



VERMONT

**DEPARTMENT OF ENVIRONMENTAL CONSERVATION
ECO AmeriCorps**

Site Supervisor Handbook

2018-2019 Program Year



ECO AmeriCorps

Welcome to the Vermont Department of Environmental Conservation's Environmental Careers and Opportunities (ECO) AmeriCorps Program! We are very excited to partner with you and your organization to serve the people and environment of Vermont while providing valuable experiences and opportunities to our ECO AmeriCorps members. This is the third year of our program connecting young professionals service with organizations across the state to tackle pressing environmental issues in their communities. Our members serve with organizations on projects directed at restoring and enhancing water quality in Vermont's rivers, lakes and streams and minimizing waste from entering Vermont's landfills. The Vermont Department of Environmental Conservation (DEC) is part of the Agency of Natural Resources.

The ANR's mission statement reads as follows:

"To preserve, enhance, restore, and conserve Vermont's natural resources, and protect human health for the benefit of this and future generations"

We will do all of these things for the communities where we live and work, as well as for ourselves and our members this service term. We hope you are as excited as we are by the possibilities of what we can achieve together.

We are committed to ensuring that our partnership is meaningful and brings added value to your organization, the State of Vermont, and our ECO AmeriCorps members. Our hope is that we will all work together to ensure this partnership is a success and that our members' experiences are positive and create lasting change.

Carey Hengstenberg is the Program Director and is also the DEC's Planning Manager. She is not dedicated full time to the program. She works closely with Dustin to ensure that all of your needs are being met throughout the service term. Her primary role is to ensure the program is running effectively and efficiently. She works with members, the organizations and supervisors, and our grantors to maximize the impact of the program and to make certain the AmeriCorps experience is a positive one.

Dustin Bowman is the Program Supervisor. Dustin is the primary point of contact for our program. He is an AmeriCorps alum, and has experience managing various AmeriCorps programs and ensuring successful partnerships with community organizations. He is the lead on host site and member recruitment and support, organizing our annual training calendar, and ensuring that the program is administered in compliance with our grantor's requirements.

Bonnie Woodford originally joined ECO AmeriCorps as a member during the 2016-2017 Service Year, and more recently joined the team in May to assist with member recruitment and placement, and assisting in all aspects of program operations. Bonnie will be with the program for several months during the service term providing support to members and host sites. If you are confused about a requirement, or can't find a form – call Bonnie!

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Team Leader TBD: They are an ECO AmeriCorps member and will help organize service days and other events, make connections between AmeriCorps members and community resources /opportunities, and help tell the story of the service we'll be doing. Our team leader will work closely with our members this year to ensure all are having the best and most effective experience possible.

Carey, Dustin, Bonnie and Team Leader's main role is to serve as resources for you and our members throughout this service year.

To contact us:

Carey Hengstenberg	802.595.1632	carey.hengstenberg@vermont.gov
Dustin Bowman	802.461.5222	dustin.bowman@vermont.gov
Bonnie Woodford	802-522.7468	bonnie.woodford@vermont.gov
Team Leader	802-249.1632	firstname.lastname@vermont.gov

The following material in this handbook will provide you with guidance regarding the ECO AmeriCorps program. Please review and become familiar with all of it.

2018-19 Training and Events Calendar

SEPTEMBER 10th, 11th, 12th, 13th – Member Orientation. *Supervisors and mentors attend on Sept. 13th from 11:30 a.m.-1:30 p.m.

SEPTEMBER 29 – National Public Lands Day (Service Project)

OCTOBER 19 – Regional gathering/Service project (Central/South)

OCTOBER 26 – Regional gathering/Service project (North)

OCTOBER XX* – Intergenerational Diversity Training (*Each member and host site staff must attend one of two dates*)

NOVEMBER XX* – Intergenerational Diversity Training (*Each member and host site staff must attend one of two dates*)

December 3-7* – SerVermont Fall Conference

January 11 – All-day training/ECO meeting

JANUARY 21 – MLK Day service project

FEBRUARY 22 –All-day training/ECO meeting

MARCH 22 – Regional gathering/service project (Central/South)

MARCH 29 – Regional gathering/service project (North)

MARCH 15 – All-day training/ECO meeting

APRIL 3* – Mayor’s Day of Appreciation for National Service

APRIL 12th - All-day training/ECO meeting

APRIL 22 – Earth Day service project

MAY 5 – Vermont Green Up Day (Members serve on projects in their local communities)

MAY 16-17*– SerVermont Spring Conference

JUNE 20-21 – Overnight ECO training/service project

AUGUST 9 – ECO AmeriCorps End of year celebration

*Denotes date is tentative

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Site Supervisor Handbook

What is AmeriCorps?

Section 1



AmeriCorps

AmeriCorps engages more than 90,000 Americans in intensive service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country.

Since the program's founding in 1994, more than 1,000,000 AmeriCorps members have contributed more than 1.2 billion hours in service across America while tackling pressing problems and mobilizing millions of volunteers for the organizations they serve.

Types of Programs

AmeriCorps programs do more than move communities forward; they serve their members by creating jobs and providing pathways to opportunity for young people entering the workforce. AmeriCorps places thousands of young adults into intensive service positions where they learn valuable work skills, earn money for education, and develop an appreciation for citizenship.

AmeriCorps State and National

This is the broadest network of AmeriCorps programs. These groups recruit, train, and place AmeriCorps members to meet critical community needs in education, public safety, health, and the environment.

AmeriCorps VISTA

VISTA provides full-time members to nonprofit, faith-based and other community organizations, and public agencies to create and expand programs that bring low-income individuals and communities out of poverty.

AmeriCorps NCCC and FEMA Corps

AmeriCorps NCCC and FEMA Corps are a full-time, team-based, residential programs for men and women ages 18-24. NCCC's mission is to strengthen communities and develop leaders through direct, team-based national and community service, while FEMA Corps focuses on Disaster Relief.

What to expect from AmeriCorps service?

AmeriCorps is an Opportunity

AmeriCorps is a way to put idealism into action. AmeriCorps members can help make the world a better place: help children learn, protect the environment, or bring needed services to a low-income community.

There are opportunities in AmeriCorps for anyone who is willing to do something special, something unique, something exciting.

AmeriCorps is an Experience

AmeriCorps is a real-life education and work experience wrapped into one. Members will learn teamwork, leadership, responsibility and other essential skills that will help them for the rest of their life. They will gain the personal satisfaction of taking on challenges and seeing results.

AmeriCorps Offers Tangible Benefits

Most AmeriCorps members receive student loan forbearance, training, and may receive a living allowance and health insurance. After completing their term of service, they will also receive a Segal AmeriCorps Education Award to help pay for college, graduate school, or vocational training or to repay student loans.

The AmeriCorps Pledge

*I will get things done for America -
to make our people safer,
smarter, and healthier.*

*I will bring Americans together
to strengthen our communities.*

*Faced with apathy,
I will take action.*

*Faced with conflict,
I will seek common ground.*

*Faced with adversity,
I will persevere.*

*I will carry this commitment
with me this year and beyond.*

*I am an AmeriCorps member,
and I will get things done.*



AmeriCorps

Corporation for
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Getting Things Done for America

AmeriCorps engages more than 80,000 men and women in intensive service each year at more than 21,000 locations including nonprofits, schools, public agencies, and community and faith-based groups across the country. AmeriCorps members help communities tackle pressing problems while mobilizing millions of volunteers for the organizations they serve. Members gain valuable professional, educational, and life benefits, and the experience has a lasting impact on the members and the communities they serve.

AmeriCorps consists of three main programs: the state and national AmeriCorps program, whose members serve with nonprofit and community groups across the country; AmeriCorps VISTA, through which members serve full-time addressing poverty and building the capacity of nonprofit organizations; and AmeriCorps NCCC, a team-based residential program for young adults 18-24 who serve in public safety, the environment, youth development, and disaster relief and preparedness.

AmeriCorps By the Numbers

- Engages more than **80,000 members** annually
- Members serve at **21,000 locations** across the country
- Mobilizes **millions of volunteers** annually
- Leverages more than **\$1 billion** in outside funding and donations every year
- More than **1 Million Americans** have served since 1994

Strengthening Nonprofits and the Volunteer Sector



Strengthening nonprofits: AmeriCorps members help faith-based and community groups expand services, build capacity, raise funds, develop new partnerships, and create innovative, sustainable programs.

Encouraging competition and local control: AmeriCorps pushes funding and decision-making to the state and local level. Most grantees are chosen by bipartisan state commissions appointed by the governor.

Advancing social innovation: AmeriCorps invests in entrepreneurial organizations that have been recognized for their innovative approaches to citizen problem-solving such as Citizen Schools, City Year, Experience Corps, Teach For America, and YouthBuild.

Expanding Educational Opportunity and Building Future Leaders



Expanding educational opportunity: In exchange for a year of full-time service, AmeriCorps members earn a Segal AmeriCorps Education Award (equal to the maximum Pell Grant) that helps pay for college or pay back student loans. AmeriCorps members have earned more than \$3.3 billion in these awards since 1994.

Preparing the 21st Century Workforce: AmeriCorps is a pathway to economic opportunity that provides members with valuable skills specific to their service (construction, teaching, weatherization, etc.) as well as general skills of leadership and problem-solving that all employers are looking for.

