to promote volunteerism in your community.

CLICK HERE

Powered by **myVolunteerPage.COM** Provided by **Pennsylvania**

5. Enter the name of your college in the search box that appears.

[contact us](#) | [login](#)

SEARCH **SPONSORS** **RESOURCES** **FEEDBACK**

P.H.E.E.N.D.

Organization Search

Organization's name contains this keyword:

Enter part of the organization's name: ←

Show organization activity info (slower)

Organizations per page:

[New Search](#)

Powered by **myVolunteerPage.COM** Provided by **Pennsylvania**

6. After completing the search, select your college/program.

[contact us](#) | [login](#)

SEARCH **SPONSORS** **RESOURCES** **FEEDBACK**

P.H.E.E.N.D.

Organization Search

Organization's name contains this keyword:

Enter part of the organization's name:

Show organization activity info (slower) Organizations per page:

Find Organizations

New Search

1 organizations matched your search

[King's College](#)
133 N. River Street, Wilkes-Barre, 18702
570-208-5810

1

Powered by **myVolunteerPage.COM** Provided by **Pennsylvania**

7. Then click on "I would like to volunteer for this organization." (in blue letters at the bottom right side of the screen).

[contact us](#) | [login](#)

SEARCH

SPONSORS

RESOURCES

FEEDBACK

P.H.E.E.N.D.

View Organization

King's College

Mission Statement:

Address: 133 N. River Street
Wilkes-Barre Pennsylvania 18702
USA ([View Map](#))

Phone: 570-208-5810

Fax:

Email Address: dmmorton@kings.edu

Website:

Contact Person: [Leanne Mazurick](#)

Communities Served: Philadelphia

Organization Classifications:

Activity Classifications:

Number of Activities listed: 73 ([View Activities](#))



[Back to Search Results](#) [New Search](#)

[I would like to volunteer for this organization](#)

Powered by [myVolunteerPage.COM](#)

Provided by [Pennsylvania](#)

8. When asked whether you have an existing myvolunteerpage.com username and password, click "No."

Powered by **myVolunteerPage.COM**

Sign Up

Welcome to MyVolunteerPage.com

The following pages will help walk you through the process of creating your own volunteer profile and filling in a volunteer application form for: **King's College and Pennsylvania**

Do you have an existing MyVolunteerPage.com username and password?

Yes

No





9. Sign up for a myvolunteerpage.com username and password and log hours you've completed to date.

Powered by **myVolunteerPage.COM**


Sign Up

Legend


 Change needed  This information is optional

Welcome to MyVolunteerPage.com

You will need to select a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be at least 6 characters long.

Username: 

If you have an email address, enter it below (even if you used it for your username).

Email Address: 

Tracking Hours Online

Setting up students' accounts (cont'd)

MyVolunteerPage.com has some key features, which are of vital importance to any Scholar in Service.

Setting a Goal:

I. Click on My Profile tab at top of screen.

The screenshot displays the top navigation area of the MyVolunteerPage.com website. At the top right, there are links for [home](#), [about MVP](#), [my contacts](#), [feedback](#), [help](#), and [logout](#). Below these links is a row of five navigation tabs: **MY PROFILE**, **MY ORGANIZATIONS**, **MY HOURS LOG**, **MY GROUPS**, and **MY COMMUNITY**. A red arrow points to the **MY PROFILE** tab. Below the navigation tabs, the page content includes a "Home - Welcome" message, the text "P.H.E.E.N.D.", and a search bar with the text "Search" and "Search for other Volunteer Opportunitites in your community". A yellow button labeled "CLICK HERE" is positioned to the right of the search bar. At the bottom of the page, it states "Powered by [myVolunteerPage.COM](#)" and "Provided by [Pennsylvania](#)".

- There are two rows of tabs: one set larger in the background, and one set smaller in the foreground. Click on "goals" (the fifth tab in on the smaller set in the front).

[home](#) | [about MVP](#) | [my contacts](#) | [feedback](#) | [help](#) | [logout](#)

[MY PROFILE](#) [MY ORGANIZATIONS](#) [MY HOURS LOG](#) [MY GROUPS](#) [MY COMMUNITY](#)



[contact info](#) [additional info](#) [qualifications](#) [about me](#) [goals](#) [general interests](#)

My Profile - Contact Info

Any changes you make here will automatically update your file in the software used by the organization(s) you work for.

