



# SAMPLE

824 FIFTH AVENUE, SE • OLYMPIA, WA 98501 • (360) 943-0780 | FAX 943-0785

## Agreement For AmeriCorps Sponsor Agencies

This agreement between **Community Youth Services** and the **Sponsor Agency** identified below will serve as a mutual agreement for the provision of service opportunities for **AmeriCorps Member(s)**. The **AmeriCorps Member(s)** selected by the **Sponsor Agency** will have the opportunity to serve in the following service position(s):

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The AmeriCorps **Member** (hereafter referred to as ACM) will be contracted by **Community Youth Services** to work with a **Sponsor Agency** on various results driven, direct service projects.

This contract will be used to outline the rights and responsibilities of the **Sponsor Agency**.

### Purposes of Grant:

The general purposes of this grant are “getting things done” in communities, strengthening the ties that bind communities together, and developing the citizenship skills of **AmeriCorps Members**. Activities funded through this grant are intended to help engage Americans of all backgrounds in community-based service that provides a direct and demonstrable benefit. Service activities must result in a specific identifiable service or improvement that otherwise would not be provided with existing funds or volunteers and that does not duplicate the routine functions of workers or displace paid employees.

### The Sponsor Agency Agrees To :

- Participate in **Sponsor Agency** orientation.
- Comply with stated sponsor site objectives.
- Provide meaningful service work (for up to 40 hours per week) and performance criteria that are appropriate to the skill level of the **ACM**.
- Provide supervision for each **ACM** on an hourly and daily basis.
- Provide equipment and/or materials for use by the **ACM** to complete their work tasks.
- Provide a safe and sanitary working environment.
- Provide on-site counseling and encouragement as needed and accepted.
- Prepare a comprehensive quarterly report regarding progress towards service objectives.
- Prepare a mid-term and end-of-term **ACM** evaluation that is shared with and signed by the ACM.
- Report immediately to the **AmeriCorps** program staff any problems or work-related accidents.



**Agreement For AmeriCorps Sponsor Agencies**

Page 2

**SAMPLE**

**The Sponsor Agency Agrees To (Continued):**

- . Report immediately to the AmeriCorps program staff if the **ACM** is convicted of any drug violation occurring in the workplace or during the performance of any program project, in accordance with the Drug Free Workplace Act.
- . Support **ACM's** to participate in bi-monthly team meetings, required trainings and two National days of service.
- . Insure that **ACM's** assigned to this worksite are not violating the maintenance of effort as defined in the **AmeriCorps** regulations.
- . Provide 22% of the ACM salary using non-federal dollars.
- . Provide 15% of the health insurance premium for full-time ACM's using non-federal dollars.

**Prohibited Program Activities:**

**AmeriCorps Members** may not engage in the following activities in the course of their service project assignment.

- Conducting clerical work, research, or fundraising activities unless such activities are incidental to the **ACM's** direct service activities.
- Influencing legislation.
- Organizing or participating in protests, petitions, boycotts, or strikes.
- Assisting, promoting, or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
- 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, or engaging in any form of religious proselytization.
- Providing a direct benefit to a business organized for profit; a labor union; a partisan political organization; a nonprofit organization that fails to comply with the Internal Revenue Code restrictions; or an organization engaged in the religious activities described above.
- Displacing employee services, duties or activities performed by an employee who recently resigned or was discharged; an employee who is subject to a reduction in force; an employee who is temporarily absent or is on leave.

**Sponsor Agency Payroll and Reimbursement:**

**Sponsor Agencies** will be reimbursed for 78% of the total **Sponsor Agency** expense which includes gross pay, and the **Sponsor Agencies** portion of workers' compensation and F.I.C.A.

A health insurance premium will be deducted from **Sponsor Agency** reimbursements for each full-time ACM at the rate of \$15.15 each month.

**SAMPLE**

**Community Youth Services** will reimburse **Sponsor Agencies** on the third Wednesday and/or the fast working day of each month for **AmeriCorps** timesheets received at least seven working days prior to these days.

**Sponsor Agencies Shall:**

Pay directly to the **ACM** their total compensation less appropriate deductions at least once a month.

Complete **AmeriCorps** timesheets and submit to the **AmeriCorps** Program within ten working days from the end of the reported pay period.

**Community Youth Services** reserves the right to terminate this agreement or remove the **ACM** from the **Sponsor Agency** at any time.

This agreement will remain in effect until the end of the current program year, which is August 31, **199\_**.

**Community Youth Services**  
**AmeriCorps - Youth in Service**  
824 Fifth Avenue SE  
Olympia WA. 98501  
(360) 943-0780 ext. 639

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**Sponsor Agency**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

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**AmeriCorps** Program Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Sponsor Agency** Representative

\_\_\_\_\_  
Date