Intermountain AmeriCorps
A Washington Service Corps Project

HOST SITE AGREEMENT

The purpose of this agreement is to establish the basic parameters of AmeriCorps participation at the host site.
Effective Dates: September 1, 2001- July 31, 2002

Host Site -- School District / Agency Name: _____

Number of AmeriCorps Members to be placed at this school / agency:

_____ Reading Corps

_____ Service and Education Team (SET)

_____ eCorps

_____ VISTA

_____ Teen Empowerment and Mentoring Project (TEMP)

Responsibilities of the *Intermountain AmeriCorps Network* Staff

- ✓ recruitment, interviewing and screening of AmeriCorps applicants
- ✓ basic orientation and training to members and site sponsors regarding AmeriCorps and our project
- ✓ ongoing, systematic training for members to strengthen skills used in their direct service objectives in schools
- ✓ ongoing site and member support (at least five site visits per year, and regular phone, fax, and electronic contact)
- ✓ regular meetings to support AmeriCorps members in professional development, regional collaboration and the planning and implementing of service activities
- ✓ support to site sponsors regarding member monitoring
- ✓ media contacts about members and their work
- ✓ member payroll and accounting systems
- ✓ required quarterly evaluation of the AmeriCorps program
- ✓ administration of grant funds for members' living allowance, insurance, training, travel and other member support costs

Responsibilities of the Host Site

(Please initial each box on the following checklist before signing and returning this Host Site Agreement.)

Signing this document signifies agreement to the following:

Program Requirements

☐ that AmeriCorps member/s will only be used to provide services that support students according to project objectives.

☐ to treat AmeriCorps member/s as part of your staff team. AmeriCorps member/s should attend staff meetings, be formally introduced to all staff, and be invited to participate in in-house training, if appropriate.

☐ to define, explain and recognize the service of your AmeriCorps member/s and of your collaboration with Intermountain AmeriCorps within your school as a way to promote understanding of the AmeriCorps involvement in your school

☐ to support the Intermountain AmeriCorps policy regarding members wearing AmeriCorps service gear and identifiers during designated service hours

Administrative Requirements

☐ to provide members with timely information so that they can complete their reports to the Intermountain AmeriCorps project office, including:
- to review and sign members' bi-weekly time sheets
- to submit written member evaluations two times yearly

☐ to notify the Intermountain AmeriCorps project office immediately if any AmeriCorps member has more than 1 unexcused absence or tardiness, or if you become concerned about your member's professional behavior.

☐ to discuss the Intermountain AmeriCorps *Accountability Agreement* with members at your site and establish and uphold accountability standards set through this process

☐ to provide office space, computer use and office equipment equal to the tasks in the members' placement description. Fax and phone are required so members can communicate with Intermountain staff and community contacts. Regular Email access is required.

Administrative Requirements, continued

- to participate in site visits and evaluation activities, including visits by the Intermountain Project Supervisors and possible site visits from the Washington Service Corps and from the Washington Commission for National & Community Service or other AmeriCorps officials.

- to release AmeriCorps member/s to attend training/meetings each Friday

- to release AmeriCorps member/s for orientation activities during the month of September (an orientation calendar will be mailed to you as soon as it is firmly established)

- to release AmeriCorps members for statewide, Washington Service Corps-sponsored Member Development Institutes (MDI's) twice yearly (three days each)

- to notify Intermountain staff of any changes in members' placement descriptions, activities or support prior to making the change

- AmeriCorps member/s can be replaced <u>only</u> <u>if</u> they announce their intent to leave before December 15. Every effort will be made to replace a member who exits before December 15, and if not replaced, the pro-rated cash match would be returned to the host site.

- prorated cash match for members exiting after the December 15 deadline will not be reimbursed to the host site

<u>Supervisory Responsibilities</u>

- to be available to receive applications of potential members in June, July and August of each year, and be available to interview and accept applicants in a timely manner so members can be notified and placed in the school setting

- to generate a Monday through Thursday schedule for the corps member, assuring that the schedule allows them to meet program objectives. Daily schedule is to be a total of 8 hours including 1.5 hours of AmeriCorps project development time. Member activities MAY NOT INCLUDE CLERICAL WORK, RESEARCH, FUNDRAISING OR LOBBYING ACTIVITIES unless such activities are incidental to the participant's direct service.

- to designate a Site Sponsor to guide the Intermountain AmeriCorps member while they are in service at your school / agency.