If you would like to change your password, type it in the box labeled "New password" and type it in again in the box labeled "Verify new password".

Legend

 Change needed
  This information is optional

Username:	<input type="text"/>	!	Address 1:	<input type="text"/>	!
New Password:	<input type="text"/>	+	Address 2:	<input type="text"/>	+
Verify New Password:	<input type="text"/>	+	City:	<input type="text"/>	!
username and password must be at least 6 characters					
Title:	<input type="text" value="Miss"/>	+	Province/State:	<input type="text" value="Pennsylvania"/>	▼
First Name:	<input type="text"/>	!	Country:	<input type="text" value="USA"/>	▼
Middle Name:	<input type="text"/>	+	Postal/Zip Code:	<input type="text"/>	
Last Name:	<input type="text"/>	!	Home Phone:	<input type="text"/>	+
Suffix (Jr. Sr. III):	<input type="text"/>	+	Work Phone:	<input type="text"/> x <input type="text"/>	+
Email Address:	<input type="text"/>	+	Cell Phone:	<input type="text"/>	+
Language:	<input type="text" value="English (USA)"/>	▼	Fax:	<input type="text"/>	+
			Phone Preference:	<input type="text" value="Cell Phone Any Time"/>	▼

3. Enter 300 or 450 hours as your goal and set the dates to match your AmeriCorps Start Date and End Date (i.e. 8/22/08-8/21/09). This will help you keep track of your progress. Each time you log in and enter new hours, the website will tell you close you are toward meeting your goal.

[home](#) | [about MVP](#) | [my contacts](#) | [feedback](#) | [help](#) | [logout](#)

MY PROFILE

MY ORGANIZATIONS

MY HOURS LOG

MY GROUPS

MY COMMUNITY

contact info

additional info

qualifications

about me


goals


general interests

My Profile - Goals

If you would like to set a goal for your volunteer efforts, you can set it here and monitor your progress in your hours log.

Legend

 Change needed

 This information is optional

My goal for King's College

Number of hours:

+

Date that my goal starts:

+ / /

Date that my goal ends:

+ / /

Save

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Provided by [Pennsylvania](#)

Tracking Hours Online

Setting up students' accounts - logging hours

1. Go to myvolunteerpage.com and enter your username and password.
2. You will be directed to your main page. Click on the "My Hours Log" tab at the top- the third tab from the left side of the screen.

The screenshot displays the user interface of myVolunteerPage.COM. At the top, there is a navigation bar with links: home | about MVP | my contacts | feedback | help | logout. Below this is a row of five tabs: MY PROFILE, MY ORGANIZATIONS, MY HOURS LOG, MY GROUPS, and MY COMMUNITY. A red arrow points to the 'MY HOURS LOG' tab. Below the tabs, the page content includes 'Home - Welcome', the organization name 'P.H.E.E.N.D.', and a search section with the text 'Search for other Volunteer Opportunites in your community' and a 'CLICK HERE' button. At the bottom, it states 'Powered by myVolunteerPage.COM' and 'Provided by Pennsylvania'.

3. Click on "Log New Hours." Located just underneath the large tabs, the "Log New Hours" tab is in the second row, second from the left.

[home](#) | [about MVP](#) | [my contacts](#) | [feedback](#) | [help](#) | [logout](#)

MY PROFILE **MY ORGANIZATIONS** **MY HOURS LOG** **MY GROUPS** **MY COMMUNITY**

[view summary](#) [log new hours](#) [detailed report](#)

My Hours Log - View Summary

Hours logged in this system for the past 12 months are shown below.

If you would like to add or change a goal for your volunteer efforts, click on "MY PROFILE" and then "goals".

Summary of your organization goals

Organization	Hours Logged	My Goal	% Complete
King's College	0	450	0.0 %

Powered by **myVolunteerPage.COM** Provided by **Pennsylvania**

4. Under Activity, select the appropriate activity for which you wish to log hours. (Please note that all organizations are listed alphabetically by category, therefore there are separate lists for homeless/poverty, tutoring programs, etc.) Enter the date you volunteered at the particular site and the number of hours. Then hit "save."

