



# 2008-2009 UCAN SERVE AMERICORPS EDUCATION AWARD PROGRAM

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## MEMBER HANDBOOK

### UCAN SERVE MEMBER SCHOOLS

#### UTAH

Brigham Young University  
College of Eastern Utah  
Dixie State College  
Salt Lake Community College  
Southern Utah University

University of Utah  
Utah College of Applied Technology  
Utah State University  
Utah Valley State College  
Weber State University  
Westminster College

#### COLORADO

Colorado Christian University  
Colorado College  
Colorado State University  
Colorado State University-Pueblo  
Fort Lewis College

Front Range Community College  
Johnson & Wales University  
Lamar Community College  
Mesa State College  
Newman University  
Naropa University  
Northeastern Junior College  
Red Rocks Community College  
Regis University  
Trinidad State Junior College  
University of Colorado-Boulder  
University of Colorado-Colorado Springs  
University of Colorado-Denver and Health Sciences Center  
University of Denver  
University of Northern Colorado

#### ARIZONA

Arizona State University  
Mesa Community College

#### NEW MEXICO

San Juan College

#### MONTANA

Blackfeet Community College  
Carroll College  
Dawson Community College  
Flathead Valley Community College  
Fort Peck Community College  
Little Big Horn College  
Miles Community College  
Montana State University-Billings  
Montana State University-Bozeman  
Montana State University-Northern  
Montana State University-Great Falls  
Montana Tech of University of Montana

Rocky Mountain College

Salish Kootenai College  
University of Montana-Missoula  
University of Montana-Western  
University of Montana-Helena  
University of Great Falls



Colorado | Campus Compact



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## **\$ERVICE \$CHOLARSHIPS FOR \$TUDENTS**

If you are involved in the following service activities, you may be eligible for a service scholarship:

- Tutoring/Mentoring K-12 students.
- Community-based service addressing human needs.
- Community work study position in a local service agency.
- Participating in service or service-learning activities.

Note: Financial need is **NOT** a consideration for this scholarship.

How it works:

- Students engage in service activities and report time and progress to a sponsor.
- The hours accumulate over the course of 12 months.
- At the end of the service, students exit the program and receive the scholarship.
- There are three scholarships amounts, correlating to three different service terms:
  - 300 hours in one calendar year = \$1,000.00
  - 450 hours in one calendar year = \$ 1,250.00
  - 675 hours in one calendar year = \$1,800.00
  - 900 hours in up to two calendar years = \$2,363.00

The answer is **YES!**

- **Community Work Study:** As a community-based work study, your hours working in tutoring, mentoring, or addressing human needs **DO** count toward the scholarship.
- **Volunteering:** If you are involved in a volunteer program that addresses tutoring, mentoring and human needs, your hours **DO** count toward the scholarship.
- **Nursing Clinical Rotations, Sociology Fieldwork or Student Teaching:** If you are involved in an unpaid student teaching position, practicum, or fieldwork for education, sociology, nursing, etc. in which you are tutoring, mentoring, or addressing unmet human needs in a community, your hours **DO** count toward the scholarship.

For more information contact your campus representative at:



# **UCAN SERVE AND AMERICORPS**

**GETTING THINGS DONE IN UTAH, COLORADO, ARIZONA, NEW MEXICO AND MONTANA!**

**Gain an experience of a lifetime.**

**Unite with diverse people to improve your community.**

**Gain leadership and job skills.**

**Pay your school tuition and student loans.**

## **WHAT IS THE AMERICORPS PROGRAM?**

AmeriCorps is a national service program initiated by President Clinton, often referred to as the “domestic Peace Corps.” AmeriCorps provides thousands of Americans of all ages and backgrounds with education awards in exchange for their service to their community. Nationally, over 150,000 AmeriCorps Members have helped to meet the nation’s critical needs in the areas of public safety, education, human needs, and the environment.

## **WHAT DO AMERICORPS MEMBERS DO?**

In the UCAN Serve Program, the service that AmeriCorps Members provide is as diverse as the individuals themselves.

**The UCAN Serve Program has three priority areas:**

**Education**

**Public Health and Safety, and**

**Community Strengthening**

Depending on your school's program, individuals may tutor and mentor K-12 children and teens, recruit and train volunteers, develop plans to revitalize neighborhoods and the environment, serve in community health organizations, develop and promote service programs on campus, or develop partnerships with local community agencies.

Your school may have a program in place or may allow you to choose your own service project.

If you are already involved in service work, school-related fieldwork, clinical rotations, or student teaching, AmeriCorps is a natural fit.

As an AmeriCorps Member, you will be invited to attend statewide workshops and conferences and participate in leadership training and service events.

## **WHAT ARE THE BENEFITS OF JOINING AMERICORPS?**

In exchange for valuable campus-community service, AmeriCorps Members receive a service scholarship that can be applied to qualified school loans or to finance undergraduate and graduate school, or vocational training. The amount of the award depends on the length of service. UCAN Serve AmeriCorps Program offers several terms of service, so no matter what your schedule, completing service is manageable and fun.

UCAN Serve AmeriCorps Program Terms of Service:

The award for 900 hours of service across two calendar years is \$2,363.00.

The award for 450 hours of service in one calendar year is \$1,250.00

The award for 300 hours of service in one calendar year is \$1,000.00.

### **BENEFITS BEYOND THE EDUCATION AWARD**

- Leadership training
- Job experience and skills
- Civic education
- Resume booster
- Can be combined with work-study
- No repayment of student loans while you are serving

### **AMERICORPS AND WORK-STUDY**

If you qualify for Financial Aid Work Study, the hours you spend in the community or promoting service as a Community Work Study can be used toward your AmeriCorps commitment. If approved, you will receive an education award in addition to your hourly work-study wage.

### **WHAT ARE THE PROGRAM QUALIFICATIONS?**

Program qualifications vary depending on the objectives of each school's program. However, AmeriCorps Members must be U.S. citizens, U.S. nationals, or Lawful Permanent Resident Aliens; be at least 17 years of age; and have a high school diploma, GED, or work to obtain one within their term of service.

### **UCAN SERVE AMERICORPS PROGRAM CONTACTS**

UCAN Serve AmeriCorps programs in colleges and universities throughout Utah, Colorado, Arizona, and New Mexico are currently recruiting Members. For more information on how you can make a difference through national service, please contact the Service Learning Director or UCAN Serve AmeriCorps Coordinator on your campus.

Contact information for all Campus Coordinators can be found at [www.coloradocampuscompact.org](http://www.coloradocampuscompact.org) and click on UCAN Serve. Campus-based information is listed under Campus Partners.

# **PROGRAM SPECIFICS**

**WHO?**

**WHERE?**

**WHAT?**

**WHAT NOT?**

# **UCAN SERVE AMERICORPS PROGRAM**

## **IDENTIFICATION/ELIGIBILITY REQUIREMENT**

### **TO BE ELIGIBLE TO ENROLL IN AMERICORPS, AN INDIVIDUAL MUST:**

- Be a U.S. citizen, U.S. national or a lawful permanent resident alien of the United States;
- Be at least 17 years old (or at least 16 years of age if the Member is out of school and a participant in a youth corps or a program for certain disadvantaged individuals); and
- Have a high school diploma or GED or agree to obtain one while serving.

### **THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE** **REQUIRES ONE OF THE FOLLOWING PIECES OF IDENTIFICATION:**

- A birth certificate showing that you were born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U. S. Virgin Islands, American Samoa or the Northern Marina Islands.
- An unexpired U.S. Passport.
- A Report of Birth Abroad of a U.S. citizen (FS 240) issued by the State Department.
- A Certificate of Birth-Foreign Service (FS 545) issued by the State Department.
- A Certificate of Report of Birth (DS-1350) issued by the State Department.
- A Certificate of Naturalization (Form 550 or N-5700) issued by the Immigration and Naturalization Service.
- A Certificate of Citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.
- A Primary Documentation of Status as a lawful permanent resident alien of the United States.

# **UCAN SERVE AMERICORPS PROGRAM**

## **PRIORITY GOALS**

The UCAN Serve Program is designed to meet community needs in three specific areas:

- **EDUCATION**
- **PUBLIC HEALTH AND SAFETY**
- **COMMUNITY STRENGTHENING**

Examples of service related to **EDUCATION** include tutoring, mentoring, enrichment activities, family literacy programs and extended day activities. If you are serving a **nonprofit organization or public school** that provides these services, you may be eligible for the program.

Examples of service related to **PUBLIC HEALTH AND SAFETY** include activities performed in **nonprofit** hospitals, fire stations, community health organizations, police stations, wildfire crews, crisis services, mental health organizations, and hospices.

Examples of service related to **COMMUNITY STRENGTHENING** include service in a **non-profit organization** that facilitates volunteer recruitment, delivering of human services, information distribution, referrals, neighborhood revitalization, partnership building, capacity building, etc.

# **UCAN SERVE AMERICORPS PROGRAM**

## **CAPACITY BUILDING ACTIVITIES**

### **CAPACITY BUILDING:**

AmeriCorps Members are bound by a ratio of direct (80%) and indirect (20%) service hours that may be counted toward a service term. Under the 2003 AmeriCorps Guidelines, this ratio does not change, however, Member are allowed to engage in some direct service capacity building activities. AmeriCorps Members are not permitted to count administrative support hours toward their term of service, regardless of the site in which those hours are served. When deciding whether an activity is capacity building or administrative support, ask the following question, **“Does this activity provide any direct benefit to the greater community, not solely to the nonprofit organization or campus?”**

### **VOLUNTEER MANAGEMENT:**

AmeriCorps Members may recruit, train and coordinate volunteers. This can include developing training or other materials to use with those volunteers, planning volunteer recognition events, doing volunteer follow-up, and providing ongoing volunteer support. AmeriCorps activities must also provide benefits to the host organization that would not be there without that Member's participation.

