

## AmeriCorps: Frequently Asked Questions (FAQS) for Host Sites

### **What will it cost my organization to have an AmeriCorps member?**

The AmeriCorps® grant requires us to have a cash match and an in-kind match. We request a cash match that will help us cover the costs of the member. The match for a full time member changes each year as the cost of living increases.

In-kind reporting is collected on a weekly basis through the online timesheet. This allows us to show what "non-financial" support we have been able to obtain from the sites and their surrounding communities. Examples of in-kind include, but are not limited to: supervision at the host site, mileage reimbursement (if any) to the member, donations of goods/services from the community to support a member project, and any other item that is utilized by the member to support the member's activities at the host site.

### **When can we have a member start?**

A member's term cannot begin before mid-September due to our grant cycle. The term cannot be longer than one year and cannot extend past November 30 of the following year. A member cannot start his or her term until all paperwork has been submitted, including application materials, enrollment, and site contract.

### **Are there restrictions on the source of cash match funds?**

The only restriction to the cash match is it cannot be allocated from federal sources. This caveat is in place to ensure the program is achieving community support. You can have the member perform fee-for-service functions to help support the program. *While members are allowed to raise funds for a specific project, they are not allowed to raise funds for general operating purposes.*

### **Are there restrictions on the functions of an AmeriCorps member?**

Yes. AmeriCorps® has identified "prohibited activities" as outlined below:

"The work to be performed by AmeriCorps® members will not result in the displacement, whole or partial, of permanent or regular seasonal employees, or involve a faction or group in an election for public office and, while it can involve faith-based groups, such involvement cannot include any prohibited activities as defined in the AmeriCorps® provisions. The member may not spend a significant portion of his/her time doing organizational fundraising."

### **Can I fire an AmeriCorps member?**

It is possible to release a member from their term of service for varying reasons. AmeriCorps® classifies this situation in two categories, "compelling personal circumstances" and "for cause." The former category is reserved for members who have a personal or family situation that prohibits them from completing their term of service, such as a serious injury. "For cause" is for those members who are not performing his/her duties as expected. In this case, the member needs to be given the opportunity to correct his/her behavior before such action is taken, unless the infraction clearly warrants immediate termination. Clear communication with Goodwill staff in these situations has always helped ensure compliance with applicable rules and laws (you may request a copy of our disciplinary policy).

### **What are my responsibilities for supervising AmeriCorps members?**

You must ensure that members perform service activities according to the contract between the site, the AmeriCorps® program, and the member contract. You are responsible for daily oversight of a member's work and providing on-job support and training.

### **Is there any reporting involved?**

Yes. We request the following reports throughout the term of service: quarterly reports, mid- and end-of-term evaluations of the member, and in-kind contributions. The member is the primary person responsible for the quarterly reports, as is the supervisor for the in-kind reports. The mid-term and end-of term evaluations are a chance for the supervisor and member to sit down and discuss successes and concerns of the program. We will ask for a copy of these evaluations for the member's file.

### **What support can I expect from Goodwill AmeriCorps Program Staff?**

The Program staff support both the supervisor and the member in many ways. We provide an introductory training for supervisors and members to orient them to the program and reporting process. We provide the members with trainings to build their professional and personal skills.

We will also perform mid-year site visits. This gives our staff a chance to get out to the sites to see what impact our members are having on the site and the surrounding community. This is your chance to brag about accomplishments, raise concerns, or simply touch base with us. Our role is very much a supportive one.