[home](#) | [about MVP](#) | [my contacts](#) | [feedback](#) | [help](#) | [logout](#)

MY PROFILE **MY ORGANIZATIONS** **MY HOURS LOG** **MY GROUPS** **MY COMMUNITY**

[view summary](#) [log new hours](#) [detailed report](#)

My Hours Log - Log New Hours

Check the list of the last ten entries to make sure that you or your volunteer manager has not entered the hours already.

You can delete any recent entries by clicking the "Delete" button next to them in the list.




Select the activity you would like to record hours for from the drop-down list at the bottom of the page.

You can change the date if the hours are for a day other than today.

In some circumstances, the organization will have to approve the entry after you enter the hours here.

If you work for more than one organization, a drop down menu will appear giving you a way to choose which organization's activities you would like to view.

Legend

 Change needed  Approved  Awaiting approval

Log new hours for King's College

Activity: ←

Date worked: / / ←

Hours worked:

Powered by **myVolunteerPage.COM** Provided by **Pennsylvania**

5. If saved correctly, the new page will say "Information on this page has been saved."

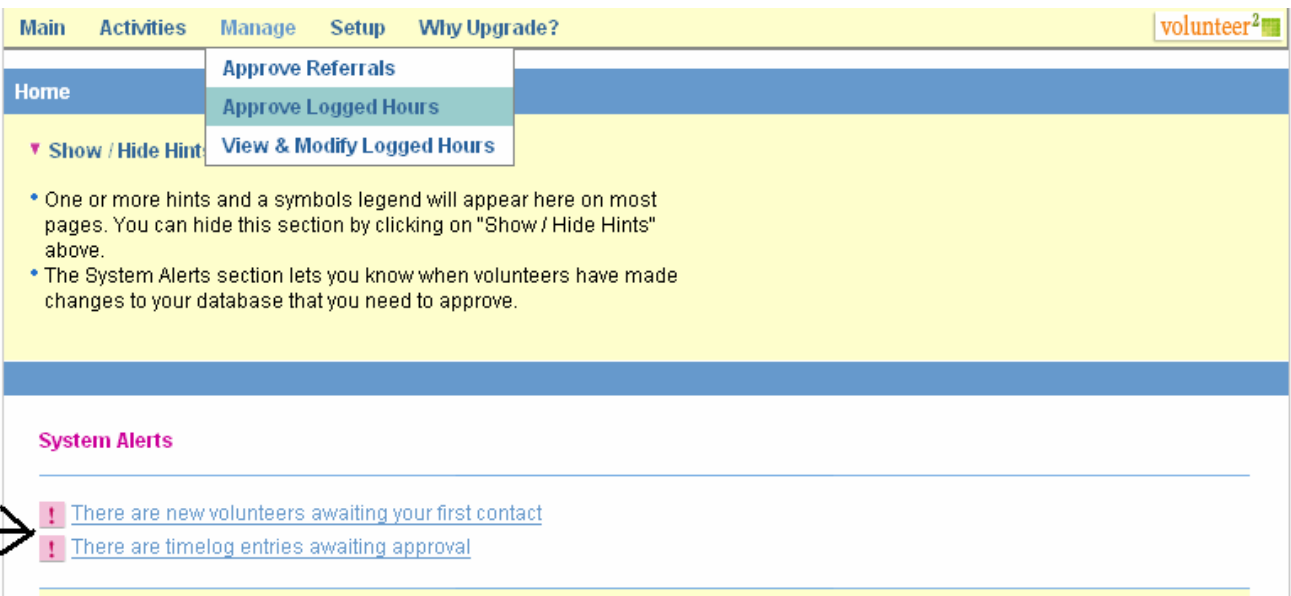
Information on this page has been saved

Tracking Hours Online

Approving students' hours

Once a month, you will need to approve the hours your students have logged so they can be submitted to the Scholars Program Director.

1. Go to <http://admin.volunteer2.com> and log in.
2. Click on “Manage” and then “Approve Logged Hours.” Note, you may also see a pink exclamation point that says, “There are timelog entries awaiting approval.” You may click on that link as well as and it will take you to the same place.