Example: An AmeriCorps Member serves with the campus Service Learning Office identifying where and how academic departments are employing service learning in their courses. The Member surveys faculty and staff and develops a comprehensive list of relevant courses and their accompanying community-based partners. Along with campus mapping, the Member creates a service learning handbook for nonprofit organizations, explaining various models for campus and community partnerships. All of these hours count as direct service.

### **COMMUNITY OUTREACH:**

Capacity building AmeriCorps activities connect the nonprofit host site to the local community, connect the campus to community-based organizations or individuals, inform or educate community members about available services, or create partnerships between nonprofit organizations. Capacity building can also include research or reporting that benefits local communities or community-based organizations.

Example: An AmeriCorps Member serves with a nonprofit to expand that organization's reach within the community. The Member engages in community mapping to identify where needs are critical, and then contacts other organizations to ascertain available resources. Finally, the Member creates a dissemination plan for the site to impact a great number of clients. All of these hours count as direct service.

### **EMPLOYEE DISPLACEMENT:**

Members may not, as part of their AmeriCorps hours, perform services that have been assigned to an employee or to an employee who has recently resigned or has been discharged. Also, programs may not use a Member in a way that will displace an employee or position.

Example: An AmeriCorps Member takes over the responsibilities formerly assigned to the Administrative Assistant at the nonprofit organization. The Member is filing case reports, answering phone calls, and taking care of the fiscal management of the agency. These hours are purely administrative and do not count as direct nor indirect service.

# **UCAN SERVE AMERICORPS PROGRAM**

## **PROHIBITED ACTIVITIES**

AmeriCorps Members, like private citizens, may participate in any of the activities listed below (lobbying, political and advocacy activities, etc.) on their own time, at their own expense, and at their own initiative. Any individual may take part in the prohibited activities, but they may not count that time toward an AmeriCorps term of service and may not wear AmeriCorps service gear in such instances.

### **PROHIBITED ACTIVITIES FIT INTO SIX PRIMARY CATEGORIES:**

#### **1. POLITICAL ACTIVITIES**

- Participating in efforts to **influence legislation**, including state or local ballot initiatives, or **lobbying for your program**;
- Organizing a letter-writing campaign to Congress;
- Engaging in **partisan political activities**, or other activities designed to influence the outcome of an election to any public office;
- 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;
- **Voter registration drives**;
- Organizing or participating in **protests, petitions, boycotts, or strikes**;

#### **2. RELIGIOUS AFFAIRS**

- 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 proselytizing**;

#### **3. UNION ACTIVITIES**

- Assisting, promoting, or deterring **union organizing**;
- Impairing existing contracts for services or **collective bargaining agreements**;

#### **4. FOR-PROFIT BUSINESSES**

- Providing a direct benefit to a **for-profit entity**, a labor union, a partisan political organization, or an organization engaged in religious activities;

#### **5. SAFETY FACTORS**

- Participating in activities that pose a significant **safety risk** to participants;

## **6. FUNDRAISING**

### ➤ **Fundraising** (see Fundraising Policy\*)

In general, AmeriCorps Members cannot assist their organizations with major fundraising efforts. However, Corporation policy permits some limited activities related to fundraising by AmeriCorps Members to the extent that such activities:

- Provide immediate and direct support to a **specific and direct service activity**;
- Fall within the program's approved direct service objectives;
- Are not the primary activity of the program;
- Involve **in-kind donations** rather than cash donations.

# **UCAN SERVE AMERICORPS PROGRAM**

## **FUNDRAISING POLICY**

### **(FROM OMB, CFR AND GRANT PROVISIONS)**

#### **5. FUND RAISING.**

- a. Approved Member Activities. Members may raise funds directly in support of service activities that meet local, environmental, educational, public safety, homeland security or other human needs. Examples of fundraising activities Members may perform include, but are not limited to the following:
- i. Seeking donations of books from companies and individuals for a program in which volunteers tutor children to read.
  - ii. Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
  - iii. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.
  - iv. Securing financial resources from the community to assist a faith-based or community-based organization in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of the faith-based organization.
  - v. Seeking a donation from alumni of the program for specific service projects being performed by current Members.

#### **FROM NEW REGULATIONS**

2520.40 Under what circumstances may AmeriCorps Members in my program raise resources?

- (a) AmeriCorps Members may raise resources directly in support of your program's service activities.
- (b) Examples of fundraising activities AmeriCorps Members may perform include, but are not limited to, the following: (see above: 5.i.-5.v.)
- (c) AmeriCorps Members may not:
  - (1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
  - (2) Write a grant application to the Corporation for National and Community Service or to any other Federal agency.

2520.45 How much time may an AmeriCorps Member spend fundraising?

An AmeriCorps Member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the Member enrollment in the National Service Trust, performing fundraising activities, as described in 2520.40.

**FAST FACTS:**

- WBRS currently includes a field in Member timesheets where you enter Member fundraising hours.
- Members can spend up to 10% of their time fundraising.
- Members can write a foundation grant, only if it applies to a program or project.
- Members cannot write a grant to any federal agency, including the Corporation for National and Community Service

Other examples of fundraising activities Members may perform include:

- Soliciting for in-kind donations (Member solicits recycled lumber to repair a home damaged by a hurricane).
- Gathering donated books for literacy training.
- Organizing a bake sale to support a program or project.

# **UCAN SERVE AMERICORPS PROGRAM**

## **CRIMINAL BACKGROUND CHECK POLICY**

Beginning in the 2007-2008 grant year, **all** UCAN Serve Members will be required to have a criminal background check (CBC) completed prior to beginning their term in AmeriCorps, no longer than one year before their start date. Previously, Members were required to complete a CBC only if they had recurring access to children or other vulnerable populations. The Corporation for National and Community Service has changed the definition of this rule, expanding the requirement for CBCs to any Members with **any** access to children or other vulnerable populations. Because that definition is so broad, due diligence requires us to complete CBCs for all UCAN Serve Members. Second-term Members will not need a CBC for their second term if that term begins less than one year after the end date for their first term.

Individuals MAY NOT participate in any capacity within UCAN Serve if they are currently listed on the national sex offender registry.

For those Members who have already completed a CBC prior to their service in UCAN Serve, they will not be required to complete another (pending it was completed no longer than one year before their start date). For those Members who are not currently required to complete a CBC for their service, UCAN Serve will cover the cost.

### **Frequently Asked Questions regarding the Criminal Background Check**

How are criminal background checks conducted?

Written permission is obtained from all applicants prior to conducting background checks. If permission is not granted, that individual will not be allowed to serve as a UCAN Serve AmeriCorps Member. CBCs will be completed by the UCAN Serve Coordinator before that individual is enrolled as a UCAN Serve AmeriCorps Member. Each Member's name, birth date, and social security number are provided to ebiinc.com for an online search of various state and federal databases. The Coordinator then reviews the findings from the check and ensures that the individual is eligible to serve in AmeriCorps.

When will my criminal background checks be completed?

Criminal background checks through ebiinc.com take between 5-7 business days to complete. Please allow enough time during the enrollment process for the check to be completed, as you cannot be enrolled or log any hours until the findings have been returned to the Coordinator and your enrollment information has been entered.

How are criminal background check results evaluated?

Results will be kept in the strictest of confidence. Colorado Campus Compact staff and your local Coordinator will have access to the results and evaluate them. There is potential that the resultant data will indicate an individual's prior felony and/or misdemeanor convictions. All prior convictions will be reviewed on a case-by-case basis, with the following being cause for immediate disqualification for service in AmeriCorps:

- Identification on the National Criminal Research Database as a sex offender

Various campuses and campus programs have their own criteria for criminal background check findings that immediately disqualify an individual from serving in their program. Please refer to your campus' specific criteria for more information.

Results from criminal background checks will not be maintained in the Member file, but kept in the EBI, Inc. database.

# **UCAN SERVE AMERICORPS PROGRAM**

## **FAIR CREDIT REPORTING ACT**

### **Notice Regarding Background Investigation**

UCAN Serve AmeriCorps Program (“the Company” or “Employer”) may obtain information about you from a consumer reporting agency for employment purposes. Under the Fair Credit Reporting Act, EBI, Inc. is considered a “consumer reporting agency” (CRA), and the reports provided to UCAN Serve are considered “consumer reports.” Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with employers and/or associates. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Employment Background Investigations, Inc. (EBI), P.O. Box 629, Owings Mills, MD. 21117, 1-800-324-7700. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and score of any investigative consumer report and a Summary of Your Rights Under the Fair Credit Reporting Act. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from EBI all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and score of any investigative consumer report.

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report native information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need—usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.

# **UCAN SERVE AMERICORPS PROGRAM**

## **AMERICORPS PARTICIPATION AND DISABILITY BENEFITS**

Participation in AmeriCorps can affect disability benefits for some Members. However, because UCAN Serve Members do not receive a living stipend, they are less likely to have their disability benefits negatively impacted by participation in AmeriCorps. The following guidelines will help participants navigate through the process, recognizing that disability benefit decisions are made ultimately on a case-by-case basis.

The education award is considered taxable income for Members in the year in which the award is used, not earned. There is no effect on disability benefits during the service year because the participant has not yet received the education award.