Creating future leaders: AmeriCorps members gain new and useful skills, advance their education, and become more connected to their communities. A longitudinal study has shown that AmeriCorps alumni are more likely to be civically engaged, to go into public service careers—such as teaching, public safety, social work, and military service—and to volunteer in their communities.



Leveraging a Powerful Return on Investment

Public private partnerships: AmeriCorps leverages substantial private investment—more than \$480 million in non-CNCS funds each year from businesses, foundations, and other sources. AmeriCorps has cut costs and become more efficient by supporting more members with fewer federal dollars.

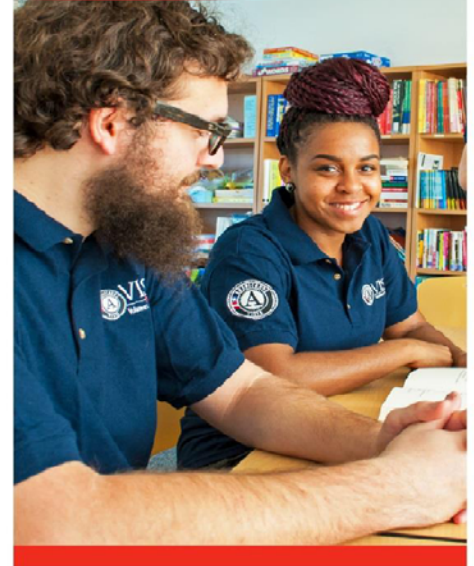
Mobilizing volunteers: AmeriCorps is a powerful catalyst and force-multiplier for community volunteering. In 2015 AmeriCorps members recruited, trained, and supervised more than 2.3 million community volunteers for the organizations they serve.





AmeriCorps VISTA

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Getting Things Done for America

AmeriCorps VISTA (Volunteers in Service to America) engages more than 8,000 individuals annually to support community efforts to overcome poverty. AmeriCorps VISTA members serve full time for a year at nonprofit organizations or local government agencies to build the capacity of these organizations to carry out programs that alleviate poverty.

AmeriCorps VISTA members recruit and manage community volunteers, raise funds, and help coordinate projects. They support programs that improve academic performance, expand job opportunities, develop financial assets, alleviate hunger, reduce homelessness, and improve health services. They also support programs that increase housing access, develop economic opportunities for low-income veterans and military families, and expand access to technology.

AmeriCorps VISTA

- Engages more than **8,000** members annually
- Members serve at over **3,000** locations across the country
- Leverages **\$178 million** in cash and in-kind resources each year
- Mobilizes **900,000** volunteers annually
- More than **220,000** individuals have served since 1965

Capacity Building: AmeriCorps VISTA expands the ability of sponsor organizations to fight poverty. VISTAs strengthen and support organizations by building infrastructure, expanding community partnerships, securing long-term resources, coordinating training for participants, and much more. These capacity-building activities enable organizations to provide better services to low-income individuals and communities.

Sustainable Solutions: VISTAs serve as a short-term resource to help sponsor organizations achieve lasting solutions to poverty.

Become an AmeriCorps VISTA

AmeriCorps VISTA is open to U.S. citizens or lawful permanent residents age 18 and older. VISTAs choose from projects throughout the country, based on their skills and interests, and serve full time for one year with community-based organizations. During their service, VISTAs receive a living allowance, as well as health care, child care, training, relocation expenses, and liability insurance. After a successful year of service, VISTAs receive either a \$1,500 stipend or a Segal AmeriCorps Education Award equal to the maximum amount of the federal Pell Grant. The award can be used to pay for educational expenses at qualified institutions of higher education, or to pay back qualified student loans. For VISTA service approved in fiscal year 2013, the education award is \$5,550.*

Find out more at AmeriCorps.gov
Or call 800-942-2677
TTY 800-833-3722

* Check AmeriCorps.gov for the annual updated amount.

Sponsor a Project

Any nonprofit organization or public agency involved in alleviating poverty may partner with AmeriCorps VISTA to develop a project and host VISTAs. Potential sponsors must have the capacity and commitment to recruit, train, supervise, and support VISTAs.

View these additional resources at AmeriCorps.gov:

- *Guide to Becoming a VISTA Sponsor*
- *VISTA 101: Understanding VISTA*

Contact the local CNCS State Office

Or call 202-606-5000

TTY 202-565-2799

Email: vista@americorps.gov

Corporation for National and Community Service

AmeriCorps VISTA is an anti-poverty program created by the federal government in 1964. The first class of VISTAs began serving in 1965. In 1993, VISTA became part of AmeriCorps, a network of national and community service programs that annually engage more than 75,000 members in intensive service to meet critical needs in disaster services, economic opportunity, education, environmental stewardship, healthy futures, and veterans and military families. AmeriCorps is administered by the Corporation for National and Community Service, the federal agency that improves lives, strengthens communities, and fosters civic engagement through service and volunteering. Each year CNCS engages more than five million Americans of all ages and backgrounds in service to meet local needs through AmeriCorps, Senior Corps, the Social Innovation Fund, and other programs, and leads President Obama's national call to service initiative, United We Serve. For more information on the Corporation, visit www.NationalService.gov.



AmeriCorps NCCC

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AmeriCorps NCCC (National Civilian Community Corps) is a full-time, team-based residential program for men and women ages 18-24. AmeriCorps NCCC members are assigned to one of five regional campuses into teams of approximately ten members and complete 2-3 month projects responding to local communities' needs throughout the United States. To achieve our mission of strengthening communities and developing leaders through service, members assist community and faith-based based organizations, national nonprofits, schools, local municipalities, national and state parks, and Indian tribes.

In 2012, AmeriCorps NCCC collaborated with the Federal Emergency Management Agency (FEMA) and created a new unit called FEMA Corps. FEMA Corps promotes an ethic of national service, strengthens the federal government's disaster capabilities, and expands educational and economic opportunities for young people. FEMA Corps training and experience prepares members for careers in emergency management and related fields. Members learn about community organizing, public speaking, customer service, and office management skills, all while positively impacting the lives of disaster survivors.

Since 2000, AmeriCorps NCCC teams have:

- Assisted **17.6 million people** in disaster areas
- Recruited or coordinated nearly **840,000 volunteers**
- Assisted more than **70,000 veterans**
- Served **7.7 million meals**
- Protected more than **1.3 million acres** of land through firefighting and fire management

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Last year*, AmeriCorps NCCC members:

- Returned **\$16.5 million** to communities through tax returns
- Supported or tutored **35,000 K-12 students**
- Restored or protected more than **4,000 acres** of wildlife habitats
- Weatherized or outfitted nearly **300 homes** with energy efficient modifications
- Assisted nearly **19,000 individuals** experiencing homelessness

** AmeriCorps NCCC projects ending between October 1, 2014, and September 30, 2015*



AmeriCorps NCCC's flexible program structure has created the opportunity to partner with non-profit or government organizations that might lack the capacity to manage longer grant programs, as well as the ability to create strategic collaborations with other national service programs and federal agencies to magnify the impact on communities served.

AmeriCorps NCCC projects span five issue areas:

- Natural and Other Disasters
- Infrastructure Improvement
- Environmental Stewardship
- Energy Conservation
- Urban and Rural Development

FEMA Corps members focus on disaster preparedness, mitigation, response, and recovery activities, providing support in areas ranging from working directly with disaster survivors to supporting disaster recovering centers to sharing valuable disaster preparedness and mitigation information with the public.



Corporation for National and Community Service

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AmeriCorps
80,000 members
20,000 sites



Senior Corps
244,000 members
35,000 sites



Social Innovation Fund
\$93 million annual match
426 organizations in 44 states

Cost-Effective Solutions for Our Communities and Nation

We are the Corporation for National and Community Service, a federal agency and the nation's largest grant-maker in support of service and volunteering. We manage AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund.

Working hand in hand with local partners, we tap the ingenuity and can-do spirit of the American people to tackle some of the most pressing challenges facing our nation. Our service participants and the community volunteers they coordinate enable tens of thousands of non-profit organizations, faith-based groups, schools, and municipal agencies to solve tough problems and meet local needs. We serve, we build, and we make an impact that changes lives and communities.

Our Focus Areas



Disaster Services



Economic Opportunity



Education



Environmental Stewardship



Healthy Futures



Veterans and Military Families

National Service By the Numbers

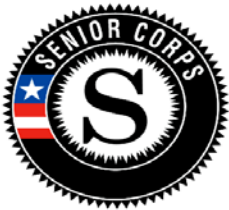
CNCS **improves lives, strengthens communities, and fosters civic engagement** through service and volunteering.

- **324,000** Senior Corps and AmeriCorps members
- **3 million** leveraged volunteers
- **55,000** service locations
- **\$1.26 billion** leveraged



Getting Things Done for America

AmeriCorps provides opportunities for 80,000 Americans each year to give intensive service to their communities and country. AmeriCorps members tutor and mentor youth, build affordable housing, assist veterans and military families, provide health services, run after-school programs, help communities respond to disasters, and build the capacity of nonprofit organizations. In exchange for a year of full-time service, members earn a Segal AmeriCorps Education Award that can be used to pay for college or graduate school, or to pay back qualified loans. Since 1994, more than 1 million Americans have given 1.3 billion hours of service through AmeriCorps.