The screenshot shows the Volunteer2 admin interface. At the top, there is a navigation bar with links for 'Main', 'Activities', 'Manage', 'Setup', and 'Why Upgrade?'. The 'volunteer2' logo is in the top right corner. Below the navigation bar, there is a sidebar menu with 'Home' and 'Show / Hide Hint'. The main content area has a dropdown menu for 'Approve Logged Hours' with options for 'Approve Referrals', 'Approve Logged Hours', and 'View & Modify Logged Hours'. Below this, there is a 'System Alerts' section with two alerts: 'There are new volunteers awaiting your first contact' and 'There are timelog entries awaiting approval'. A black arrow points to the second alert.

3. The next screen will show you a list of time log entries. Depending on the number of students you have and the number of days each of them worked, the list may be quite long. You will need to approve each entry for submission, but realize that you can do this all at once by clicking on “Select All for Approval.” Please try to review the hours regardless. Pay attention to potential red flags such as:
 - a. Duplicate entries – anything that is the same activity, on the same date, for the same amount of time will automatically be rejected by the Scholars Program Director because it is very easy for students to accidentally log the same entry twice. If a student did 2 hours of tutoring in the morning and 2 hours in the afternoon, he or she should log 4 hours. You can make that change during the approval process by click on “Edit” and/or “Delete” next to the timelog entries in question.
 - b. Really high numbers – if a student logs anything over 24 hours in a given day, the Scholars Program Director will automatically reject the submission and request a revised time sheet. If students are doing alternate break trips, overnight camps, or other intensive programs, they can log all of the hours that are appropriate – i.e. any time they are awake and actively serving. Also, if there is training associated with the service, such as evening meals with guest speakers, those hours should be logged as training, not service.

Manage - Approve Logged Hours



▼ Show / Hide Hints

- Hours that your volunteers have recorded will require your verification below.

Select all for no action

Select all for approval

Select all for rejection

Belinda Arndt

Activity:	Kutztown Library		
Date worked:	6/9/2007	Hours worked:	3
Date entered:	6/24/2007		
Approval Action:	<input checked="" type="radio"/> Do Nothing	<input type="radio"/> Approve	<input type="radio"/> Reject
Edit Before Approval			
Activity:	Kutztown Library		
Date worked:	6/12/2007	Hours worked:	2
Date entered:	6/24/2007		
Approval Action:	<input checked="" type="radio"/> Do Nothing	<input type="radio"/> Approve	<input type="radio"/> Reject
Edit Before Approval			
Activity:	Kutztown Library		
Date worked:	6/13/2007	Hours worked:	4
Date entered:	6/24/2007		
Approval Action:	<input checked="" type="radio"/> Do Nothing	<input type="radio"/> Approve	<input type="radio"/> Reject
Edit Before Approval			

- Once you click “Select all for approval,” the screen will refresh and the radio buttons will move from “do nothing” to “approve.”

Manage - Approve Logged Hours



▼ Show / Hide Hints

- Hours that your volunteers have recorded will require your verification below.