Members will not lose disability benefits as a result of participating in AmeriCorps. However, it is possible that the education award could trigger a decrease in monthly SSI benefits after the education award is used. There are several strategies for preventing any decrease or negative effect on disability benefits:

1. Members take advantage of work incentive options and income exclusions. Work incentives are special rules that allow persons with disabilities receiving SSDI or SSI to work and still receive monthly payments and Medicare or Medicaid. Participants can find out more about these incentives and options by calling 1-800-772-1213 or visiting the website at [www.ssa.gov](http://www.ssa.gov).
2. SSI recipients serving in AmeriCorps automatically qualify for the Student Child Earned Income Exclusion if they are under the age of 22 and are neither married nor the head of household. This income exclusion can be up to \$5,200.00 per year, far exceeding the education award amount.
3. If SSI recipients use their education award voucher to pay for tuition fees and other necessary education expenses then the award does NOT count as taxable income and will not affect disability benefits. This exclusion does not cover amounts used or set aside for room and board or to repay qualified student loans.

This last piece of information is especially helpful to AmeriCorps Members with disabilities. **If students use their education award to pay for current tuition costs at the institution at which they are currently enrolled, then it will not affect their disability benefits at all because it will not count as taxable income.**

Once Members receive their education award voucher, they take the voucher to the financial aid office at their education institution and have the award transferred directly to the campus. Please have Members check with financial aid officers to make sure the award is applied to tuition costs and not to room and board so that it will not be taxable.

Other resources for Members with disabilities that further explain the above strategies can be found at [www.ssa.gov/notices/supplemental-security-income/](http://www.ssa.gov/notices/supplemental-security-income/) and at [www.ssa.gov/odhome](http://www.ssa.gov/odhome). Information specific to AmeriCorps and disability is located at [www.nationalservice.org/about/ogc/ac\\_disability.html](http://www.nationalservice.org/about/ogc/ac_disability.html).

If you need more guidance around disability benefits and the AmeriCorps education award, please contact Stephanie Schooley, Director of the UCAN Serve AmeriCorps Program at (303) 964-5084 or [sschoole@regis.edu](mailto:sschoole@regis.edu) for assistance.

# **UCAN SERVE AMERICORPS PROGRAM**

## **GRIEVANCE PROCEDURE**

In the event that informal efforts to resolve disputes in the UCAN Serve program are unsuccessful, AmeriCorps Members, labor organizations, and other interested individuals may seek resolution through the following grievance procedures. These procedures may apply to, but are not limited to, service-related issues, such as assignments, evaluations, suspensions, or release for cause, as well as issues related to non-selection of Members, and displacement of employees, or duplication of activities by AmeriCorps.

### **A. ALTERNATIVE DISPUTE RESOLUTION (ADR)**

ADR is available, but must be selected within **45 days of the underlying UCAN Serve dispute**. If an aggrieved party chooses ADR as a first option, a neutral party designated by the program will attempt to facilitate a mutually agreeable resolution. The neutral party must not have participated in any previous decisions concerning the issue in dispute. ADR is confidential, non-binding, and informal. No communications or proceedings of ADR may be referred to at the grievance hearing or arbitration stages. The neutral party may not participate in subsequent proceedings.

If ADR is chosen by the aggrieved party, the deadlines for convening a hearing and of a hearing decision are **30 and 60 days respectively**. They are held in abeyance until the conclusion of ADR. At the initial session of ADR, the neutral party must provide written notice to the aggrieved party of his or her right to request a hearing. If ADR does not resolve the matter within **30 calendar days**, the neutral party must again notify the aggrieved party of his or her right to request a hearing. At any time, the aggrieved party may decline ADR and proceed directly to the hearing process.

### **B. GRIEVANCE HEARING**

An aggrieved party may request a grievance hearing without participating in ADR or, if ADR is selected, it fails to result in a mutually agreeable resolution. The aggrieved party should make a written request for a hearing to: Stephanie Schooley, Director UCAN Serve AmeriCorps Program, Colorado Campus Compact, Regis University, 3333 Regis Blvd., B-7, Denver, CO 80221-1099. Except for a grievance that alleges fraud or criminal activity, a request for a hearing must be made within **one year** after the date of the alleged occurrence. At the time a request for a hearing is made, the UCAN Serve program will make available to the aggrieved party information that is relied upon in its disciplinary decision.

The UCAN Serve program will arrange for one or more pre-hearing conferences at a time mutually convenient to the parties. Pre-hearing conferences are not a substitute for a hearing. They are intended to facilitate a mutually agreeable resolution of the matter to make a hearing unnecessary or to narrow the issues to be decided at the hearing. The format of the pre-hearing conference may be flexible, involving meetings with one party at a time and/or with both parties together. Pre-hearing conferences are conducted by the Member's site coordinator.

The hearing will be conducted by Stephanie Schooley, or a neutral third party agreed upon by disputing parties. The person conducting the hearing may not have participated in any previous decisions concerning the issue in dispute. (**Note:** To ensure impartiality in the hearing, programs may choose to designate someone other than the Program Director to approve disciplinary actions regarding Members, leaving the program director available to conduct grievance hearings.) A hearing will be held **no later than 30 calendar days** after the filing of the grievance, and a written decision will be made **no later than 60 calendar days** after filing.

### **C. BINDING ARBITRATION**

An aggrieved party may request binding arbitration if a grievance hearing decision is adverse or if no decision is made within **60 days** of the filing of the grievance. The arbitrator will be independent and selected by agreement of the parties. If the parties cannot agree on an arbitrator, the Corporation's Chief Executive Officer (CEO) will appoint one within **15 calendar days** after receiving a request from one of the parties.

An arbitration proceeding will be held no later than **45 calendar days** after the request for arbitration, or **no later than 30 calendar days** after the appointment of an arbitrator by the Corporation's CEO. An arbitration decision will be made **no later than 30 calendar days** after the commencement of the arbitration proceeding.

**The cost of arbitration will be divided evenly between the parties, unless the aggrieved party prevails, in which case the program will pay the total cost of the proceeding, as well as the prevailing party's attorney's fees.**

# **UCAN SERVE AMERICORPS PROGRAM**

## **DRUG-FREE WORKPLACE POLICY**

### **Purpose and Goal**

The **UCAN Serve AmeriCorps Program** is committed to protecting the safety, health and well being of all members and other individuals in community-based sites. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This organization encourages members to voluntarily seek help with drug and alcohol problems.

### **Covered Workers**

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to members.

### **Applicability**

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all service hours and whenever conducting business or representing the organization.

### **Prohibited Behavior**

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

### **Notification of Convictions**

Any member who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

### **Consequences**

One of the goals of our drug-free workplace program is to encourage members to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of enrollment can be withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment drug test.

If a member violates the policy, he or she will be terminated from their term of service.

### **Assistance**

The **UCAN Serve AmeriCorps Program** recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our members, our drug-free workplace policy:

- Encourages members to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages members to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

## **Confidentiality**

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

## **Shared Responsibility**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All members are required to not report to their service site or be subject to duty while their ability to perform their service is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, members are encouraged to:

- Be concerned about working in a safe environment.

It is the supervisor's responsibility to:

- Inform members of the drug-free workplace policy.

## **Communication**

Communicating our drug-free workplace policy to both supervisors and members is critical to our success. To ensure all members are aware of their role in supporting our drug-free workplace program:

- All members will receive a written copy of the policy.

# **UCAN SERVE AMERICORPS PROGRAM**

## **NOTICE OF NONDISCRIMINATION**

It is against the law for organizations that receive federal financial assistance from the Corporation for National and Community Service to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service.

If you believe that you or others have been discriminated against, or if you want more information, contact:

Office of Civil Rights and Inclusiveness  
Corporation for National and Community Service  
1201 New York Avenue, NW  
Washington, D.C. 20525  
(202) 606-7503 (Voice); (202) 606-2799 (TTY)  
(202) 606-3465 (FAX); [eo@cns.gov](mailto:eo@cns.gov) (e-mail)

or:

Colorado Campus Compact  
UCAN Serve AmeriCorps Program  
3333 Regis Blvd. B-7  
Denver, CO 80221-1099  
(303) 964-5084 (Voice)  
(303) 964-5299 (FAX); [ucan@regis.edu](mailto:ucan@regis.edu) (e-mail)

# **EDUCATION PLACEMENT INFORMATION**

**▪ TEACHER EDUCATION  
SITE CRITERIA**

**▪ LITERACY ACTIVITIES  
DIRECT & INDIRECT SERVICE**

# **UCAN SERVE AMERICORPS PROGRAM**

## **TEACHER EDUCATION SITE PLACEMENT CRITERIA**

In order to qualify as an appropriate site placement for the UCAN Serve AmeriCorps program, a K-12 public school must be defined as high-need by meeting **one** of the following categories:

- Title I status.
- Free and Reduced Lunch percentages (**greater than or equal to 50%**).
- Student mobility percentages (**greater than or equal to 40%**).
- Statewide Academic Assessment Tests (**low or unsatisfactory rating**).
- Student drop-out rates (**greater than 5%**).

This information can be obtained through individual schools or through the State Department of Education website.

Students may also qualify separately from the site placement if they are focusing their education service in **one** of the following specific academic areas:

- Special Education
- ESL/Bilingual Education
- Math and Science Education

These academic areas have been defined both nationally and regionally as areas of critical teacher shortages for K-12 public schools.

If neither the site placement qualifications nor the area of emphasis for service match with the above criteria, the student will not be eligible for participation in AmeriCorps through the UCAN Serve program.

# **UCAN SERVE AMERICORPS PROGRAM**

## **EDUCATIONAL SERVICE ACTIVITIES**

In acknowledgement of the importance of training and reflection in providing community service, the AmeriCorps Program allows for an 80% - 20% ratio between direct and indirect service provided by participants.

At least 80% of a participant's service hours must be completed in direct service, and the remaining 20% can be credited towards education, reflection and/or training that participants need to perform well in their chosen service project. Direct service is working directly with people to make change, or doing work that is involved in making that change. Indirect service activities are those that are instructional and support a Member's ability to serve effectively in their placement.