Making a Difference for Generations

Each year, Senior Corps taps the skills, talents, and experience of more than 244,000 Americans age 55 and older to meet a wide range of community challenges through three programs: the Foster Grandparent Program, RSVP, and the Senior Companion Program. RSVP volunteers help local police departments conduct safety patrols, participate in environmental projects, provide intensive educational services to children and adults, and respond to natural disasters. Foster Grandparents serve one-on-one as tutors and mentors to young people with special needs. Senior Companions help homebound seniors maintain independence in their own homes.



Finding What Works, Making It Work for More People

The Social Innovation Fund (SIF) represents a new approach by the federal government to address urgent national challenges. The SIF mobilizes public and private resources to grow the impact of promising, innovative, community-based solutions that have evidence of compelling results. The program focuses on three areas of priority need: economic opportunity, healthy futures, and youth development. With its unique public-private partnership structure, the SIF annually leverages more than \$93 million in matching funds through a network of more than 426 grantees in 44 states and the District of Columbia. The Social Innovation Fund reaches more than 700,000 individuals and will continue to impact tens of thousands more.

Other Programs and Initiatives

- The **Volunteer Generation Fund** strengthens the nation's civic infrastructure by helping nonprofits recruit, manage, and support more volunteers.
- The **September 11th National Day of Service and Remembrance** offers Americans the opportunity to honor victims, survivors, and those who rose up in service on September 11, 2001, through charitable service.
- The **Martin Luther King Jr. Day of Service** supports community organizations in their efforts to engage local citizens in service on the Martin Luther King, Jr. federal holiday.
- The **President's Higher Education Community Service Honor Roll** honors colleges and universities for the commitment of their students, faculty, and staff to community service.
- The **National Service Knowledge Network** provides training and resources to national service programs and nonprofits seeking to expand their capacity and impact.
- The CNCS annual **Volunteering and Civic Life in America** report provides comprehensive data to state and local leaders to help them expand the impact of service.

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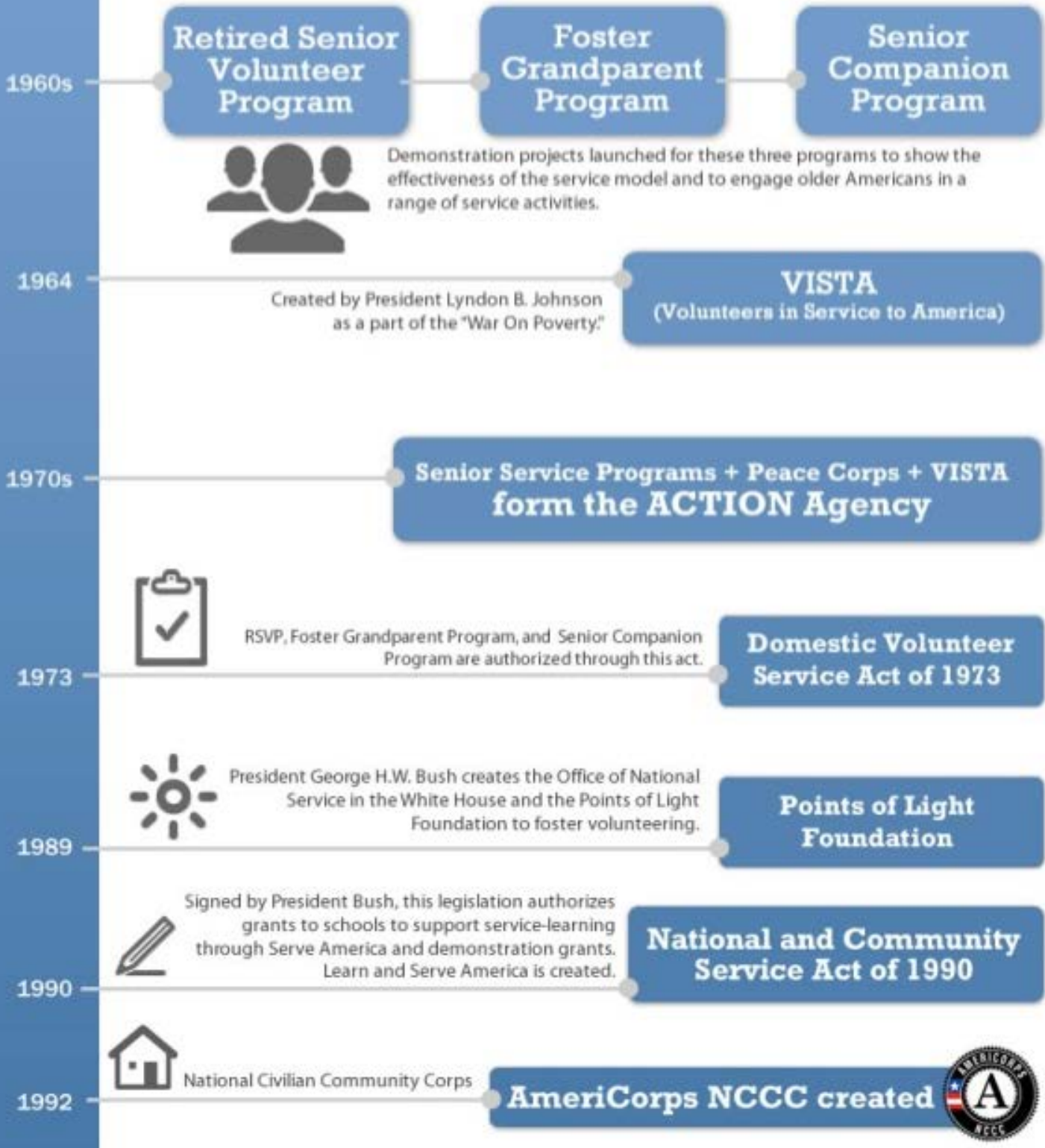
Key Differences among the AmeriCorps Programs

Category	AmeriCorps VISTA Projects	AmeriCorps State Programs	AmeriCorps National Programs
Member term of service	Full-time only: 365 days	Full-time, Half-time, Reduced Half-time, Quarter-Time, Minimum-Time	Full-time, Half-time, Reduced Half-time, Quarter-Time, Minimum-Time
Member stipend/living allowance payments	Administered by the Corporation for National and Community Service (unless VISTA project has a Program Grant)	Administered by the Grantee	Administered by the Grantee
Member support costs (stipend and benefits)	Covered by the Corporation (unless the VISTA project is a Cost-share)	Required for full-time members and optional for others. Programs can use Corporation grant funds or match funding to cover member support costs.	Required for full-time members and optional for others. Programs can use Corporation grant funds or match funding to cover member support costs.
Member Training	Corporation provides a Pre-service Orientation to all new VISTA members	Grantee is responsible for training members	Grantee is responsible for training members
Member Service	Capacity Building activities, incidental direct service only	Direct service and capacity building activities	Direct service and capacity building activities
Member Fundraising	No limit on % of time spent raising funds for the organization	Cannot allot more than 10% of their time to fundraising for the AmeriCorps program	Cannot allot more than 10% of their time to fundraising for the AmeriCorps program
Segal AmeriCorps Education award and end of term options	Members choose a Segal AmeriCorps education award OR a cash stipend, paid upon successful completion of service.	Members receive a Segal AmeriCorps Education award appropriate for the term of service completed. There is NO choice of a cash option.	Members receive a Segal AmeriCorps Education award appropriate for the term of service completed. There is NO choice of a cash option.
Operational support costs	Projects contribute 100% of the operating costs in cash or in-kind	New programs must contribute a minimum of 24% of the total program costs in cash or in-kind. Overall grantee share of total budget increases gradually to 50% overall share by the tenth year of funding and any year thereafter. There is no minimum match required for EAP and Fixed-Amount grants.	New programs must contribute a minimum of 24% of the total program costs in cash or in-kind. Overall grantee share of total budget increases gradually to 50% overall share by the tenth year of funding and any year thereafter. There is no minimum match required for EAP and Fixed-Amount grants.
Corporation grant support	Training and support money may be available	Funding amount based on Member Service Years (MSY) and varies based on type of program.	Funding amount based on Member Service Years (MSY) and varies based on type of program.

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Reporting Requirements	Program reports required quarterly in first year, often reduced to semi-annual thereafter; financial reports required only for programs receiving grants	Set by the State Commission	Programs submit annual progress reports due the first Monday in December and semi-annual Financial Status reports directly to the Corporation
Application Submission process	Begins with a Concept Paper submitted to the Corporation State Office.	Begins with Commission issuing a Request for Proposals and applicants applying directly to the State Commission	Begins with submission of an application directly to the Corporation
Results Requirements	Member service must lift people out of poverty and be sustainable; program must address one or more CNCS strategic initiatives	Determined by State and CNCS priorities as well as program identified performance measures	Determined by CNCS priorities as well as program identified performance measures
Application Deadline	No set deadline; contact your CNCS State Office	One annual deadline for each grant competition. Check with State Commissions for specific deadlines.	Specific annual deadline for Planning Grant applicants and a separate annual deadline for all other grant competitions.

History of National Service



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1993

Corporation for National and Community Service created

Corporation for
NATIONAL & COMMUNITY SERVICE 

AmeriCorps created; Senior Corps incorporates the three senior-focused programs: RSVP, Foster Grandparents, and Senior Companions.



AmeriCorps incorporates VISTA and NCCC

AmeriCorps created



1994

King Holiday and Service Act of 1994

Congress establishes MLK Day as a day of service.



2002



After 9/11, President George W. Bush asks all Americans to devote **two years or 4,000 hours to volunteer service** during their lifetimes.