Select all for no action

Select all for approval

Select all for rejection

Belinda Arndt

Activity: Kutztown Library

Date worked: 6/9/2007

Hours worked: 3

Date entered: 6/24/2007

Approval Action: Do Nothing Approve Reject

Edit Before Approval

Activity: Kutztown Library

Date worked: 6/12/2007

Hours worked: 2

Date entered: 6/24/2007

Approval Action: Do Nothing Approve Reject

Edit Before Approval

Activity: Kutztown Library

Date worked: 6/13/2007

Hours worked: 4

Date entered: 6/24/2007

Approval Action: Do Nothing Approve Reject

Edit Before Approval

5. Scroll to the bottom of the page and click “save.”

Kelly Williamson

Activity: Fundraising

Date worked: 6/2/2007

Hours worked: 5

Date entered: 6/10/2007

Approval Action: Do Nothing Approve Reject

Edit Before Approval

Activity: Sigma Kappa

Date worked: 6/8/2007

Hours worked: 3

Date entered: 6/10/2007

Approval Action: Do Nothing Approve Reject

Edit Before Approval

Activity: Sigma Kappa

Date worked: 6/9/2007

Hours worked: 4

Date entered: 6/10/2007

Approval Action: Do Nothing Approve Reject

Edit Before Approval

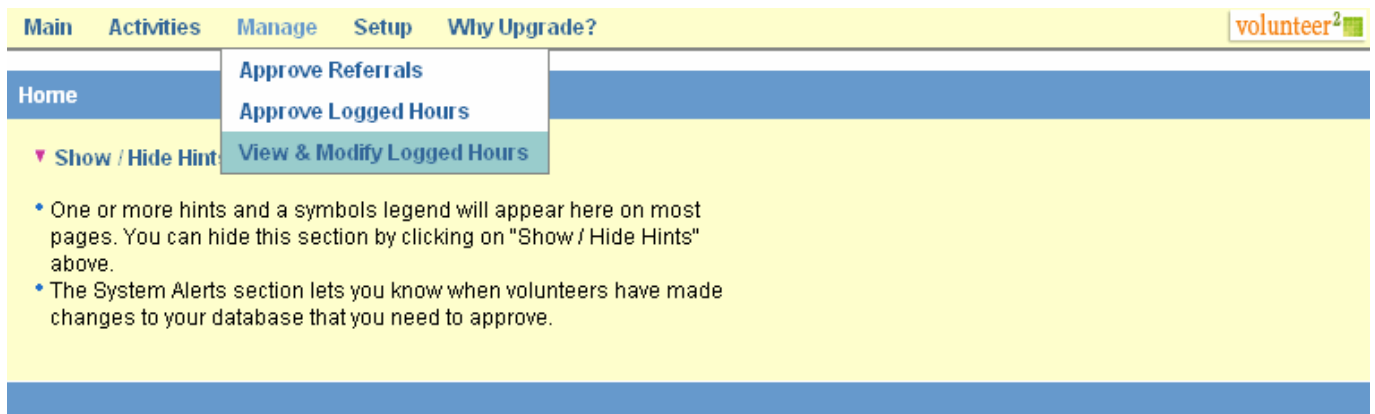
Save

Tracking Hours Online

Printing and Submitting Time Sheets

Once you've approved hours for the month, you will need to send them to the Program Director. AmeriCorps requires that signed, paper time sheets be kept on file. Thus, you will need to print out a record of students' hours, sign the print out, have the student sign the print out, and then mail them to the Scholars Program Director. **This must be done by the 14th day of the following month.** For example, November 2007 hours must be logged, approved, signed, and submitted to the Scholars Program Director by December 14, 2007.

1. Go to <http://admin.volunteer2.com> and log in if you are not already.
2. Click on "Manage" and then "View & Modify Logged Hours"



The screenshot shows the top navigation bar of the Volunteer2.com admin interface. The navigation bar includes links for 'Main', 'Activities', 'Manage', 'Setup', and 'Why Upgrade?'. The 'volunteer2' logo is in the top right corner. A dropdown menu is open under 'Manage', showing options: 'Approve Referrals', 'Approve Logged Hours', and 'View & Modify Logged Hours'. The 'View & Modify Logged Hours' option is highlighted. Below the navigation bar, there is a 'Home' link and a 'Show / Hide Hint' section with two bullet points: 'One or more hints and a symbols legend will appear here on most pages. You can hide this section by clicking on "Show / Hide Hints" above.' and 'The System Alerts section lets you know when volunteers have made changes to your database that you need to approve.'

3. The new page will be a search page. You will need to set the search terms so that a specific student's hours in a given month are returned in date order. There are four parts to this page. In the first section - select "search entries that belong to a specific volunteer" and then choose the student you want from the drop down menu. In the second section, select "Filter entries by the date they were logged for." The screen will refresh and you will be able to add dates to your search criteria select the month (i.e. 10/1/2007-10/31/2007). Sort by "The date the entries were logged for (oldest first)." This is the fourth option in the drop-down menu. Set number of entries per page to 250 or All. Click "search."

Manage - View & Modify Logged Hours

▼ **Show / Hide Hints**

- Start by selecting which entries would like to search (Please note that the drop down menu will be lengthy if you have a large number of volunteers and you search by volunteer).
- You can choose how you would like the list sorted with the "Sort By" dropdown menu.
- You can reduce the number of entries that will appear by selecting which dates you would like searched for entries.
- Buttons on the right of each entry found by the search will permit edits and deletions.