### **DIRECT SERVICE ACTIVITIES INCLUDE:**

- Teaching students in grades K-12.
- Mentoring or counseling concerning school success.
- Recruiting, training, placing volunteers for educational purposes.
- Developing curriculum, or other educational materials.
- Performing case management (e.g.: following up on student performance, working with teachers to integrate class instruction, preparing learning tools tailored to student needs, etc.).
- Assembling book collections, maintaining libraries, organizing a book drive.
- Providing in-class enrichment (such as speakers, presenters), or out-of-class enrichment (such as field trips).
- Conducting home visits for instruction.
- Working with parents and families on educational needs and family literacy programs.
- Teaching GED or basic skills development.
- Tutoring, either 1-on-1 or small group instruction.
- Instruction-based faculty/peer meetings.
- After-school enrichment programs (e.g. concerts, coaching, tutoring, mentoring).

### **INDIRECT SERVICE ACTIVITIES INCLUDE:**

- Professional training and development directed at improving education skills.
- Teacher education classes that provide added skills/knowledge for direct service activities.
- Personal Member development that improves educational support skills.
- Filling out monthly timesheets related to the program.
- Observing students/teacher to improve educational support skills.
- Meetings for reflection, planning, and peer exchanges.
- Development, implementation, and/or involvement in peer training.
- Workshops/In-services.
- Conferences/Conventions.

# **EDUCATION AWARD VOUCHER**

- **WHAT IS A VOUCHER?**
- **WHAT IS IT USED FOR?**
- **HOW LONG DO I HAVE TO USE IT?**
- **WHAT IF I LOSE MY VOUCHER?**
- **CAN I ACCESS MY ACCOUNT ONLINE?**

# **UCAN SERVE AMERICORPS PROGRAM**

## **EDUCATION AWARD VOUCHER**

When you successfully complete your term of service, your program will notify the National Service Trust that you are eligible for an education award. The Trust will send you your education award within 2-4 weeks of receiving this notification.

### **HIGHLIGHTS:**

- You have 7 years from the date you completed your service to use the award.
- You can use your education award to repay *qualified* student loans, to pay for current educational expenses, and to attend an approved school-to-work program.
- Payments are made to the school or lender, not to you.
- The award can be used for degree and non-degree courses at a Title IV school.
- Payments made from your education award account and interest payments are considered taxable income.

### **OVERVIEW OF THE EDUCATION AWARD PROCESS**

To qualify for an education award, you must successfully complete the required term of service for the program in which you are participating. It is up to the Director of that program to determine if you have successfully completed your term and are eligible for the education award. Upon notification that you are eligible for an award, the National Service Trust will send you a packet of information needed to access the award. Included will be a *Voucher and Payment Request Form* and instructions for filling it out. This is the document you will use to authorize a payment to be made from your education award account.

You can use the education award in the following ways:

1. To repay “qualified student loans”;
2. To pay for CURRENT educational expenses at a “qualified institution of higher education”;
3. To pay expenses incurred while participating in an approved school-to-work opportunities system program.

You must use your education award within 7 years of the completion of your term of service. It can be divided up and used in any way you choose, as long as it is for authorized expenses. For example, a portion of the award could be applied to repay existing qualified student loans and the remainder saved to pay for authorized college costs in the future.

When you're ready to use the award, you must complete the top section of the voucher to authorize a payment. You then send the voucher to your lender or take it to your financial aid office on campus. By law, payments are made to the lender or to the campus, not to you directly. The Trust will notify you of the payment and send you another voucher with an updated balance. **Please be sure to notify the Trust of any address change.**

## **WHAT ARE QUALIFIED LOANS?**

You can use your education award to pay qualified student loans you have or may acquire. Qualified student loans are basically defined as student loans backed by the federal government, except for loans in your parent's names. These loans also include those made to students by a state agency, such as the Alaska Commission on Higher Education, and loans issued through a state institution of higher education to cover all or part of a student's cost of attendance.

If you do not know whether or not your loans are qualified, you should ask your lenders. For federally-backed loans, there should be a citation on the loan papers referring to Title IV of the Higher Education Act. For loans made by a state agency, the state agency should be listed as the "maker" of the loan on the promissory note. When a loan is refinanced or consolidated, the new loan must meet the definition of "qualified student loan" in order for a payment to be made using an education award. The original loan no longer exists.

## **EXAMPLES OF SOME COMMON QUALIFIED STUDENT LOANS**

Federal Student Loans: Subsidized and Unsubsidized Stafford Loans – Supplemental Loans to Students (SLS) – Federal Consolidated Loans – Guaranteed Student Loans – Federally Insured Student Loans (FISL) – Direct Subsidized and Unsubsidized Stafford – Direct Subsidized and Unsubsidized Ford Loans – Direct Consolidated Loans – National Defense Student Loan – National Direct Student Loans – Perkins Loans – Health Education Assistance Loans (HEAL) – Health Professions Student Loans (HPSL) – Loans for Disadvantaged Students (LDS) – Nursing Student Loans (NSL) – Primary Care Loans (PCL).

Loans made directly to students by the Alaska Commission on Postsecondary Education.

Loans made directly to students in degree programs by a state college or university.

## **WHAT ARE QUALIFIED INSTITUTIONS OF HIGHER EDUCATION?**

You can use your education award to pay for current educational expenses at qualified institutions of higher education. For purposes of the education award, a "qualified" institution is one that participates in the U.S. Department of Education's student assistance program – i.e., it has an agreement with the Department of Education whereby students at that school are eligible to receive at least some type of federal financial assistance to attend the school. These are sometimes called Title IV schools. You do not have to apply for financial aid to use your education award, but the school must be one that participates in the federal student aid program.

A school may be accredited and even offer graduate degrees. However, unless it is a Title IV school the education award cannot be used there. Most postsecondary educational institutions in the U.S. are Title IV. Thousands of technical and trade schools are Title IV as well. Art schools, beauty schools, and truck driving schools may be Title IV.

## **FIND OUT IF A SCHOOL IS QUALIFIED**

You can ask your financial aid office if the school is a Title IV institution. If it is Title IV, you can use the education award there. Another way to find out is to call the toll-free number at the Department of Education's Federal Student Aid Information Center between 9am-8pm (EST), Monday through Friday. The number is 1-800-433-3243. You can also search the Department's website at:

<http://www.fafsa.ed.gov/FOTWebApp/FSLookupServlet>

If a foreign school participates in the Department of Education's Federal Family Education Loan (FFEL) Program, the AmeriCorps education award can be used there. You can use the number above to find out if a particular international school participates in the FFEL program. Another way to approach attending schools overseas is to obtain a qualified student loan to attend the foreign school and use the education award to repay the loan.

### **QUALIFIED EXPENSES TO ATTEND SCHOOLS**

The AmeriCorps education award can be used to pay "current educational expenses." Current educational expenses are expenses that were incurred by you after you first enrolled in an AmeriCorps term of service. The award cannot be used to pay for expenses that pre-date your involvement with AmeriCorps.

### **DEGREE OR CERTIFICATE PROGRAM**

If you want to use your award in a degree or certificate program it can be used to pay some or all of your Cost of Attendance. The term "Cost of Attendance" (COA) was developed by the U.S. Department of Education for use by Title IV schools. It is a school's estimate of what it will cost for a student to attend that school for a specific period of time. COA can include tuition and fees as well as allowances for books, supplies, room and board, transportation, and other expenses. It is important to note that every Title IV school determines the COA for its students -- this is not an amount determined by you or by the Trust.

The AmeriCorps education award can be used for that portion of the COA that has not already been covered by other sources of financial aid, such as scholarships, loans, grants, and tuition or fee waivers. For example, if a school has determined that the COA for an academic year is \$12,000 and the student is receiving \$8,000 worth of scholarships, the student would be eligible to use up to \$4,000 of his or her education award to pay the remaining balance.

The education award is subject to the same general rules that the school has regarding reimbursing students for other financial aid they receive for non-institutional expenses. A school which receives a check from the Trust may keep the amount that is owed to the school (tuition, fees, etc.) and may release to you any of the COA allowance due you -- e.g. allowances for books, transportation, off-campus room and board, etc. This reimbursement can be handled in a variety of ways -- some schools write students checks while others establish accounts in the students' names.

### **NON-DEGREE AND NON-CERTIFICATE COURSES**

You are not limited to using your education award only for courses that are part of a degree. You can use your education award to pay for all courses at the school in which you are enrolled as a student, such as adult education courses, as long as the school is a Title IV school. Tuition, books, and fees for continuing education courses offered by a Title IV university, for example, are eligible for payment from the National Service Trust.

### **THE EDUCATION AWARD AND ITS EFFECT ON FINANCIAL AID**

Figuring out when to use your education award and how it will affect your financial aid can be complicated. Currently, for some student loans the education award is considered in determining the amount of student aid for which the student is eligible and for other loans it is not taken into consideration. The U.S. Department of Education has developed guidance for financial aid officers on how the AmeriCorps education award should be handled.

This guidance is included in the most recent Student Financial Aid Handbook for financial aid administrators. Financial aid officers should be familiar with how the education award is to be treated when determining the eligibility for and the amount of any financial aid for which an AmeriCorps Member qualifies.

### **TAKE YOUR VOUCHER TO YOUR FINANCIAL AID OFFICE**

The Trust strongly encourages Members to take their vouchers to the financial aid office on campus. That office is responsible for developing students' financial aid packages and for providing guidance and expertise regarding student aid. Remember to let your financial aid office know that the education award is considered by the IRS to be income and is taxable in the year that the payment is sent to the school. Since income from one year can affect eligibility for certain student aid in the following year, this fact might help your financial aid officer plan when and how you might best use your award.

You should take your voucher to the financial aid office even if you do not plan to use it for financial assistance. The financial aid office may direct you to another office on campus to process the award, but you should begin with the financial aid office.