2002 State of the Union Address

2006



Launched by CNCS to honor the nation's top colleges and universities for their commitment to community service, civic engagement, and service-learning.

President's Higher Education Community Service Honor Roll

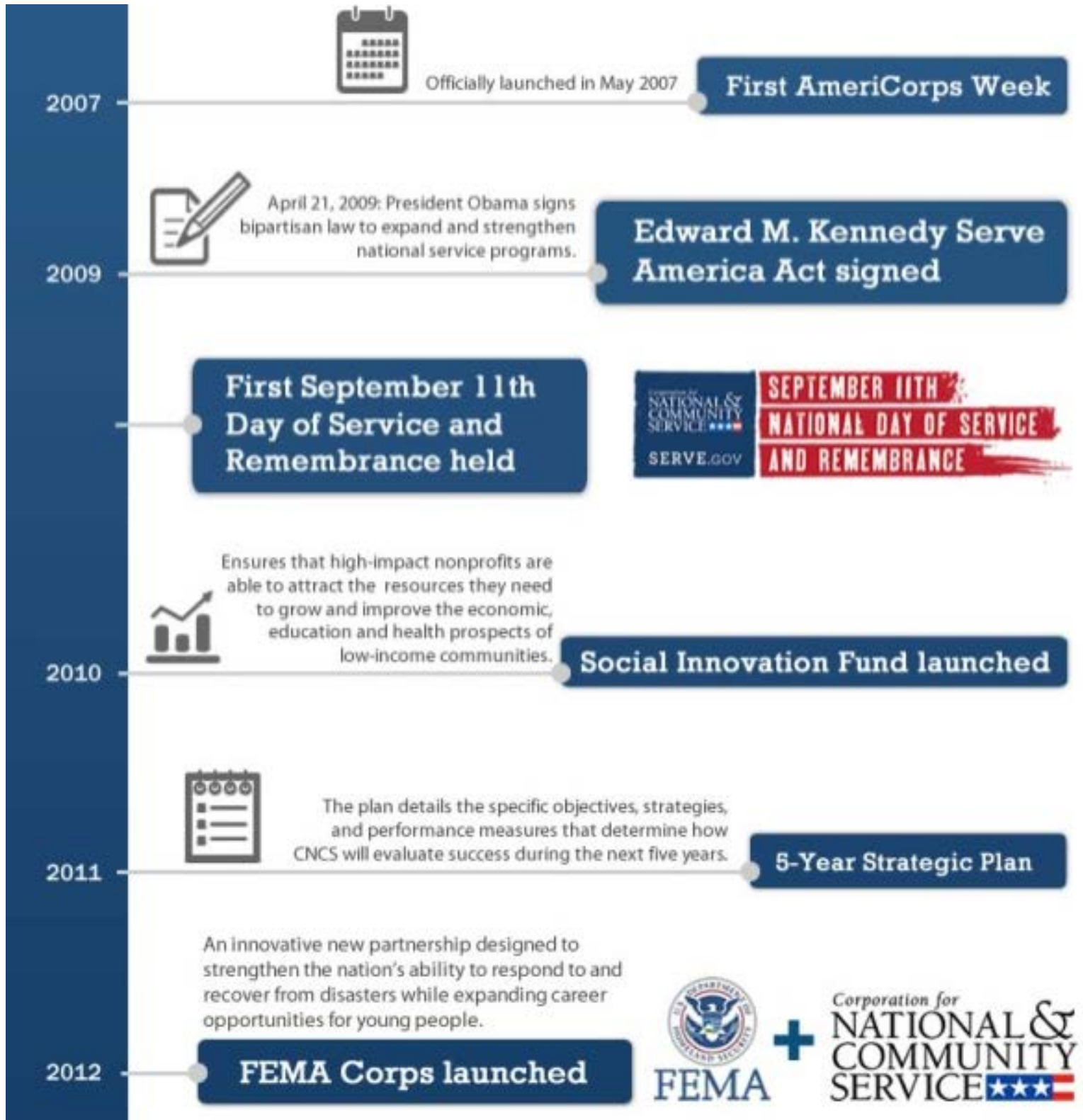
2007



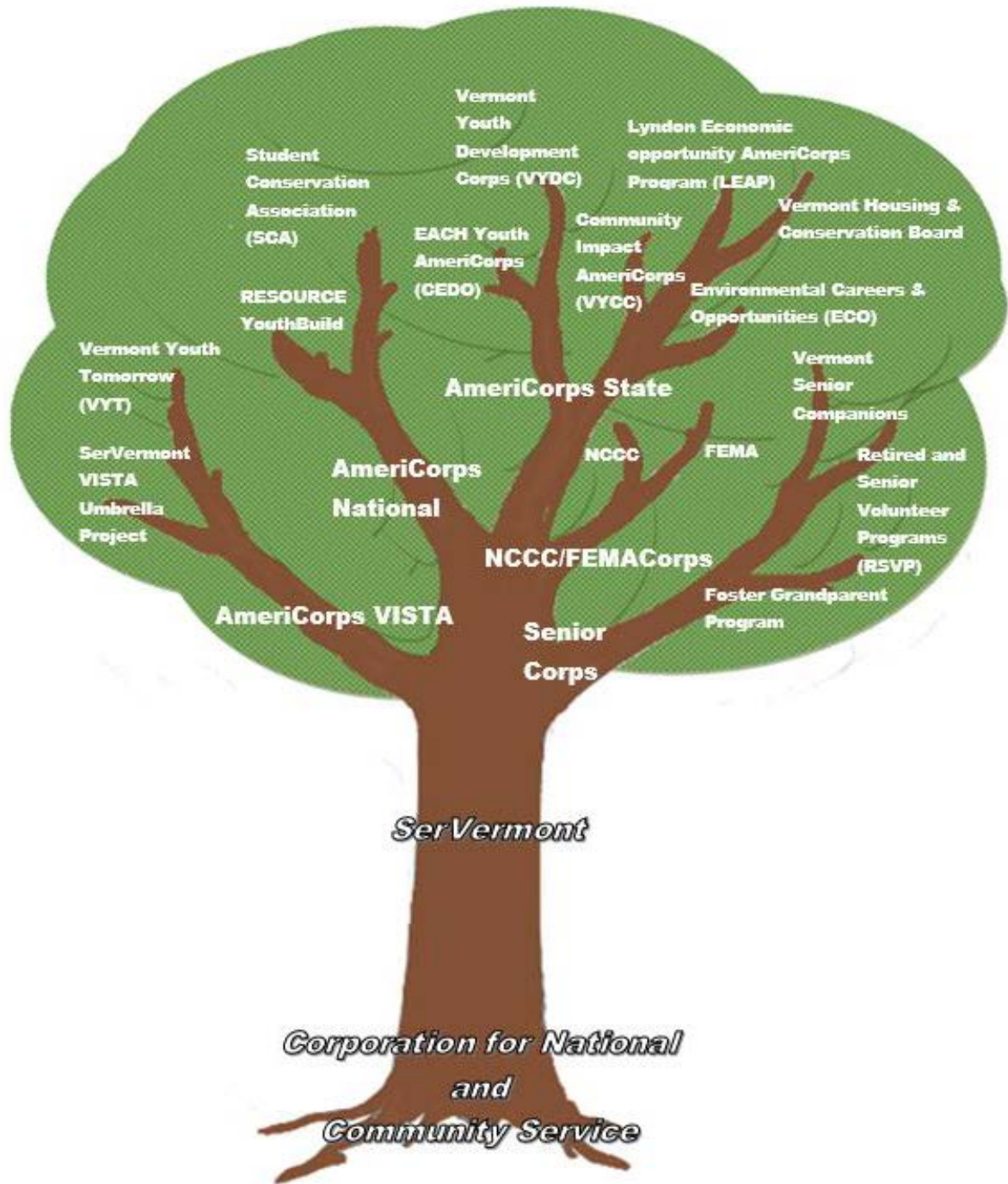
Officially launched in May 2007

First AmeriCorps Week

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What makes an AmeriCorps Member different from an employee?

It's key to understand the differences between an AmeriCorps Member and a regular employee and make sure that other staff is aware of the differences. The differences provide a frame for how to meet the unique needs of the member. Working with your staff, you may want to coach them on the differences.

Some Key Differences:

- **Motivation for applying** - Members are motivated by a desire to serve the community and 'get things done'. Members receive little in the way of monetary compensation, and instead are driven by satisfaction of their serving. This makes it very important to have quality service opportunities for successful projects lined up for the member(s).
- **Potential need for greater support & coaching** - Members may be young and/or have little experience. In addition to technical training, members may need assistance with general and basic job skills.
- **Compensation** - Members do not receive a wage or salary. Instead members receive a minimal living allowance, frequently set at/near the poverty level and subject to state and federal tax. Members also receive an education award at the completion of their service (also subject to tax). They may opt to enroll in the AmeriCorps health insurance whereby the monthly premium is covered. Additionally, members are gain valuable skills, training and networking opportunities through their service.
- **Tenure in position** - Members are placed at sites on a temporary basis, most commonly 11 months. Full-Time members are contracted to complete at least 1,700 hours, while half-time members will complete 900 hours of service. Members may sign on for a second term of service but are not allowed to serve more than 4 terms of service.
- **Responsibilities** - Members are guided by a position description developed before the position begins. AmeriCorps positions should fill a unique niche at the organization and should not displace other employed positions. Members also have many responsibilities to the AmeriCorps program. These responsibilities may include attending trainings, completing reports, engaging in other service projects, service learning activities, etc.
- **Regional and national implications** – AmeriCorps is nationwide program that engages more than 80,000 members each year. As part of this program, members are subject to a special set of rules and regulations. *See below for an overview of these rules and regulations. In addition, members may be called away from the site for events that relate to AmeriCorps, such as providing relief services in the case of a disaster.