Optional Field Invalid Field Value

▼ **Show / Hide Search Form**

Search all entries
 Search entries that belong to a specific volunteer
 Select a volunteer:

Search entries that were logged for a specific activity
 Include entries from all dates
 Filter entries by the date they were logged for
 Entries were logged for dates between: / / and / /

Filter entries by the date they were created

Sort By: ←
 Number of entries per page: ↑

4. You should see a list of timelog entries, in date order, for the student and time period you specified. If the timelog entries are not in date order, you did something wrong and need to redo the search. Assuming everything you see is correct, print the page. This print out is what you will submit to the Scholars Program Director. You and the student in question need to sign the print out somewhere on the page (top or bottom). The Scholars Program Director needs original signatures so please submit the original. You should keep a copy for your records.

► Show / Hide Search Form

7 timelog entries matched your search

Name	Activity Worked	Date Worked	Hours	Action
meghan amadei	YMCA	5/17/2006	6.25	Edit Delete
meghan amadei	Training & Member Development	5/17/2006	1	Edit Delete
meghan amadei	YMCA	5/18/2006	7.75	Edit Delete
meghan amadei	YMCA	5/19/2006	10.5	Edit Delete
meghan amadei	YMCA	5/24/2006	7	Edit Delete
meghan amadei	YMCA	5/25/2006	1.5	Edit Delete
meghan amadei	YMCA	5/31/2006	6.5	Edit Delete

1

- To print another student's time sheet, you can click on the small red arrow near "Show/Hide Search Form" and it will display the search terms from before, leaving them exactly as is. All you need to do is change the student and leave everything else the same (assuming you are doing the same month).

→ ► Show / Hide Search Form

7 timelog entries matched your search

Name	Activity Worked	Date Worked	Hours	Action
meghan amadei	YMCA	5/17/2006	6.25	Edit Delete
meghan amadei	Training & Member Development	5/17/2006	1	Edit Delete
meghan amadei	YMCA	5/18/2006	7.75	Edit Delete
meghan amadei	YMCA	5/19/2006	10.5	Edit Delete
meghan amadei	YMCA	5/24/2006	7	Edit Delete
meghan amadei	YMCA	5/25/2006	1.5	Edit Delete
meghan amadei	YMCA	5/31/2006	6.5	Edit Delete

1

Other scenarios

If a student logs hours after a time sheet has been submitted, you can submit a revised time sheet. Simply re-do the search for the whole month, re-print it, sign it again, and mail it to the Scholars Program Director. If a student has no hours for a given month, you may want to print and submit that page so that the Scholars Program Director knows the situation rather than wondering what happened to a particular student's time sheet.

Planning the Year

Make sure students have a clear plan for obtaining their summer hours. Many Scholars work very hard during the school year only to forfeit the Education Award because they did not do enough hours in the summer to finish successfully. **Do not assume your students will simply find something to do.** Help them arrange for service activities in the summer and get them thinking about that during the Spring months (preferably before Spring break). Feel free to use the Summer Service Plan below.

(SAMPLE)

Scholar Summer Service Plans

May through August 2009

(This form must be returned to and approved by your supervisor **before** your volunteering begins.)

Scholar Name: _____

Summer Mailing Address: _____

Summer Telephone Number: _____

My plans for summer volunteering:

I plan to complete approximately _____ hours, of my total 450 hour obligation, of volunteer community service during the summer of 2009.

I will be volunteering at the following agency:

I. Name of agency _____

Address and phone _____

Type of volunteer work _____

Supervisor _____

Exiting Students

It is important to keep track of your students' hours on your own so you can determine when they have finished the required hours and can be exited successfully from the program and receive the AmeriCorps Education Award.

Please note, if a student reaches 300 or 450 hours before the end of their term of service, you may want to encourage them to keep logging hours and exit at their original end date. If a student does 100 hours more than their original commitment (i.e. 400 or 550 hours), they are eligible for the Presidential Service Award. Also, having extra hours is always a good cushion in the remote chance that a program audit results in time sheets being rejected by AmeriCorps.

However, if a student wishes to re-enroll in the Scholars program for a second term, she might want to be exited as early as possible so that she can re-enroll and start logging hours toward the second term. This only works if the first term was part of a prior year's grant contract.

Regardless of the circumstances, students should be exited within 30 days from the time they stop serving, so please keep this in mind as well.

In order to exit a student, they must fill out page 1 of the Exit Form and submit both pages to PHENND. This form should be submitted with the final relevant time sheet for that student. Once PHENND receives the Exit Form, it will be processed and the student will receive an email with a link to a final survey. This survey helps the Scholars program evaluate its effectiveness in the areas of student development and leadership. The final page of the survey has instructions for students on how to go about accessing their Education Award.