### **BOOK STORES AND THE EDUCATION AWARD**

The Trust cannot make payments to bookstores based upon a payment request form being issued. By law, a payment for current educational expenses must be made to a qualifying school. School bookstores are unable to monitor the amount of financial assistance a student is receiving and cannot determine if the education award will cause a student to exceed the COA. Therefore, the Trust will not pay vouchers that are completed by bookstores unless the school's financial aid office has verified that the information is accurate. If it is the school's desire, the payment can be sent to the attention of the school's bookstore, rather than to the Student Accounts or similar office at the school.

### **PAYMENT OF ACCRUED INTEREST**

During a forbearance based on national service, interest continues to accrue on the loan. However, you are eligible to have the National Service Trust pay all or a portion of the interest that accumulates on your qualified student loans while you are earning your award. These payments are made above and beyond the education award and will not be deducted from your education award account. To be eligible to have this accrued interest paid, the loan must have been in forbearance or deferment status during the service periods and you must have successfully completed your term of service.

Generally, the Trust will pay all of the interest for full-time Members who complete their term and a portion of the interest for part-time Members. The portion that the Trust pays is based on a formula contained in the regulations that govern the Trust.

The Trust cannot pay interest accrued outside your service period. Nor can it pay interest if you did not earn an education award. Payments for interest are considered taxable income in the year payments are made.

## **PROCESS FOR GETTING THE INTEREST PAID**

The Trust will pay the interest when it has received: 1. verification from the program that you have completed service and are eligible for the education award; and 2. documentation from the lender showing the total amount of interest that accrued during your service. Normally this documentation is a completed *Interest Accrued During National Service* form. A blank copy of this form is mailed to you with your education award packet. You complete the top portion of the form. Make sure you verify your start date and end date with your Coordinator on campus before mailing the form to your lender. Each lender will complete their portion and forward it to the National Service Trust. The Trust then makes a payment to your lender. The Trust can also make an interest payment based on receiving a statement or bill from a loan company if the document contains the correct dates of service and the total amount of interest that accrued during that period.

## **INCOME TAXES**

Both interest payments and payments from the education award accounts have been determined to be taxable income. They are included as income in the tax year the payment is mailed to the school or loan company.

The Trust will report to the IRS the total of all payments that were made on your behalf. An IRS form 1099 (Miscellaneous Income) will be mailed to you in January following each year in which a portion of your award was used. Your tax burden may be mitigated somewhat by federal income tax laws regarding educational credits and deductions for student loan interest payments (Hope and Lifetime Learning credits). You should contact the IRS or your tax advisors for additional information.

## **IF YOU LOSE YOUR VOUCHER**

Contact the National Service Trust if you do not receive your voucher in the mail or if it is misplaced.

## **ACCESSING YOUR VOUCHER ONLINE**

Members can register to check their education award balance online and print vouchers from their own computer. Once a Member has been exited, they can register for an account, control when they receive and use their voucher, make payments online, and track the status of their requests.

The web address is: [http://www.americorps.org/for\\_individuals/online/index.asp](http://www.americorps.org/for_individuals/online/index.asp)

Or follow these steps:

- 1) Go to the [americorps.gov](http://www.americorps.gov) website
- 2) In the *For Individuals* section click on "AmeriCorps Online Payment System."

## **NATIONAL SERVICE TRUST PHONE**

1-888-507-5962

## **NATIONAL SERVICE TRUST EMAIL ADDRESS**

[edawardvoucher@cns.gov](mailto:edawardvoucher@cns.gov)

## **QUESTIONS ABOUT THE ONLINE PAYMENT SYSTEM**

[epayments@americorps.gov](mailto:epayments@americorps.gov)

## **U.S. DEPARTMENT OF EDUCATION PHONE**

1-800-872-5327

# **UCAN SERVE AMERICORPS PROGRAM**

## **AMERICORPS EDUCATION AWARD HIGHLIGHTS**

- If you have outstanding student loans, you can qualify for forbearance during your term of service.
- Your voucher will be mailed to the address you put on your Exit Form.
- Your award is valid for seven years after the end of your term of service.
- You can draw on your award in increments.
- You can benefit from actively participating in the financial aid process. Make an appointment to meet with a financial aid counselor and have them explain to you your aid package and show you how it works to your greatest benefit.
- When using the award to repay student loans, you can either use the award to reduce the principal or to defer several payments. Depending on what you do after AmeriCorps, develop a plan that best suits you and your finances.
- You are responsible for taxes on the award in the year it is used, not in the year it is earned. If you use the award over two calendar years, you will be taxed for the amount used in each calendar year.
- Once you have used your award, fill our Worksheet C (income exclusion) on the FAFSA correctly. Neither your AmeriCorps living allowance nor the Education Award count as income on the FAFSA. However, your Education award does count as a resource that can reduce your aid package in the year you use it if you are using to pay for tuition.
- Once a Member has been exited, they can register for an account, check their education award balance online, and request payments to their education or financial institution. The web address to register is: <https://my.americorps.gov/mp/login.do>.

Compiled with suggestions from Brandon Rogers, Northwest Regional Education Laboratory

# **UCAN SERVE AMERICORPS FORMS**

- **ALL UCAN SERVE AMERICORPS FORMS  
CAN BE FOUND ON OUR WEBSITE:**

**[WWW.COLORADOCAMPUSCOMPACT.ORG](http://WWW.COLORADOCAMPUSCOMPACT.ORG)**

**CLICK ON THE LINK TO “UCAN SERVE”**

**CLICK ON “FORMS”**

# **UCAN SERVE AMERICORPS PROGRAM**

## **MEMBER CHECKLIST OF REQUIRED PAPERWORK**

**ENROLLMENT CHECKLIST** - Before you can be enrolled in the UCAN Serve AmeriCorps Program, your UCAN Serve Coordinator must receive all the proper enrollment paperwork. The information must be complete. Failure to have the appropriate signatures, original signatures and required documentation will delay your enrollment in the program.

### AmeriCorps Enrollment Form

- Member completes Part 1 and Part 2
- Original Member signature at the bottom of Part 2

### UCAN Serve AmeriCorps Program Member Contract

- Member fills in all sections
- Member certifies s/he has received a high school diploma or equivalency certificate or agrees to obtain one before using the education award (last page of Member Contract)
- Original Member signature on the last page
- Original Parental consent signature (if Member is under the age of 18) on the last page

### Service Summary and Pre-Service Reflection Form

- Member completes service description in detail
- Site supervisor fills in the bottom half and signs the bottom. The person who signs this document is the person who signs all time logs. Should that person change, the Member must complete a new Service Summary Form.
- Member answers all Pre-Service Reflection questions thoroughly

### Criminal Background Check Authorization Form

- Member fills in all sections
- Original Member signature at the bottom

### Criminal Background Check Verification Form

- Coordinator fills in all sections
- Original Coordinator signature at the bottom

### Proof of Eligibility (see page 7 for Identification/Eligibility Requirement)

- Copy of U.S. Birth Certificate or U.S. Passport (or other documents listed on page 7)

**MONTHLY CHECKLIST** - Time logs are due on a monthly basis to your UCAN Serve Coordinator.

- Hours recorded on a daily basis, separated by Member Development hours, Fund Raising Hours and Direct Service Hours.
- Member answers all Monthly Reflection questions thoroughly
- Original Member signature at the bottom
- Original Site Supervisor signature at the bottom

**EXIT CHECKLIST** - Before a Member can exit the program, all paperwork must be in order.

### Evaluations

- Member gave a copy of the Site Supervisor Evaluation letter to Site Supervisor
- All** Members must complete and online evaluation based on their service focus area
- Coordinator completes Coordinator Evaluation

### Exit Form

- Member fills in Part 1
- Original Member signature at the bottom of Part 1

# **MEMBER ENROLLMENT PROCESS**

**(FORMS IN ENROLLMENT PACKET)**

- **ENROLLMENT FORM**
- **MEMBER CONTRACT**
- **SERVICE SUMMARY &  
PRE-SERVICE REFLECTIONS**
- **CRIMINAL BACKGROUND CHECK  
AUTHORIZATION FORM**
- **CRIMINAL BACKGROUND CHECK  
VERIFICATION FORM**
- **FORBEARANCE FORM**
- **PROOF OF ELIGIBILITY**

# **AMERICORPS TIME LOGS**

- **MAKE COPIES OF THE TIME LOG, INCLUDING THE MONTHLY REFLECTION PAGE, FOR EACH MONTH OF YOUR SERVICE.**
- **TURN TIME LOGS IN MONTHLY TO YOUR CAMPUS COORDINATOR.**
- **USE THE CUMULATIVE HOURS LOG TO TRACK YOUR TOTAL DIRECT AND INDIRECT SERVICE HOURS.**

## UCAN SERVE AMERICORPS PROGRAM MONTHLY TIME REPORT

Use this form to keep a log of your service hours through out the month. Time logs are not valid unless the time report and reflections are completed.

Member Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Service Site: \_\_\_\_\_

DATE MM/DD/YY <small>Each week must correspond to the month being reported</small>	*MEMBER DEVELOPMENT HOURS	**FUND RAISING HOURS	DIRECT SERVICE HOURS	TOTAL HOURS <small>Do not exceed more than 65 hours per week</small>
<b>WEEK 1 TOTAL HOURS</b>				
<b>WEEK 2 TOTAL HOURS</b>				
<b>WEEK 3 TOTAL HOURS</b>				
<b>WEEK 4 TOTAL HOURS</b>				
<b>WEEK 5 TOTAL HOURS</b>				
	INDIRECT	FUND RAISING	DIRECT	TOTAL
<b>MONTH TOTAL</b>				



**\*MEMBER DEVELOPMENT:**  
Member Development hours can only count for up to 20% of your total hours. The other 80% of your service hours must be completed in direct service.