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- **Ability to terminate** - Unlike an employee, a member may not be “fired.” Members and sites must adhere to the grievance procedure set forth by the AmeriCorps Program. If an issue cannot be resolved and the member or site wishes to terminate the position, the program may exit the member from the program. If you encounter challenges with your member, it is critical to address them right away. Remember to communicate any issues with ECO Program staff as they arise.
- **Orientation** - Orientation might be different for members. Members will attend an AmeriCorps Orientation before or at the start of their service. If members are relocating from another area, supervisors may have to help members meet some basic needs that a regular employee wouldn't require. For example, the supervisor may want to assist the member in finding a place to live, find area resources, and access local networks.
- **Contracts** - AmeriCorps Members are placed for a contracted period and are not permanent employees. The member will need to be thinking of “what's next?” during their service. Sites should support the member in using their service experience as a springboard for “life after AmeriCorps.”
- **Support and Needs** - There's a potential need for greater support. The member may be young, in their first office position, transitioning from the corporate world to a nonprofit, or from a managerial position to a lesser one. The supervisor may need to help the member adjust to both the nonprofit world and to the cultures of the organization and community.

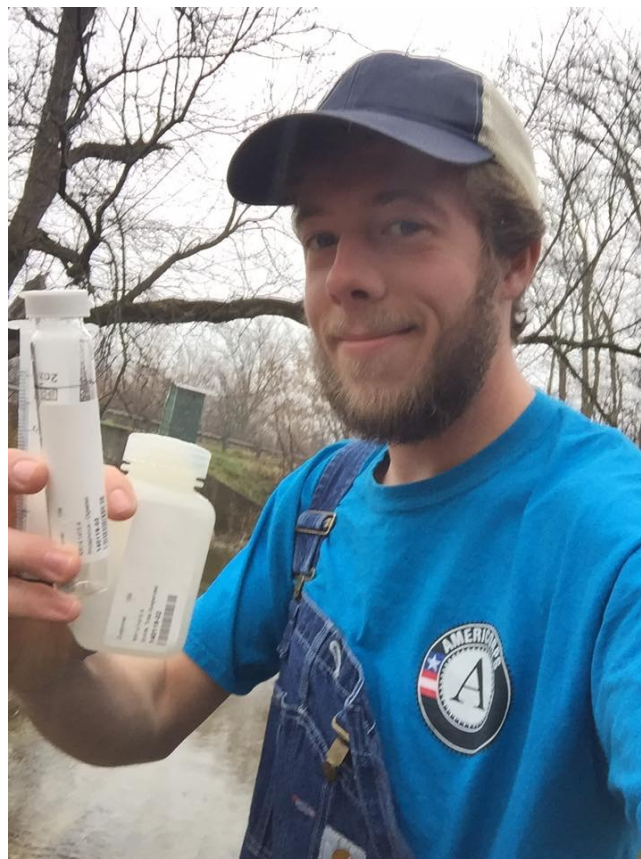
In the case that the site is hosting members from various branches of service, the site should be aware of the differences. The three branches of service are; 1. AmeriCorps State and National, 2. AmeriCorps VISTA, and 3. AmeriCorps NCCC/FEMACorps. Each branch is subject to a different set of regulations, and there are differences in what the member can and can't do.



*AmeriCorps Rules and Regulations Overview

Members are explicitly prohibited from the following activities while accruing AmeriCorps hours or otherwise representing AmeriCorps:

- Attempting to influence legislation; organizing or engaging in protests, petitions, boycotts, or strikes, engaging in any partisan political activities or influencing public elections
- Assisting, promoting, or deterring union organizing/collective bargaining
- Engaging in religious instruction or conducting worship services, or providing services that include mandatory religious instruction or worship
- Providing a direct benefit to a business organized for profit; a labor union; or a partisan political organization
- Conducting a voter registration drive
- Providing abortion services



Prohibited AmeriCorps Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

- a. Attempting to influence legislation
- b. Organizing or engaging in protests, petitions, boycotts, or strikes
- c. Assisting, promoting, or deterring union organizing
- d. Impairing existing contracts for services or collective bargaining agreements
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office
- f. 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
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization
- h. Providing a direct benefit to—
 - i. A business organized for profit
 - ii. A labor union
 - iii. A partisan political organization
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative
 - v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive
- j. Providing abortion services or referrals for receipt of such services
- k. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

What about the Vermont Marijuana Law (Act 86)?

From Guide to Vermont's Laws on Marijuana in the Workplace (June 2018) Vermont Office of the Attorney General, Civil Rights Unit

If Act 86 is a Vermont law, is marijuana is still illegal under federal law?

Yes. Act 86 only removes the possibility that individuals in Vermont would be prosecuted under state law for certain, minor recreational marijuana cultivation and use. It does not remove the possibility someone might nonetheless be prosecuted under federal law. Historically, federal authorities have not treated possession of small amounts of marijuana as an enforcement priority. That history, however, is no guarantee that federal priorities won't change in the future. The federal Controlled Substances Act ("CSA") places marijuana into the same category (known as "Schedule I") as other more serious drugs, such as heroin and LSD, for which there is no permitted legal use.¹² (The CSA also categorizes marijuana as a more serious drug than cocaine, oxycodone or fentanyl, which have a lower, Schedule II classification). Although there have long been questions about treating marijuana as a Schedule I prohibited substance, Congress has not changed the law, even in the face of state laws that have moved away from criminalizing medical or recreational marijuana use.

AmeriCorps FAQs

Is AmeriCorps like Peace Corps?

Yes. AmeriCorps is often referred to as "the domestic Peace Corps." Both agencies are committed to service, and both offer challenging and rewarding full-time opportunities. Peace Corps assignments are all overseas, and AmeriCorps members serve only in the US. While Peace Corps Volunteers serve for two years, a stint in AmeriCorps usually lasts 10 months to one year. (Some AmeriCorps projects also offer part-time opportunities, and some AmeriCorps members serve more than one term of service.)

What skills do members need to have?

Some programs have specific skill requests in certain areas, and others look for a bachelor's degree or a few years of related volunteer/job experience. For others, motivation and commitment to service may be the primary requirement.

Do members get paid?

For all AmeriCorps programs, members receive a modest living allowance, and some programs provide housing. Members may not save much money during your year of service, but most members find the living allowance to be adequate to cover their needs. AmeriCorps members who complete a term of service also receive an AmeriCorps Education Award.

Is there an age requirement?

Members must be at least 17 years old, although some service opportunities require them to be at least 18. For one of our programs, the National Civilian Community Corps (NCCC), members must be between 18 and 24 years old, but for most there are no upper age limits

Can someone join who is not a U.S. citizen?

A person must be a U.S. citizen, national, or legal permanent resident alien of the U.S. in order to serve as an AmeriCorps member.

Are there any available loan forgiveness programs or repayment plans that are available to AmeriCorps members?

On September 27, 2007, President Bush signed the College Cost Reduction and Access Act of 2007 ("CCRAA") into law. In addition to other amendments to the Higher Education Act of 1965, the CCRAA created two new federal programs: a new Public Service Loan Forgiveness program and a new Income-Based Repayment plan (IBR) for the repayment of federal loans. The new Income-Based Repayment plan helps to make repaying education loans more affordable for low-income borrowers, such as an AmeriCorps member living on a stipend; AmeriCorps service is also recognized as equivalent to a public service job for the purposes of the Public Service Loan Forgiveness program.

Can members defer student loans during their service with AmeriCorps?

Members may qualify for postponement, or forbearance, of the repayment of existing loans during service. The education award can help members pay off qualified student loans once they complete their service. Lender should be contacted for specific information or to confirm loan status during AmeriCorps service.

What if a member is out of school and not interested in the education award?

ECO AmeriCorps

AmeriCorps VISTA members may opt for a cash payment of \$100 per month of service instead of the education award. All other AmeriCorps members are eligible only for the education award.

I'm confused. There are different programs, with different names, but they're all AmeriCorps?

Yes, basically. AmeriCorps is a national network of hundreds of programs throughout the United States. Two of these programs -- AmeriCorps VISTA and AmeriCorps NCCC -- are managed nationally. The others fall under the umbrella of our AmeriCorps State and National programs, which are administered by State Service Commissions in each state and U.S. territory. Depending upon your interests and availability, we can help you determine which program might be best for you.

If a member is currently participating in AmeriCorps and has a question about the Education Award. Who should he/she contact?

For general questions about the Education Award and student loan deferment, contact National Service Trust at 1-800-942-2677. Members who have successfully completed AmeriCorps service, can view their AmeriCorps Education Award account balance and activity online. To request a copy of an AmeriCorps Education Award voucher or report a change of address, visit <https://questions.nationalservice.gov/>.

For general information on student financial assistance, members should contact their high school guidance counselor, the financial aid officer at the post-secondary institution they plan to attend, the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243), or consult the Student Guide issued by the U.S. Department of Education.