- to send at least one representative (preferably the Site Sponsor) to the Intermountain "Site Sponsor Orientation," in September and up to two other meetings during the year. These are opportunities to clarify procedures, share ideas and resources and have questions answered. Intermountain AmeriCorps will defray the cost of a substitute teacher, if necessary.

The site sponsor will:

- ☐ schedule a regular meeting with the AmeriCorps member (at least 30 minutes weekly) to provide guidance, assistance, information, resources and feedback.
- ☐ review and support the *Accountability Agreement* outlining Intermountain policies and procedures (a copy will be provided at the autumn orientation.)
- ☐ introduce the member to school / agency personnel and procedures. Mentor and monitor relationships between the member and staff with whom they serve.
- ☐ give members appropriate guidance in specific instructional skills needed for their daily assignments; Assist members in learning lesson planning and classroom management skills.
- ☐ provide the AmeriCorps member guidance and direction for the development of before and after school mentoring and support services for student
- ☐ assure that teachers set written goals with AmeriCorps member for students they will assist
- ☐ assure that teachers fill out student and project evaluation tools twice during the year. (Members will be prepared and informed in filling out these tools.)
- ☐ complete a written evaluation of corps member performance and evaluation conference with the member 2 times yearly in December and March – (there is a standard evaluation form)
- ☐ verify corps member's schedule and sign their time sheet 2 times per month
- ☐ be available for communication with AmeriCorps project supervisor

North Central Educational Service District, Sponsoring Agency
100 Highway 150 • PO Box 2800 • Chelan, WA 98816 • 509/682-4550 • Fax 509/682-4435

Prohibited Activities

- AmeriCorps member/s will not be used in a way that will displace an employee or position or infringe on an employee's promotional opportunities.

  AmeriCorps members may not perform services or duties that have been performed by or were assigned to any:

  a. Presently employed worker
  b. Employee who recently resigned or was discharged
  c. Employee who is subject to a reduction in force or who has recall right pursuant to a collective bargaining agreement or applicable personnel procedures
  d. Employee who is on leave (terminal, temporary, vacation, emergency, or sick)
  e. Employee who is on strike or is being locked out.

- any person employed by the host site within the preceding six months may not be placed as an AmeriCorps member in that host site

- members may not be temporarily or permanently reassigned tasks that are not related to the AmeriCorps project

- AmeriCorps members are prohibited from engaging in lobbying activities or partisan political activities in the course of their duties, at the request of agency staff, or in a manner that would associate their activities with the host site or with AmeriCorps, and that AmeriCorps members may engage in these activities only on their own time, at their own expense, and at their own initiative, and understands that sites found to be in violation of this policy risk termination of Corporation funding. If there is any question about whether an activity is permissible please consult with the Intermountain Coordinator.

- Some examples of prohibited activities include, but are no limited to, the following:

  a. Efforts to influence legislation, including lobbying for AmeriCorps
  b. Organizing or engaging in protest petitions, boycotts, or strikes
  c. Assisting or deterring union organizing
  d. Impairing existing contracts or collective bargaining agreements
  e. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation or elected officials (including school levies)
  f. Engaging in religious instruction
  g. Providing a direct benefit to a for-profit entity, a labor union, a partisan political organization, an organization engaged in religious activities, or a non-profit entity without 501C(3) status
  h. Organizing voter registration drives
  i. Preparing any part of a grant proposal pr performing fundraising functions to help the sponsor achieve matching requirements, or to fund general operating expenses, or providing fundraising assistance to other community-based organizations

I have read the Host Site Agreement, and agree to follow the established guidelines.

Please obtain a signature for each building that will house AmeriCorps member/s

1._____ **1.**_____

2._____ **2.**_____

Principal or Director name/s **Principal or Director Signature/s -- date**

Please obtain a signature for each site sponsor.

1._____ **1.**_____

2._____ **2.**_____

3._____ **3.**_____

Site Sponsor Name/s **Site Sponsor Signature/s -- date**

Summer Contact:

(Site sponsor or contact for recruitment June through August 2001)
This person must be available to receive faxed applications, interview applicants, and make decisions about placement of AmeriCorps Members through June, July and August.

Name: _____ **Summer Phone/s:** _____

Summer Fax: _____ **Email:** _____

This signed agreement must be completed and returned before a member may be placed at the site.
Thank you.

Washington State SERVICE CORPS