Member development hours include education, reflection, and/or training you need to perform well in your service project.

Examples:

- Class time providing reflection or learning about your service
- Professional development opportunities
- Planning and preparation for service activities
- Research
- Workshops or conferences around your service theme

300 hour term = 60 indirect service hours  
450 hour term = 90 indirect service hours  
900 hour term = 180 indirect service hours

**\*\*FUND RAISING POLICY**  
Fund raising can count for up to 10% of your total hours. Members may raise funds directly in support of activities for your service project.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member Name:

Month:

Year:

---

## REFLECTIONS ON YOUR SERVICE

**Describe the service activities** you have performed during this month, and some of the results you have seen. For example: I tutored three elementary aged children this month and have noticed that they are completing and returning their homework more often.

**What challenges** have you experienced this month in your service, and what steps have you taken to resolve those challenges?

**Describe what you are planning to do** in the month ahead.

**Please provide testimonials** (quotes or stories) from your service that illustrate your impact on the organization that you serve, or on the local community.

### Statistical Information

Approximate number of clients \_\_\_\_, students \_\_\_\_, patients \_\_\_\_, other \_\_\_\_\_ served this month. Describe any changes in progress from last month.

**Member Signature:**

**Date:**

---

Return the signed original form to your UCAN Serve AmeriCorps Coordinator on campus.

# **UCAN SERVE AMERICORPS PROGRAM**

## **CUMULATIVE HOURS LOG**

This form is for **your** use, to stay up to date on how many hours you accumulate each month, including how many hours of Member development you complete. Member Development Hours may not exceed 20% of your total service term and Fund-Raising Hours may not exceed 10% of your total service term.

<b>MONTH</b>	<b>MEMBER DEVELOPMENT</b>	<b>FUND-RAISING HOURS</b>	<b>DIRECT SERVICE</b>	<b>TOTAL</b>	<b>DATE TURNED IN</b>
<b>MONTH 1</b>					
<b>MONTH 2</b>					
<b>MONTH 3</b>					
<b>MONTH 4</b>					
<b>MONTH 5</b>					
<b>MONTH 6</b>					
<b>MONTH 7</b>					
<b>MONTH 8</b>					
<b>MONTH 9</b>					
<b>MONTH 10</b>					
<b>MONTH 11</b>					
<b>MONTH 12</b>					
<b>MONTH</b>					
<b>TOTALS</b>					
<b>FOR 2 YEAR 900 HOUR TERMS</b>					
<b>MONTH</b>	<b>MEMBER DEVELOPMENT</b>	<b>FUND-RAISING HOURS</b>	<b>DIRECT SERVICE</b>	<b>TOTAL</b>	<b>DATE TURNED IN</b>
<b>MONTH 13</b>					
<b>MONTH 14</b>					
<b>MONTH 15</b>					
<b>MONTH 16</b>					
<b>MONTH 17</b>					
<b>MONTH 18</b>					
<b>MONTH 19</b>					
<b>MONTH 20</b>					
<b>MONTH 21</b>					
<b>MONTH 22</b>					
<b>MONTH 23</b>					
<b>MONTH 24</b>					
<b>TOTALS</b>					

## UCAN SERVE AMERICORPS PROGRAM SAMPLE MONTHLY TIME REPORT

Use this form to keep a log of your service hours through out the month. Time logs are not valid unless the time report and reflections are completed.

Member Name: Susie Q.

Month: January Year: 2007

Service Site: Colorado Volunteer Center

DATE MM/DD/YY <small>Each week must correspond to the month being reported</small>	*MEMBER DEVELOPMENT HOURS	**FUND RAISING HOURS	DIRECT SERVICE HOURS	TOTAL HOURS <small>Do not exceed more than 65 hours per week</small>
1/1/07	0	0	0	0
1/2/07	0	0	0	0
1/3/07	0	0	0	0
1/4/07	0	0	0	0
1/5/07	5	0	0	5
<b>WEEK 1 TOTAL HOURS</b>				
	5	0	0	5
1/8/07	2	0	5	7
1/9/07	2	0	9	11
1/10/07	0	0	10	10
1/11/07	0	0	8	9
1/12/07	2	0	6	8
<b>WEEK 2 TOTAL HOURS</b>				
	6	0	38	44
1/15/07			Holiday	
1/16/07	1	0	10	11
1/17/07	0	0	9	9
1/18/07	2	0	8	10
1/19/07	2	0	8	10
<b>WEEK 3 TOTAL HOURS</b>				
	5	0	35	40
1/22/07	2	0	5	7
1/23/07	2	0	10	12
1/24/07	1	0	6	7
1/25/07	5	0	5	10
1/26/07	0	0	5	5
<b>WEEK 4 TOTAL HOURS</b>				
	10	0	31	41
1/29/07	1	0	6	7
1/30/07	2	0	5	7
1/31/07	2	0	10	12
<b>WEEK 5 TOTAL HOURS</b>				
	5	0	21	26
	INDIRECT	FUND RAISING	DIRECT	TOTAL
<b>MONTH TOTAL</b>	31	0	125	156



**\*MEMBER DEVELOPMENT:**

Member Development hours can only count for up to 20% of your total hours. The other 80% of your service hours must be completed in direct service.

Member development hours include education, reflection, and/or training you need to perform well in your service project.

Examples:

- Class time providing reflection or learning about your service
- Professional development opportunities
- Planning and preparation for service activities
- Research
- Workshops or conferences around your service theme

300 hour term = 60 indirect service hours  
450 hour term = 90 indirect service hours  
900 hour term = 180 indirect service hours

**\*\*FUND RAISING POLICY**

Fund raising can count for up to 10% of your total hours. Members may raise funds directly in support of activities for your service project.

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## HOW DID SUSIE Q. CALCULATE HER HOURS?

A common problem among AmeriCorps Members is under-reporting hours. Let's look at how Susie Q. calculated her hours for her first two weeks of service to get an idea of what service counts as Direct Hours and what service counts as Indirect or Member Development Hours.

	<b>Member Development</b>	<b>Fundraising Hours</b>	<b>Direct Service</b>
<p><b>Friday, January 5, 2007</b> Before attending the UCAN Serve AmeriCorps orientation, Susie met with her Site Supervisor at Colorado Volunteer Center to go over service activities and responsibilities.</p> <p>Susie attended the UCAN Serve AmeriCorps orientation</p> <p>Susie went home to go over the materials from the Colorado Volunteer Center and the UCAN Serve AmeriCorps Member Handbook</p> <p><b>TOTAL HRS for Fri = 5</b></p>	<p>2 hours of Member Development</p> <p>2 hours of Member Development</p> <p>1 hour of Member Development</p> <p><b>5 hours of Member Development</b></p>		
<b>Total Hours for Week 1 = 5</b>	<b>5 hours of Member Development</b>	<b>0 Fundraising Hours</b>	<b>0 hours of Direct Service</b>

	<b>Member Development</b>	<b>Fundraising Hours</b>	<b>Direct Service</b>
<p><b>Monday, January 8, 2007</b> Susie meets the staff at Colorado Volunteer Center and begins to review her presentation to recruit volunteers.</p> <p>Another AmeriCorps Member wants to exchange ideas about recruiting volunteers for a nonprofit organization, so they meet after school.</p> <p><b>TOTAL HRS for Mon = 7</b></p>	<p>2 hours of Member Development</p> <p><b>2 hours of Member Development</b></p>		<p>5 hours of Direct Service</p> <p><b>5 hours Direct Service</b></p>
<p><b>Tuesday, January 9, 2007</b> Susie continues to prepare her presentation to recruit volunteers. She begins calling a list of potential volunteers to find out their interest.</p> <p>Susie attends a workshop facilitated by the Denver Volunteer Center on managing volunteers.</p> <p><b>TOTAL HRS for Tues = 11</b></p>	<p>2 hours of Member Development</p> <p><b>2 hours of Member Development</b></p>		<p>9 hours of Direct Service</p> <p><b>9 hours Direct Service</b></p>

	<b>Member Development</b>	<b>Fundraising Hours</b>	<b>Direct Service</b>
<b>Wednesday, January 10, 2007</b> Susie continues calling a list of potential volunteers to find out their interest and starts to schedule meetings.  <b><u>TOTAL HRS for Wed = 10</u></b>			10 hours of Direct Service  <b><u>10 hours Direct Service</u></b>
<b>Thursday, January 10, 2007</b> Susie creates a database of potential volunteers for Colorado Volunteer Center.  <b><u>TOTAL HRS. for Thurs = 8</u></b>			8 hours of Direct Service  <b><u>8 hours of Direct Service</u></b>
<b>Friday, January 12, 2007</b> Susie continues making calls to potential volunteers, refines her presentation, and continues entering names into the database.  Susie attends a reflection session conducted by the UCAN Serve AmeriCorps Coordinator on campus.  <b><u>TOTAL HRS. for Fri = 8</u></b>	2 hours of Member Development  <b><u>2 hours of Member Development</u></b>		6 hours of Direct Service  <b><u>6 hours of Direct Service</u></b>
<b>Total Hours for Week 2 = 44</b>	<b>6 hours of Member Development</b>	<b>0 Fundraising Hours</b>	<b>38 hours of Direct Service</b>

# **UCAN SERVE AMERICORPS PROGRAM**

## **DIRECT SERVICE VS. MEMBER DEVELOPMENT**

### **DIRECT SERVICE**

Direct service is serving directly with people to fulfill the mission of your service site **AND** service directly related to that mission. For example, if you are serving at an elementary school, the time you spend with students at that school (tutoring, mentoring, teaching) counts as direct service time. Also any work you do that will directly affect the students' learning at that school counts as direct service time even though you are not in direct contact with students. These non-contact direct service activities would include preparing lesson plans, parent-teacher conferences, assembling materials related to students' learning, arranging for guest speakers, and coordinating field trips.