Site Supervisor Handbook

VT ECO AmeriCorps Overview

Section 2



2018-19 Training and Events Calendar

SEPTEMBER 10th, 11th, 12th, 13th – Member Orientation. *Supervisors and mentors attend on Sept. 13th from 11:30 a.m.-1:30 p.m.

SEPTEMBER 29 – National Public Lands Day (Service Project)

OCTOBER 19 – Regional gathering/Service project (Central/South)

OCTOBER 26 – Regional gathering/Service project (North)

OCTOBER XX* – Intergenerational Diversity Training (*Each member and host site staff must attend one of two dates*)

NOVEMBER XX* – Intergenerational Diversity Training (*Each member and host site staff must attend one of two dates*)

December 3-7* – SerVermont Fall Conference

January 11 – All-day training/ECO meeting

JANUARY 21 – MLK Day service project

FEBRUARY 22 –All-day training/ECO meeting

MARCH 22 – Regional gathering/service project (Central/South)

MARCH 29 – Regional gathering/service project (North)

MARCH 15 – All-day training/ECO meeting

APRIL 3* – Mayor’s Day of Appreciation for National Service

APRIL 12th - All-day training/ECO meeting

APRIL 22 – Earth Day service project

MAY 5 – Vermont Green Up Day (Members serve on projects in their local communities)

MAY 16-17*– SerVermont Spring Conference

JUNE 20-21 – Overnight ECO training/service project

AUGUST 9 – ECO AmeriCorps End of year celebration

*Denotes date is tentative

Policies on Member Training/Service Project Attendance

- Members are expected to attend all trainings and service projects listed above and agree to do so in the Member Agreement.
- Other training days will possibly be made available as ‘optional.’ Members must communicate with supervisors about upcoming trainings and are required to obtain permission from them to attend “optional” trainings.
- Members may also be sent to trainings by their sponsoring sites
- Members may not spend more than 20% of their service/training hours in training
- Members who are unable to attend training due to circumstances out of the member’s control (i.e. illness, family emergency, etc.) must notify program staff in writing as soon as possible.
- Members may not miss a training to serve regular hours at their site. If a member misses a training day and claims hours for service at the host site, these hours will not be approved.



Service Site Roster 2018-2019

Service Site	ECO AmeriCorps Position	Site Supervisor
Addison County Regional Planning Commission	Alexandra Dinwiddie Water Quality Planner	Adam Lougee 802-388-3141 alougee@acrpc.org
Addison County Solid Waste Management District	Elizabeth Cultrara Waste Diversion Program Assistant	Teresa A. Kuczynski 802-388-2333 teri@acswwmd.org
BattenKill Watershed Cooperative Invasive Species Management Association	Elana Feldman BattenKill Watershed Habitat Steward	Rick LaDue 802-366-1400 rick@equinoxpreservationtrust.org
Central Vermont Solid Waste Management District	Theron Lay-Sleeper Community Zero Waste Assistant	Cassandra Hemenway 802-229-9383 ext. 102 cassandrah@cvswmd.org
DEC – Monitoring Assessment, and Planning Program (MAPP)	Kristen Switzer Environmental Technician	Jim Kellogg 802-490-6146 Jim.kellogg@vermont.gov
DEC – Clean Water Initiative Program	Shavonna Bent Best Management Practices Verification and Project Communications Coordinator	Helen Carr 802-490-6115 helen.carr@vermont.gov
Friends of Northern Lake Champlain	Cassandra Carpio Assistant Project Coordinator	Kent Henderson 802-373-1998 directorfnlc@comcast.net
Intervale Center	Claire Londagin Intervale Conservation Nursery Field & Watershed Steward Assistant	Mike Ingalls 802-660-0440 ext. 114 mikei@intervale.org
Lake Champlain Committee	Laura Pratt Education & Outreach Coordinator	Lori Fisher 658-1414 lorif@lakechamplaincommittee.org
Lamoille Solid Waste Management Districts	Sujata Gautam Outreach & Education Specialist	Elly Ventura 802-888-7317 outreach@lrswwmd.org
Missisquoi River Basin Association	Jenevra Wetmore	Lindsey Wright 802-933-0076

ECO AmeriCorps

	Watershed Outreach Technician	mrba@pshift.com
Franklin Natural Resources Conservation District	Eliza Lemieux Natural Resources Conservation Technician	Jeannie Bartlett 802-528-4176 jeanne.bartlett@vt.nacdnet.net
Vermont Agency of Agriculture, Food & Markets	David Wardrop GIS & Field Technician	Nina Gage 802-622-4098 Nina.gage@vermont.gov Kaitlyin Hayes 802-622-4112 Kaitlin.hayes@vermont.gov
Vermont Center for Ecostudies	Alex Wells Vernal Pool Monitoring Project Coordinator	Steve Faccio 802-649-1431 ext.204 sfaccio@vtcostudies.org
Vermont Land Trust	Thomas Ott Assessment & Planning Assistant	Britt Haselton 802- 861-6410 britt@vlt.org
Windham Regional Commission	Christopher Gaynor Water Quality Planning Associate	Emily Davis 802-257-4547 edavis@windhamregional.org
DEC Lakes & Ponds	Heather Murphy Healthy Lakes Outreach & Education Coordinator	Perry Thomas 802-490-6198 Perry.thomas@vermont.gov
Franklin Watershed Committee & Northwest Regional Planning Commission	Amanda Forni Assistant Water Quality Program Coordinator	Emily Porter-Goff 802-730-7228 Emily.franklinwatershed@gmail.com Amanda Holland 802-524-5958 aholland@nrpcvt.com
Montpelier Parks, Trees & Conservation	Jacqueline Huettnmoser Montpelier Parks & Watershed Steward	Geoff Beyer 802-249-2424 geoffbeyer@gmail.com
Middlebury Area Land Trust	Jennifer Smith Stewardship & Volunteer Coordinator	Jamie Montague 802-388-1007 jamie@malt.org
VT Forest, Parks & Recreation	Michael Foushee Stewardship & Recreation Specialist	Rebecca Washburn 802-505-0678 Becca.washburn@vermont.gov
White River Partnership	TBD	Mary Russ 802-763-7733 mary@whiteriverpartnership.org
VT DEC	Team Leader (TBD)	Dustin Bowman 802-461-5222 Dustin.bowman@vermont.gov

ECO AMERICORPS Overview

What is it?

Environmental Careers & Opportunities (ECO) AmeriCorps is a service corps created by the Vermont Department of Environmental Conservation to place members at service sites dedicated to clean water and to minimizing waste entering landfills.

ECO Vermont members implement strategies to protect and improve water quality as outlined under ACT 64: Vermont's Clean Water Law, and decrease waste entering landfills as outlined under ACT 148: Vermont's Universal Recycling and Composting Law.

This program provides participants an opportunity to prepare for a career in environmental conservation, while placing feet on the ground in a fight for clean water & waste minimization.

Why water quality?

New guidelines around excessive phosphorus and other nutrient levels in the Lake Champlain Basin and other bodies of water means careful vigilance and the employment of best practices to reduce nutrient pollution at the source. Lake Champlain is a major economic driver for tourism, recreation, and provides drinking water for 200,000 people living near it. Phosphorus and other pollutants are entering Lake Champlain via streams and rivers resulting in ecosystem degradation, drinking water threats, and recreational impacts. Toxic algae blooms could have serious public health consequences. Heightening awareness and concentrating efforts to increase healthy ecosystems meet the ultimate goal of improving and maintaining water quality in Lake Champlain and continuing the high quality of life all Vermonters value.

Why Universal Recycling?

It's estimated that more than half of the materials we throw away could be recycled or composted, leaving our recycling goals unmet and wasting natural resources and contributing to climate change. New guidelines require recycling and bans disposal of leaf and yard debris, clean wood, and food scraps by 2020. The increased capture of recyclable materials and a variety of meaningful alternatives for uneaten food and food scraps find value in materials previously considered waste, conserving resources and saving energy. Assisting solid waste facilities and haulers to increase their capacity for collection of recyclables and organic materials, and educating residents and businesses on the law, are vital steps towards successful implementation of Universal Recycling in Vermont.

Where do members serve?

ECO AmeriCorps partners with local municipalities, conservation districts, solid waste management districts, and non-profit organizations on current efforts to monitor water quality, implement projects, provide outreach and education, and plan future interventions. Activities upstream could carry the most impact. Service sites provide office space, access to office equipment, regular supervision, and have flexibility around ECO Vermont training and retreat days. Service sites pay a cash match of \$7,000 for a full-time member.

What kinds of projects do members do?

Water Quality projects include:

- building green infrastructure
- restoring ecosystems
- outreach and education to Vermonters
- project planning
- mapping

Universal Recycling projects include:

- outreach and education to residents, businesses, facilities and haulers about Universal Recycling requirements and how to recycle right, save money by not wasting food, donate quality food for people in need, and how to compost
- data collection and surveys

What are the service site requirements?

Service sites must provide meaningful service opportunities, regular supervision with oversight of service hours and timesheets, office space and office equipment, orientation to service site, additional training (as needed), and mileage reimbursement for service-related travel.

Service sites must provide a detailed service plan outlining the projects their ECO AmeriCorps member will be assigned. Service projects should address water-related or waste management issues and protect critical watersheds while providing valuable educational and professional development opportunities for ECO AmeriCorps members. Service Site applications are evaluated by a team from the Department of Environmental Conservation and ECO AmeriCorps to select projects best suited for the program.

