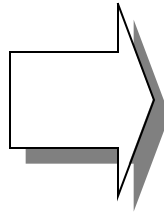


KNOW THE PHASES IN THE PROGRAM LIFE CYCLE, KNOW THE AEAP FORMS!!!

PHASE 1

Recruitment and Screening

- Begin to collect info for member files via application process
- Establish program as an AmeriCorps program
- Make potential members aware of AmeriCorps
- Program Preparations

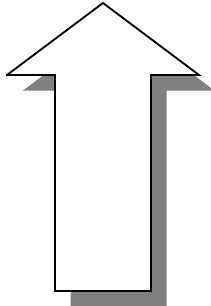


PHASE 2

Retention

Member Development and Support/Site Management

- Member Orientation – Enrollment forms, Member Contracts, Loan Forbearance Forms, Tracking tools for Hours
- Site Supervisor Orientation – Site Supervisor Contracts, Site Placement Description / Member Position Description, Roster by Site, Introduce Tracking Tools for Hours
- Collect rest of data and information for Member Files
- Throughout term of service – Tracking Tools for hours, Semi Annual Reports from Members, Performance evaluations from site



PHASE 3

Exiting

- Exit Form
- Interest Accrual Form
- Final Progress Report
- Final Performance Evaluation from site
- Double check Tracking Tools are signed and in order