### **MEMBER DEVELOPMENT**

Member development activities (or indirect service) include the time you spend reflecting on your service or receiving training to improve your ability to perform your service. These activities include talking with other student teachers about your service experiences, co-requisite class time spent reflecting on how to improve teaching skills, in-service training, and attending conferences related to your direct service. Your initial UCAN Serve AmeriCorps orientation counts as Member development as well as the time it takes you to fill out your monthly time sheet (remember there's a reflection component to the time sheet on the back).

# **MEMBER EXIT PROCESS**

**(FORMS IN EXIT PACKET)**

- **EVALUATIONS**
- **EXIT PROCESS AND ONLINE PAYMENT SYSTEM**
- **EXIT FORM**
- **INTEREST ACCRUAL FORM**
- **CONGRATULATIONS ON SUCCESSFULLY COMPLETING YOUR AMERICORPS TERM OF SERVICE!**

# **UCAN SERVE AMERICORPS PROGRAM**

## **EXIT PROCESS AND ONLINE PAYMENT SYSTEM**

Once you have completed your UCAN Serve AmeriCorps Term of Service, complete the Exit Form with the address to which the voucher will be mailed. If you move after the exit form is turned in, call 1-888-507-5962 and request a duplicate voucher at your new address.

You should receive your education award paper voucher within 2-4 weeks after you have been exited from the program.

Complete the Interest Accrual Form if your loans were put in forbearance with the National Service Trust and your loans were unsubsidized (your loans were accruing interest).

### **My AmeriCorps Portal**

Once you have exited the program, you have the option to use the new “My AmeriCorps/AmeriCorps Online Payment System” that will allow you to request your Eli Segal AmeriCorps Education Award benefits online. Once you register, you can create your requests online and submit to your Education or Financial Institution for processing. Through the new online payment system you can request AmeriCorps Education Award payments, Interest Accrual payments and Forbearance on your qualified student loans. Additionally, this new automated system will let you view the status of your requests, provide up to date information on your AmeriCorps Education Award balances, show the history of your requests and even let you update your contact information online.

Register at this site: [http://www.americorps.gov/for\\_individuals/online/index.asp](http://www.americorps.gov/for_individuals/online/index.asp)

Or follow these steps:

- 1) Go to the AmeriCorps.gov website
- 2) In the *For Individuals* section click on “My AmeriCorps/AmeriCorps Online Payment System.”
- 3) Click on “Click here to log in to My AmeriCorps today!”
- 4) Click on where it says “Register to create a new Member/Alum account.”
- 5) Enter your Last Name, Date of Birth, Social Security Number and Email Address

Once you have successfully registered, you will receive an email with a link giving you access into the system. Once there, you will be asked to create a User Name and Password. The system will then bring up your personalized homepage and show your award balance. From this site, you can request AmeriCorps Education Award payments, Interest Accrual payments and Forbearance on your qualified student loans. Once you have submitted a request for payment, you will be able to view the status of your requests from your home page. You will also be able to view your payment history on your homepage. In addition, you can edit and update your mailing address, permanent address, email address and phone numbers.

If you have questions about the new automated process, send an email to [epayments@americorps.gov](mailto:epayments@americorps.gov) and a representative from the Trust can assist you.

# **UCAN SERVE CAREERS IN THE COMMON GOOD SCHOLARSHIP**

- **CRITERIA**
- **APPLICATION**
- **SCHOLARSHIP REPORT FORM**
- **REIMBURSEMENT FORM**

# **UCAN SERVE AMERICORPS PROGRAM**

## **SCHOLARSHIP CRITERIA**

The UCAN Serve AmeriCorps Program provides up to \$60,000 annually to current Members for Careers in the Common Good (CCG) scholarships. The CCG Scholarships support professional and Member development opportunities for up to \$250.00 per Member. These opportunities include professional conferences, site-specific trainings, personal development workshops, and topic-specific forums addressing critical community needs. For most Members, the CCG Scholarship supports their first professional or Member development experience, further solidifying their commitment to serving community needs through their specific field or interest area and connecting them to other professionals in the field.

To be eligible for the CCG Scholarship, Members must meet the following criteria:

- An active Member (not exited in management database).
- Applying for a Member or professional development event that clearly connects to their direct service.
- Submit the UCAN Scholarship Application with details of the event and requested scholarship amount, not to exceed \$250.00 per Member.
- Each Member is eligible for a total of one award.

CCG Scholarship funds will be disbursed to the sponsoring agency for registration fees and to the Member as a reimbursement for lodging, travel, and meal expenses. Members must submit original receipts along with the UCAN Serve Reimbursement Form and UCAN Serve Scholarship Report for reimbursements within 30 days of attending the event.

If the number of applications exceeds the number of scholarships available, we will review each application and fund the requests that most closely connect with the Members' UCAN Serve term of service. Similarly, we may award partial scholarships to Members. For example, if we receive 50 applications for the same event or program within one academic year, we may award all 50 Members with partial awards of \$125.00 each rather than the full \$250.00 per Member.

**UCAN SERVE AMERICORPS PROGRAM**  
**SCHOLARSHIP APPLICATION**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

START DATE of UCAN Serve AmeriCorps Term of Service: \_\_\_\_\_

TYPE OF EVENT: (i.e. conference, professional lecture, training, etc.) \_\_\_\_\_

\_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

SUMMARY OF EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EVENT START DATE: \_\_\_\_\_ EVENT END DATE: \_\_\_\_\_

LOCATION OF EVENT: (city and state) \_\_\_\_\_

(continued on next page)

**Describe how this Event relates to the Member's AmeriCorps Service Term (i.e. what the Member will gain to help them better serve their community by attending this Event):** \_\_\_\_\_

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**BUDGET:** (list how the scholarship will be used )

**Fill in each box ONLY if applicable**

<b>Registration:</b>	
<b>Amount</b>	\$
<b>Due by</b>	
<b>Where to mail registration fee</b> (include specific instructions)	
<b>Transportation</b> Mileage = miles x \$.405 Car Rental + Gas Airfare/Bus	\$
<b>Meals</b>	\$
<b>Lodging</b>	\$
<b>Other</b> (please list expenses)	\$
<b>TOTAL REQUESTED AMOUNT</b> (maximum not to exceed \$250.00)	* \$

**\* By receiving scholarship funds from the UCAN Serve AmeriCorps Program, the Member agrees to complete a Scholarship Summary Report after the Event.**

\* The UCAN Serve AmeriCorps Program will pay registration fees upfront.

\* Members will be reimbursed for transportation, meals, lodging, etc. by submitting the **UCAN Serve AmeriCorps Program Reimbursement Form**.

Please mail application to:  
**UCAN Serve AmeriCorps Program**  
**Careers in the Common Good Scholarship**  
**Regis University**  
**3333 Regis Blvd., B7**  
**Denver, CO 80221**

**UCAN SERVE AMERICORPS PROGRAM**  
**SCHOLARSHIP REPORT\***

\*to be completed within 30 days of the Member's participation in the event to be eligible for reimbursement

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

EVENT START DATE: \_\_\_\_\_ EVENT END DATE: \_\_\_\_\_

Knowledge and Skills gained by attending this Event: \_\_\_\_\_

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How the Member will use these skills during his/her UCAN Serve AmeriCorps Term of Service: \_\_\_\_\_

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Please mail report to:  
UCAN Serve AmeriCorps Program  
Careers in the Common Good Scholarship  
Regis University  
3333 Regis Blvd., B-7  
Denver, CO 80221

# **UCAN SERVE AMERICORPS PROGRAM** **SCHOLARSHIP REIMBURSEMENT FORM**

Scholarship Report Form MUST be attached for reimbursement

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

EVENT START DATE: \_\_\_\_\_ EVENT END DATE: \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

ADDRESS TO MAIL REIMBURSEMENT:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAIL FORM AND ORIGINAL RECEIPTS TO:  
  
UCAN Serve AmeriCorps Program  
Careers in the Common Good Scholarship  
Regis University  
3333 Regis Blvd., B-7  
Denver, CO 80221

**ORIGINAL RECEIPTS MUST BE ATTACHED**

Date	Meals (and tips)	Lodging	Personal vehicle (# miles x \$.405)	Air Transportation	Car Rental	Other (explain)	Daily Total
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
					<b>Total of</b>	<b>Reimbursement</b>	<b>\$</b>

MEMBER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# **UCAN SERVE AMERICORPS FAQs**

- **COMMONLY ASKED QUESTIONS**
- **RESOURCES AND INFORMATION**

# **UCAN SERVE AMERICORPS PROGRAM**

## **COMMONLY ASKED QUESTIONS**

### **Do I have to serve at a public school to qualify for this program?**

No! The goals of the UCAN Serve AmeriCorps Program are to address unmet needs in three areas: education, public health and safety, and community strengthening. See page 8 of the Member Handbook for examples of service in each of these areas. If you are unsure if your site or service qualifies please contact your UCAN Serve AmeriCorps Coordinator on campus.

### **Can I change my term of service once I am enrolled in the program?**

Yes, you have 90 days from your start date to change your term of service. However, please consider carefully how many hours of service you will be able to complete during your year of service before you sign the Member Contract. Once you have committed to a certain number of hours, you will be obligated to honor that commitment or forfeit your AmeriCorps education award.