The Education Award process is entirely electronic. Essentially, students will need to create an account on the MyAmeriCorps website and through that system request that their Ed Award be applied to either "current educational expenses" or "qualified student loans." If you or a student has any questions or problems with the MyAmeriCorps website or the Education Award process, simply contact the PHENND Office for assistance.



AMERICORPS EXIT FORM



This form will end the term of an AmeriCorps member in the National Trust and report on the eligibility of the member for an education award. It will also provide the Corporation with evaluation exit data.

Directions to Member

1. Use blue or black ink.
2. Print clearly
3. Please complete and sign Part 1.
4. Return the completed form to your **Program Director**. AmeriCorps*VISTA members should return the forms to the **Corporation State Office**.

PART 1 Member: Please Complete and Sign

1. **Name** _____
Last First MI

2. **Social Security Number** _____

3. **Mailing Address** (Where the education award should be sent)

Number and Street

City State Zip Code

Email Address

Home Phone Business Phone Ext

4. Post Service Opportunities:

The Corporation for National and Community Service would like to encourage you to stay involved in service and help you connect with educational, professional, and alumni opportunities. If you are interested in staying connected with the following organizations, please let us know.

- Yes, I give the Corporation for National and Community Service permission to release my name, address (including e-mail), and telephone number to the following types of organizations:
- Educational institutions that are interested in recruiting former AmeriCorps members or that provide special programs for former members
 - Organizations offering professional development opportunities or staff positions to AmeriCorps members
 - AmeriCorps Alumni organizations
 - Organizations that sponsor service opportunities and want to recruit AmeriCorps members

I am particularly interested in the following issue areas (please mark all that apply):

- Education Public Safety Housing Environment Health
 Disaster Relief Homeland Security Faith and Community Based

No, please do not share my information with other organizations

Certification of Service:

I certify that the time I reported as AmeriCorps service hours did not include any service activities prohibited by law, regulation, or grant provision.

I certify that all of the information provided above is correct.

Member's Signature: _____ **Date:** _____

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment (or both) under Section 1001 of Title 18, USC; exclusion from participation in Federal programs; forfeiture of benefits I may receive as a result of participation in this program; or other actions authorized by the Civil Fraud Remedies Act, 31 USC 3801-3812.

Privacy Act Statement -- In compliance with the Privacy Act of 1974, the following information is provided. The collection of this information is authorized by the provisions of the National and Community Service Act, as amended by the National and Community Service Trust Act of 1993. The primary purpose of the information is to obtain from AmeriCorps program representatives their determination of whether a member successfully completed a term of service and is eligible to receive an education award. The evaluative information will help the Corporation improve its programming and services to members. For individuals who have indicated their desire to receive additional information on alumni organizations or special educational opportunities for alumni, members' names, addresses, and phone numbers will be shared with those organizations for that purpose. Information may also be provided to federal, state, and local agencies for law enforcement purposes. Information will not otherwise be disclosed outside the Corporation without written permission. The Internal Revenue Service has determined that the education award is taxable in the year it is used. Your Social Security Number (SSN) is solicited under the authority of the Internal Revenue Code (28 U.S.C. 6011(b) and 6109), for use as a taxpayer identification number. Failure to disclose the SSN or any other information may result in a denial of your receiving an education award or it may delay the processing of your education award.

Directions to Certifying Official

1. Use blue or black ink.
2. Print clearly
3. Please complete and sign Part 2.
4. If you are using WBRS or eSPAN (for VISTAs), please provide the form to whomever enters data into that database for your program.

Exit information should be electronically submitted to the Corporation within 30 days of completion of service.

PART 2 **Certifying Official: Please Complete and Sign**

This section must be signed by an authorized certifying official. The program must designate certifying officials electronically to the Corporation for National and Community Service.

1. **Name of Program or AmeriCorps*NCCC Campus** _____

2. **Operating Site I.D. Number** _____

3. **Hours of Service Performed** _____
(not applicable for VISTA) Hours

4. **Date of Completion of Term of Service** _____
Month Day Year

5. **Type of Enrollment**
(Mark only one.)