In addition, each service site will provide a cash match of:

- \$7,000 per full-time ECO AmeriCorps member (1,700 hours, roughly 40 hours per week).

- If the host site's member exits service prior to completion of the service year, the host site will be reimbursed the quarterly payment amount for quarters remaining in the service term. Host site cost share payments for quarters partially served by members prior to exit are non-refundable.

To be considered, service sites must:

- Be a non-profit, municipality, state agency, or educational institution.
- Provide a position description showcasing activities that are appropriate to the mission of ECO AmeriCorps.
- Provide a service environment that is ADA compliant, drug -free, and carry supplies and equipment necessary for members to perform their duties.
- Be able to provide the cash match and mileage reimbursement at the GSA rate for service-related travel for the member.
- Attend a supervisor orientation and be available for a minimum of two subsequent site visits and check-ins from ECO AmeriCorps staff, and for an intergenerational diversity training day.
- Clarify any additional responsibilities to the member according to your organization's policies.
- Notify ECO AmeriCorps staff about conflicts or other issues as they arise.

What is the time commitment?

Service terms begin September 10, 2018 and continues through to August 9, 2019. Members are required to serve 1,700 hours during this time – an average of 40 hours per week.

What benefits do members receive?

Benefits include: AmeriCorps gear, a biweekly living stipend, health insurance, professional training, networking, and an AmeriCorps Segal Education Award.



2018-2019 Performance Goals

ECO AmeriCorps tracks three national performance measures established by the Corporation for National and Community Service (CNCS). Accomplishments in these three areas are reported on a semi-annual basis to CNCS. The reporting guidance and record keeping described below is established by CNCS guidelines.

1. Water Quality Improvement

Performance measurement:

Number of miles of trails or waterways (owned/maintained by national, state, county, city or tribal governments; nonprofits when for public use or the public good; and public easements) that are treated and/or constructed, or number of miles that are improved and/or put into use.

Note: Accomplishments reported under this performance measure must be specified as either miles of trails or waterways treated/constructed or miles of trails or waterways improved/put into use. *See guidance below.*

Challenge:

Most streams in Vermont are not in an equilibrium condition because riverside development, channelization practices and other historic land uses have prevented the river from assuming its most stable natural shape. In addition, many rivers have lost access to their floodplains and lack adequate riparian buffers. These conditions contribute to active erosion of stream banks and increased sediment and nutrient loads. Restoration and protection of river corridors and special flood hazard areas is critical for attenuation of flows, stream bank stability, and pollutant reduction.

Desired Outcome:

ECO AmeriCorps members will treat and/or improve 2 miles of rivers to combat this issue.

CNCS Water Quality Improvement Reporting Guidance*

Definition of Key Terms:

Trails: For walking, running, biking, horses or other forms of recreation. **Waterways:** Includes rivers, lakes and other bodies of water on or abutting public land. **Treated:** Removed invasive species, planted native plants, built riparian buffers, improved tread/corridor of existing trail or made changes to increase the trail lifespan, removed unsafe trail structures, repaired damage caused by visitor use, made changes to increase accessibility, cleared of natural debris (such as fallen trees/limbs and hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatments must go beyond basic trash removal. **Constructed:** Making new trails available by implementing safety measures, making handicapped accessible, or environmental protection measures such as boardwalks, grading, trail-blazing, converting a railroad bed to a trail, etc. that make trails newly available. **Improved:** Restored to reduce human impact, reduced the impact of natural disasters, removed invasive species, restored native plants and habitat, protected watersheds, created new trail, increased safe condition of useable trails, increased accessibility, protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan. **Put into use:** Established safe and useable trails or waterways.

How to Calculate/ Measure/ Collect Data for trails/waterways treated/constructed:

Sum of number of miles of trails and/or waterways that are treated, and/or constructed. **Count each mile only once during the program year.** Count the area treated on/in the trail/waterway and immediately next to the trail/waterway. It may be necessary to treat the same mile of trail/waterway more than once but include in count only once. If, for example, the program or project is to repair a trail, then the whole width of the trail that is being repaired can be counted, not just the width of the fencing. If the lack of a trail has led to damage in the area, then the area of that restoration/repair work would count too.

How to record accomplishments for trails/waterways treated/constructed:

Tracking document, survey or acknowledgement of receipt of services from entity that owns or administers the trail or waterways improved.

How to Calculate/ Measure/ Collect Data for trails/waterways improved/put into use:

Sum of number of miles of trails and/or waterways that are assessed by the managing entity/land manager as having been improved to an acceptable level as defined by the sponsoring agency or land manager in accordance with their natural resource plan. **Count each mile only once during the program year.** It is possible that the number of miles assessed by the land manager as having been improved in accordance with their natural resource plan is less than the total number of miles treated. The improvement should be the acceptable level of implementation of the prescribed intervention to address a certain deficiency or serious environmental risk that is well documented. The evidence-base could be a governmental land management improvement plan if it addresses the targeted problem, and it is preferable to describe how the proposed intervention will contribute to the return the targeted area to a quality environment.

How to record accomplishments for trails/waterways improved/put into use:

Tracking document, survey or acknowledgement of receipt of services from entity that owns or administers the trail or waterways improved. Distinction must be made between treated/constructed and improved/put into use.

Accomplishments reported under the Water Quality Improvement performance measure **cannot also be reported under the Ecosystem Enhancement performance measure.*

2. Ecosystem Enhancement

Performance Measurement:

Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are treated, and number of acres that are improved.

Note: Accomplishments reported under this performance measure must be specified as either acres of land treated or acres of land improved. *See guidance below.*

Challenge:

Impacts of development on public land require mitigation to reduce non-point source pollution by retrofit and enhancing sites to improve ecological and hydrological function.

Desired Outcome:

ECO AmeriCorps treat and/or improve 13 acres of public land to improve waterways. Each project will be validated by the service site supervisor. Before and after photos will be submitted and retained for each project.

Ecosystem Enhancement Reporting Guidance

Definition of Key Terms:

National parks, State parks, city parks, county parks: Park/recreation areas that are designated by national, state, city, or county governments (not trails or rivers) **Other public lands:** Other publicly owned lands; land owned by nonprofits for public use or the public good (such as land conservancies); and public easements. **Tribal lands:** Same meaning as imparted by the definitions of “Indian Lands” and “Indian Tribes” provided in. SEC. 101. [42 U.S.C. 12511].

Treated: National service members and/or program volunteers removed invasive species, planted native plants, built riparian buffers, cleared of natural debris (such as fallen trees/limbs, hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatment must go beyond basic trash removal. **Improved:** Renovated to reduce human impact or the negative impact of natural disasters or invasive species, restored native plants and habitat, reduced erosion, protected watersheds, reduced wildfire risk, upgraded or repaired outdoor recreation facilities or signage, increased public safe access, protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.

How to Calculate/ Measure/ Collect Ecosystem Enhancement Data:

Count of number of acres that are **treated** for the intent of improvement **or** that have been **improved** to an acceptable level as defined by the sponsoring agency or land manager in accordance with their natural resource plan. **Count each acre that is treated only once during the program year.** It may be necessary to treat an acre more than once, but it should be counted only once. Only count the acres that are actually treated or improved; do not count the entire park/land area unless your project treats or improves the entire area. It is possible that the number of acres assessed by the land manager as having been improved in accordance with their natural resource plan is less than the total number of acres treated.

**Accomplishments reported under the Ecosystem Enhancement performance measure cannot also be reported under the Water Quality Improvement performance measure.*

How to Record Ecosystem Enhancement Accomplishments:

Tracking document, survey or acknowledgement of receipt of services from entity that owns or administers the area improved. Tracking document or survey stating the number of acres actually improved and a statement that the impact of this intervention will contribute to the return of the targeted area to a quality environment from entity that owns or administers the area improved.

3. Agricultural Environmental Stewardship

Performance Measurement:

Number of individuals receiving education or and/or environmentally-conscious practices, and Number of individuals reporting a change in behavior or the intent to change behavior within one year in order to better protect the environment and/or reduce energy consumption as a result of the educational event or training they received.

Challenge:

Nutrient export from agricultural operations impairs adjacent waterways and leads to eutrophication of lakes and ponds. Additional education and outreach to farmers is needed to increase implementation of best management practices, particularly on small farms which are not often targeted.

Desired Outcome:

ECO AmeriCorps members will provide educational resources and information to farmers regarding acceptable agricultural practices (AAP's). Members will provide environmental stewardship education and/or training to 50 individuals. At least 50 individuals will report a change in behavior or an intent to change behavior as a result of this outreach. This will be tracked via follow-up surveys with individual trainees to determine if they have initiated a project, applied for funding and/or completed a project within 6 months of the training.

Agricultural Environmental Stewardship Reporting Guidance

Definition of Key Terms:

Education or Training: May be one-time or an on-going series; cannot just be distribution of pamphlets or information available on a web-site; should have learning objectives; may be in person or through a web-based interface. **Environmental Stewardship and/or environmentally conscious practices:** Organized efforts to teach about how natural environments function and, particularly, how human beings can manage their behavior and ecosystems in order to live sustainably. Environmental topics should relate to real conditions in the community being served. **Change in behavior or Intent to change behavior:** Individuals state practices that they do now or plan to do that are encouraged or recommended by the training or educational event which are different than the practices they had prior to the training.