### **When will I get my education award?**

Complete your contract hours and your AmeriCorps Exit Form (see Exit Packet) and return it to your UCAN Serve AmeriCorps Coordinator on campus. You will need to give your site supervisor the letter in your Exit Packet, to complete and submit electronically the Post-Service Evaluation (online at [www.coloradocampuscompact.org](http://www.coloradocampuscompact.org)). As well, you will need to complete the online Member Survey (instructions on taking the survey can be found in your Exit Packet). You should receive your education award voucher approximately 2-4 weeks after your Exit Form, your supervisor's survey, and your Member Survey have been received by the AmeriCorps office.

### **What can my education award be applied toward?**

The voucher will be made out to you and can be applied directly to your current enrollment expenses. You can also use the voucher to pay qualified student loans if you have them or you can hold on to the voucher for up to seven years to use it for future educational expenses. See pages 26-32 of your Member Handbook for examples of how the voucher may be used. You may also contact the National Trust (the entity that issues the voucher) with specific questions. Please call 1-888-507-5962 or email [edawardvoucher@cns.gov](mailto:edawardvoucher@cns.gov).

### **Can the education award voucher be applied to the same University term in which I am completing my service hours?**

No. It must be applied to a subsequent term. See pages 26-32 of your Member Handbook for examples of how the voucher may be used. You may also contact the National Trust (the entity that issues the voucher) with specific questions. Please call 1-888-507-5962 or email [edawardvoucher@cns.gov](mailto:edawardvoucher@cns.gov).

### **Can I receive my education award in advance?**

No. However, if you have tuition due you can apply for a student loan. Keep in mind that when you do receive your voucher, it can go directly to pay off that loan. You may also contact the National Trust (the entity that issues the voucher) with specific questions. Please call 1-888-507-5962 or email [edawardvoucher@cns.gov](mailto:edawardvoucher@cns.gov).

**When are the forms due?**

There is no official due date for enrollment, but be aware that enrollment spots are limited and space is granted upon a first come, first served basis.

The hour log forms are due by the end of the first week following the end of the month to your UCAN Serve AmeriCorps Coordinator on campus.

**Are there other qualifying volunteer experience if I can't fulfill my contract for some reason?**

YES! Check your enrollment packet or contact your UCAN Serve AmeriCorps Coordinator on campus if you need other suggestions.

**What forms does UCAN Serve AmeriCorps require in order to enroll in this program?**

Enrollment Form

Member Contract

Service Summary/Pre-Service Reflections

Criminal Background Check Authorization Form

Criminal Background Check Verification Form (completed by your Coordinator)

Proof of citizenship

**Is there information available on the web?**

Yes!

[www.coloradocampuscompact.org](http://www.coloradocampuscompact.org), click on the link to "UCAN Serve"

[www.americorps.gov](http://www.americorps.gov)

[www.nationalservice.org](http://www.nationalservice.org)

# **UCAN SERVE AMERICORPS PROGRAM**

## **RESOURCES AND INFORMATION**

**For any questions about the education award, lost vouchers, missing vouchers or to change your contact information with The National Service Trust, call or email:**

1-888-507-5962

[edawardvoucher@cns.gov](mailto:edawardvoucher@cns.gov)

**To check and access your education award balance online:**

<https://my.americorps.gov/mp/login.do>

**For information about other AmeriCorps opportunities nationwide, go to:**

[www.americorps.gov](http://www.americorps.gov)

**To connect with other AmeriCorps Members, perform job searches, look for colleges and universities that will match your education award, and stay connected:**

[www.americorpsalums.org](http://www.americorpsalums.org)

**To become an AmeriCorps Alumni:**

Nationwide: [www.americorpsalums.org](http://www.americorpsalums.org)

Colorado: <http://coamericorpsalums.org/>

**Other helpful websites**

[www.cns.gov](http://www.cns.gov) (Corporation for National and Community Service office)

[www.compact.org](http://www.compact.org) (national Campus Compact office)

[www.coloradocampuscompact.org](http://www.coloradocampuscompact.org) (Colorado Campus Compact)

[www.nationalservice.org](http://www.nationalservice.org)

[www.peacecorps.gov](http://www.peacecorps.gov)

[www.ed.gov](http://www.ed.gov)

[www.vote-smart.org](http://www.vote-smart.org)

[www.whitehouse.gov](http://www.whitehouse.gov)

# **BECOME AN AMERICORPS ALUMNI**

- **WHAT IS IT?**
- **WHAT DO THEY DO?**
- **HOW TO JOIN.**

# **UCAN SERVE AMERICORPS PROGRAM**

## **AMERICORPS ALUMNI INFORMATION**

### **What is AmeriCorps Alums?**

Currently, there are 400,000 AmeriCorps Alumni nationwide representing VISTA, NCCC, State and National direct programs. AmeriCorps Alums helps alumni continue to “get things done” by providing a national network to connect alumni, advancing the commitment to service, supporting and advocating for AmeriCorps programs and building the capacity of alumni to be agents of change in their communities.

From Los Angeles to Boston, and many cities in between, AmeriCorps Alums chapters have sprung up because alums are still fulfilling their other “to take this commitment with me this year and beyond.” Chapters are the backbone of the AmeriCorps Alums. By joining your local chapter, you remain engaged in service, stay in touch with other Members near you, and have access to AmeriCorps Alums services.

At AmeriCorps Alums, we are driven by four key values:

- Engaging in our communities through service.
- Support for local AmeriCorps programs.
- Advocacy for national service.
- Benefits for alumni Members.

### **What do AmeriCorps Alums do?**

- Service to Communities – provide alumni with the resources necessary to organize and act effectively within communities, as well as provide the infrastructure for this network of concerned advocates to work together to affect change.
- Support to current AmeriCorps Programs – through its affiliation with 50 HandsOn Network organizations throughout the country, alumni will be immediately connected to service and civic engagement opportunities within their local communities.
- Advocacy in Support of National Service – develop strong networks with current AmeriCorps programs so alumni can continue to contribute to their success.
- Networking Connections – provide a menu of benefits and services to alumni as they enter the job market or continue their education and/or build networks in their communities. These benefits are designed to support their advancement as leaders.

### **What does this mean for you?**

- Provides you with a continued opportunity for service. You can join a local chapter. If there isn't one in your community, you can take the initiative to be a leader in starting one!
- Career Resources – job openings on the website, conferences, resume building, etc.
- Leadership opportunities – become a HandsOn Network Volunteer Leader, work with a HandsOn Network Affiliate to become a project leader, join the AmeriCorps Alums leadership circle and provide training, attend outreach events, etc.
- Networking and professional opportunities at AmeriCorps Alums national and regional conferences and through national task forces.
- Discounts/Added benefits – how to utilize your education award to its maximum benefit, hostel discounts, etc.
- Continued advocacy to keep AmeriCorps growing.

### **Can you tell me about the Arizona Chapters?**

The purpose of the Phoenix Metro Chapter is to keep the next generation of service leaders engaged in their communities. Through efforts like job shadowing and mentoring programs, networking and affinity groups, and of course, service opportunities we want to help you to stay connected, keep you involved with the issues you are passionate about and link you with like-minded individuals. The PHX Metro AmeriCorps Alums Chapter is a program of [Make A Difference](#), a nonprofit that mobilizes volunteers, develops and manages innovative programs and cultivates service leaders to create strong, vibrant communities.

**Phoenix Chapter.** For more information, contact Brandy Howard at [brandy@makeadifference.org](mailto:brandy@makeadifference.org).

**Mesa Chapter.** The chapter is just getting started! For more information, contact Erika Harp at [wren@mail.mc.maricopa.edu](mailto:wren@mail.mc.maricopa.edu).

### **Can you tell me about the Colorado Chapters?**

The Colorado AmeriCorps Alumni Chapter was formed in May 2005 in order to connect AmeriCorps Alumni who have served in Colorado or who are living in Colorado but have served elsewhere. AmeriCorps Alums engages national service alumni in a lifelong commitment to service and civic engagement. AmeriCorps Alums will build a vibrant network of national service alumni who serve as the leaders for change in communities across the country. Its mission is to provide benefits and resources to Colorado area Alums while promoting and supporting current AmeriCorps programs, and addressing the issues and needs of Colorado through a continued commitment to volunteer service and civic engagement.

**Denver Chapter.** For more information, their website information can be accessed: <http://coamericorpsalums.org/> or contact Alexandra Lee at (303)880-2037 or [alexandlee@gmail.com](mailto:alexandlee@gmail.com).

**Grand Junction Chapter.** For more information, contact Angie Bertrand at [angieb@mesastate.edu](mailto:angieb@mesastate.edu).

### **Can you tell me about the New Mexico Chapters?**

**Albuquerque Chapter.** For more information, contact Diane Sparago at [dkspar@aol.com](mailto:dkspar@aol.com).

**Santa Fe Chapter.** Just getting started! No contact information yet.

### **Can you tell me about the Utah Chapter?**

**Salt Lake City Chapter.** For more information, contact Joshua Arends at [josharends@yahoo.com](mailto:josharends@yahoo.com).

### **How do I get involved?**

Membership is open to all AmeriCorps alumni and soon-to-be-alumni (current Members). To join, all you need to do is go to the AmeriCorps Alumni website: [www.americorpsalums.org](http://www.americorpsalums.org)  
Look for the Utah, Colorado, Arizona, New Mexico or Montana chapters, and register at [http://www.americorpsalums.org/general/register\\_member\\_type.asp?](http://www.americorpsalums.org/general/register_member_type.asp?)

## AmeriCorps Education Award at WSU Contact Information Sheet

**Community Involvement Center**  
Shepherd Union Bldg, Rm. 327

**Mailing Address:**  
2913 University Circle  
Ogden, UT 84408-2913

**Phone:** 801-626-7737

**Email:** [AmeriCorps@weber.edu](mailto:AmeriCorps@weber.edu)

**Website:** <http://www.weber.edu/communityinvolvement>

**Staff:**

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