- Full-time (1700 hours per year or 365 days for VISTA)
- Half-time (900 hours in up to 2 years)
- Reduced half-time (675 hours)
- Quarter time (450 hours)
- Minimum time/Summer (300 hours)

6. **Education Award Status:**

Indicate whether or not the Member is eligible for an education award. Please be sure to follow the Corporation's regulations in making this selection. If the Member is going to serve another term under the National Service Trust, a new National Service Enrollment Form must be completed.

- Eligible for entire education award (member successfully completed service)
- Eligible for partial education award (member did not fully complete service for compelling personal reasons)
- Not eligible for education award (member did not fully complete service requirements)
- Not eligible for education award (member chose alternative benefit)
- Not eligible for education award. Other (Specify): _____

Did the member perform satisfactorily (complete all assignments, tasks, and projects) Yes No

7. **Certification of Service**

To the best of my knowledge and belief, the time the above-listed member reported as AmeriCorps service hours did not include any service activities prohibited by law, regulation, or grant provision.

I certify that the Hours of Service Performed indicated on this form for this AmeriCorps member are true and accurate.

Signature of Certifying Official: _____ **Date:** _____

Name of Certifying Official (Please Print): _____

I understand that a knowing and willful false statement on this form can be punished by a fine or imprisonment or both under Section 1001 of Title 18, U.S.C.

Public reporting burden -- Estimated time to complete this form, including time for reviewing instructions, gathering, and providing the information needed to complete the form is 3 minutes for the Member section and 4 minutes for the Certifying Official section. Send comments regarding this burden or the content of this form to: Corporation for National and Community Service, National Service Trust, 1201 New York Avenue, NW, Washington, DC 20525. The Corporation informs the potential persons who are to respond to this collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number on this page of the form (see 5CFR 1320.5(b)(2)(1)).

OMB No.: 3045-0015 Expires: 07/31/2010

Using your AmeriCorps Education Award

After successfully completing an AmeriCorps term of service, your members are eligible to receive an AmeriCorps Education Award. They can use their AmeriCorps Education Award to pay education costs at qualified institutions of higher education, for educational training, or to repay qualified student loans. The award is \$4,725 for a year of full-time service, and is prorated for part-time (i.e. \$1,250 for quarter-time and \$1,000 for minimum-time). Members can access the award in full or in part, and can take up to seven years after their term of service has ended to claim the award.

Members can use their AmeriCorps Education Awards in any of the following ways—or a combination of them.

Three Options for Using Your AmeriCorps Education Award

Repay Qualified Student Loans

The national service legislation defines *qualified student loan* as a loan backed by the federal government under Title IV of the Higher Education Act (except PLUS Loans to parents of students), or under Titles VII or VIII of the Public Health Service Act.

You may also use your AmeriCorps Education Award to repay a student loan made by a state agency, including state institutions of higher education.

AmeriCorps Education Awards may not be used to repay any other type of loan, even if the loan was obtained for educational purposes. You can use your AmeriCorps Education Award to repay defaulted student loans as long as the loans meet the definition of *qualified student loan*.

Pay Current Educational Expenses at a Qualified School

Current educational expenses, as authorized under 42 U.S.C. § 12604(c), include:

- The "Cost of Attendance" for a degree- or certificate-granting program of study at a qualified school; and
- Educational expenses for non-degree courses offered by qualified schools, such as continuing education courses. Your school is qualified if it is a Title IV institution of higher education. This includes most colleges and universities, and includes graduate schools.

Pay Current Educational Expenses While Participating in an Approved School-to-Work Program

Current educational expenses are expenses that were incurred after you became an AmeriCorps member. Current educational expenses are based on:

- The "Cost of Attendance" for a degree or certificate-granting program at a qualified school and
- Educational expenses for non-degree courses, such as continuing education courses offered by qualified schools.

For credit or degree courses, the cost of attendance may include tuition, books and supplies, transportation, room and board, and other expenses. Each school's financial aid office determine a student's cost of attendance based upon standard U.S. Department of Education guidance.

Helpful Websites

The Scholars Program

<http://www.phennd.org/index.php/initiatives/initiatives/sispa/>

Volunteer Impact Administration

<http://admin.volunteer2.com>

The Education Award

http://www.americorps.gov/for_individuals/current/education_award.asp

Future Plans

<http://www.idealists.org/>