



Serve Nebraska

The Nebraska Volunteer Service Commission

2011-2012 AMERICORPS PROGRAM START-UP DOCUMENT CHECKLIST



Program Name:			
<u>Member Documents</u>	Yes	No	NA
Member Recruitment Materials (flyers, brochures, newspaper ads, etc.)			
Member Application			
Evidence of a process to secure background checks incorporating (1) a State Patrol criminal registry search; (2) a FBI background check; and (3) a National Sex Offender Public Registry (NSOPR) check for each AmeriCorps member			
Member Contract/Agreement	ServeNebraska STANDARD DOCUMENT		
Parental Consent for all members under age 18			
Member Position Descriptions from all service sites. No position descriptions include prohibited activities.			
Plan to assist members without high school diplomas to secure their GED – or indication that members must have a high school diploma/GED to serve			
Member Performance Review Form			
Member Grievance Procedure - (incorporated into standard member contract)	ServeNebraska STANDARD DOCUMENT		
AmeriCorps Member Handbook (recommended - not required)			
Member Orientation Agenda			
List of Member Trainings with tentative dates, including training on prohibited activities			
Health Care Coverage Acceptance/Waiver Form (for full-time members)			
Child Care Coverage Acceptance/Waiver Form (for full-time members)			
Education Loan Forbearance Acceptance/Waiver Form			
Adherence to Drug Free Workplace (incorporated into member contract)	ServeNebraska STANDARD DOCUMENTS		
Member Publicity Release Form (incorporated into member contract)			
Sample Member Timesheet			
<u>Staff Documents</u>			
Completed AmeriCorps Program Information spreadsheet			
AmeriCorps Staff Position Descriptions			
Evidence of a process to secure background checks incorporating (1) a State Patrol criminal registry search; (2) a FBI background check; and (3) a National Sex Offender Public Registry (NSOPR) check for each AmeriCorps staff			
Sample Staff Timesheet, indicating how time charged to the grant will be recorded			
Completed AmeriCorps Program Contact Information sheet			
Contact information including name, phone and mailing & e-mail addresses of: <ul style="list-style-type: none"> • Lead Agency's Executive Director, President, or CEO • Lead Agency's Board of Directors Roster clearly indicating officers • Program Director's Supervisor 			
Staffing chart for the Finance Department delineating responsibilities			

	Yes	No	NA
<u>Marketing Documents</u>			
Image files [preferably in JPG format] for the lead agency, host sites, and program (as available) logos			
Completed AmeriCorps Program Description Sheet			
Display the AmeriCorps Nebraska logo on your organizational website			
<u>Organizational/Program Documents</u>			
Liability Insurance Certificate (that properly covers organization, staff, and members)			
Host Site Agreement (for multi-site programs only)	ServeNebraska STANDARD DOCUMENT		
Completed Host Site Agreement Status form			
Host Site Monitoring Form (for multi-site programs only)			
System or spreadsheet for tracking AmeriCorps members that includes the following for each enrolled AmeriCorps member: <ul style="list-style-type: none"> ➤ Name ➤ Enrollment Date ➤ Total amount of living allowance ➤ Anticipated number of pay periods in each AmeriCorps member's term of service ➤ Living allowance to be paid each pay period [NOTE: LIVING ALLOWANCE DISBURSEMENTS SHOULD BE EVENLY DIVIDED OVER THE TERM OF SERVICE] ➤ Hours served in each pay period for each AmeriCorps member including delineation between Service, Training and Fundraising. ➤ A cumulative year-to-date total of hours each member has served ➤ The balance of hours each AmeriCorps member must serve in order to successfully complete service and earn an educational award ➤ The number of hours per pay period each AmeriCorps member must serve in order in successfully complete service and earn an educational award ➤ Exit date 			
Agency Continuity of Operations Plan (COOP) which includes details of how the AmeriCorps Program will be handled during an emergency/disaster situation			
<u>Program Practices*</u>			
Members are allowed to serve on jury and serve in the Armed Forces Reserves with no penalty			
Members who experienced the birth of a child, placement of a child through foster care / adoption or serious illness (member or immediate family) were allowed to take FMLA leave			
Any serious member injuries within the past year were promptly reported to ServeNebraska			
The phrasing an "AmeriCorps program supported by ServeNebraska and the Corporation for National & Community Service" or "a proud member of the AmeriCorps national service network supported by ServeNebraska and the Corporation for National & Community Service" is used in all descriptions of your AmeriCorps program.			

* For these items programs self-attest. If needed, the ServeNebraska – the Nebraska Volunteer Service Commission will verify during the Site Visit. No documentation is required to be submitted at this time.

All information submitted is accurate and truthful.

Program Director Signature

Printed Name

Date