How to Calculate/ Measure/ Collect Agricultural Environmental Stewardship Data:

Count of each individual participating in the educational event or training. **Some individuals may attend multiple events or trainings, but they should only be counted once.** If providing the training through classroom curriculum, count the individuals present not just those enrolled. If providing the training through a school assembly presentation, get the best estimate from school officials of the number in attendance. The educational events or training should be in response to a specifically identified need in the community to either increase knowledge or to change behavior.

How to Record Agricultural Environmental Stewardship Accomplishments:

Sign-in or attendance sheets from education/training sessions when possible. Tracking needs to enable unduplicated count when possible. Surveys should be utilized to assess a change in (or intent to change) behavior of the participants. It is preferable to assess an actual change in behavior at some point after the educational event or training to determine if the change has actually occurred. However, assessments are expected to occur within the service year.



ECO AmeriCorps Jargon

1. Participants are **members** of the ECO AmeriCorps program. They are not **volunteers**, **interns**, or **employees**. **Volunteers** are persons who give their time with no financial reward such as school board members, land trust board members, church members, scouts, students, people participating in a project on their personal time. Our **members** serve with volunteers, and often help to recruit and perhaps train volunteers to help mostly volunteer powered organizations/non-profits who depend on community and professional people to operate services. **Members** are also not **interns**. **Members** join AmeriCorps to devote a year of service to the communities in which they are placed. **Members** gain professional experience and education, similar to interns, but the expectations of their service extend beyond simply developing job skills. **Members** are also not **employees**. AmeriCorps **members** do not receive wages for their service. Instead they receive a modest living allowance and an educational award at the successful completion of their service.

2. Members are **selected**, not **hired**. They receive a **living allowance** and not a **wage**. Members are selected to participate in a service opportunity or to fulfill a term of season of **service** for their communities, not to do a **job**.

3. Members serve at a **service site** of ECO AmeriCorps. Their supervisor is referred to as the **site supervisor**. Groups, organizations, schools, etc. with which we join with to carry out projects are referred to as “**community partners**”.

4. **Projects** are the collaborations we develop with community groups, and/or organizations based on their interest and needs. Projects have goals and **objectives**, develop from a **plan**, have resources and **needs identified**, can be **measured for success and impact** and can be continued without our assistance. Our goal is also that we help empower our communities to continue the projects after our members’ term of service ends. If communities can continue these projects on their own after our members leave, then the project is truly **sustainable**.

5. Members don’t do projects **for** communities, but rather join **with** communities to carry out projects. This is more than a semantic difference, since our intent is to leave communities more empowered than they were. We want to respond to their needs and ideas, not just act on our own and hope they fit in the community later. **Empowerment** is helping people help themselves. We always look for opportunities in our projects to involve those people who benefit from them as partners, collaborators and/or consultants in the project itself.

6. Members, supervisors, and partners should refrain from using the words **advocate** and **solicit** when describing a member’s service. Although service may lead to the advocacy or solicitation of resources in order to complete a project, the Corporation for National and Community Service (CNCS) is sensitive about the use of these words because of their misuse and misinterpretation in the past. It’s preferred to state that a member’s service “**supports** the mission of our partners,” and a member “**obtained** donated materials for this project from XYZCorp,” etc.

7. AmeriCorps members accomplish **direct service** with our sponsoring organizations. They also may help partners do **capacity building/fundraising for specific projects**.... something that enables them to go farther/be better than they could have without our participation. ECO AmeriCorps members are prohibited from doing capacity building and fundraising for the **general benefit** of their service site or partner organization.

8. Members **serve**. They do not **work**. It is important that all member tasks and accomplishments are referred to as **service** tasks, projects, and accomplishments.

Thanks for your cooperation with this! Your words matter to us....



Understanding ECO AmeriCorps Members

Information for Staff of ECO AmeriCorps Service Sites

What's the program?

Our AmeriCorps members are enrolled in the VT DEC's Environmental Careers & Opportunities (ECO) AmeriCorps Program. Simply stated, this program's goals are to improve Vermont's environment, with a specific focus on improving water quality and minimizing waste entering the landfill. Funding comes from the federal government, the state of Vermont, and its partnering organizations (i.e. your service site), and can fluctuate from year-to-year.

Who are the members?

ECO AmeriCorps' membership is made up of an impressive and demographically diverse group of environmentally-conscious, engaged citizens. These members are committed to making a difference in the communities in which they serve. Although most are recent college graduates, there is no upper age limit on who can serve. ECO AmeriCorps members bring a lot of energy, passion and commitment to addressing the environmental challenges facing our state today. Often, they are young professionals, just beginning their environmental careers. As a result, they have a lot of energy and ambition to achieve the goals of ECO AmeriCorps and its partner organizations.

What do they get?

AmeriCorps members gain valuable professional experience, learn about partner organizations' approaches to addressing environmental issues, and connect with other environmental professionals. They receive a modest living allowance, and are eligible to receive health insurance, child-care assistance, and loan forbearance during their terms of service. Upon successful completion of their year of service, AmeriCorps members receive an education award that can be used to further their educations or to pay off student loans. They also receive long-lasting, impactful personal and professional experiences.

What do service sites get?

To many sponsoring organizations, AmeriCorps members are critical components to achieving organizational goals. Members serve at least 1,700 hours during their year of service.

Service sites also get fresh ideas and perspectives, a community liaison, great energy and curiosity, and dedication to "getting things done!"

Service sites provide a cash match of \$7,000 for each member in addition to supervision, guidance, training, equipment, tools, office space, and reimbursement of travel expenses.

How can YOU support our AmeriCorps members?

You can honor their commitment to service by:

- Get to know them
- Be willing to explain "how things are done" in your organization
- Treat them as colleagues and valued team members.
- Recognize their dedication to service and to the environment, and understand the challenges of serving for a year on a very modest living allowance.
- Help them develop professionally by providing coaching and mentoring when appropriate.

ECO AmeriCorps Program Initiatives

Independent Service Projects (ISP)

All Members are expected to complete at least 15 but no more than 30 independent service project hours over the course of the service year. The following guidelines apply to ISP projects:

1. ISP hours may not be served at the member's host site. Hours should be served in partnership with another nonprofit, educational, or governmental community organization.
2. ISP hours cannot be served during regular service hours. They must be served during evenings, weekends, or other times that the member is not scheduled to serve at his/her regular service site. A member cannot take "leave" from regular service to accomplish ISP hours or complete ISP hours in lieu of regular service.
3. ISP opportunities must be approved from ECO AmeriCorps in advance. Requests should be submitted via email to program staff.
4. The project/organization must be based in Vermont.
5. At the completion of the ISP hours, the member must submit a completed ISP form to his/her site supervisor and ECO AmeriCorps program staff in order for the hours to be approved. A copy of the ISP form is available at the end of this section.
6. Members may collaborate in pairs or teams to complete ISP hours.
7. All ISP activities must fall within AmeriCorps regulations and guidelines.

Inter-site training and service opportunities

ECO AmeriCorps allows members to claim hours for approved inter-site training and service opportunities in cooperation with other ECO AmeriCorps service sites. Site supervisors and members are encouraged to share training and service project opportunities available at their site with other ECO AmeriCorps members. Member participation must be pre-approved by both the visiting member's supervisor and by the supervisor at the site being visited. Participation in these events is not required, but ECO AmeriCorps strongly encourages members and sites to take advantage of these partnership opportunities. If site supervisors have training and/or service opportunities that they would like to make available to all members, they should contact ECO AmeriCorps staff.

ECO AmeriCorps Independent Service Form

This form must be used to track completed ISP hours. All hours must be completed through a nonprofit, educational, or governmental community organization. Independent service cannot conflict with service at your regular assigned service site. All sites must be approved by ECO AmeriCorps staff prior to service. Once approval has been granted, it is not necessary to seek approval for the same site again. All hours must be validated by a representative at the organization for which you are volunteering. Submit this completed form to your site supervisor along with your regular timesheet for authorization, and email a scanned copy to Program Staff once completed and signed.

Member name: _____

Independent service organization: _____

Independent service contact phone number: _____

Date(s) of service: _____

Total hours served: _____

Brief description of service (attach additional sheet if necessary):

Independent service representative (name & title) _____

Independent service representative (signed): _____

ECO AmeriCorps Mentors

Each ECO AmeriCorps member is paired up with a mentor during his/her year of service. Mentors are Natural Resource professionals from within the Agency of Natural Resources. Mentors help fill a very important role in our members' service experiences. Mentors may provide technical assistance to members. They may also provide personal and professional development guidance. The role of mentors is to augment the support provided by ECO Program Staff and Service Site Supervisors. Mentors should not assign tasks or projects, address conflicts, or assume other duties that are the responsibility of Program Staff and/or Site Supervisors. Mentors should communicate with Program Staff if they see a need for additional member support or guidance.

Roles and Responsibilities for ECO AmeriCorps Mentors

Orientation/year start up (September)

- Attend portions of the ECO AmeriCorps orientation.
- Become familiar with the member's service site project as described in the position description and participate with the member and site supervisor in the development of the member's SMART goals and service plan.

Throughout the year

- Maintain regular contact with the ECO AmeriCorps member throughout his/her term of service. This may be approximately every two weeks by phone (or in person) during the first few months of the program, and then at least monthly thereafter. Provide feedback to ECO AmeriCorps Program Staff on a regular basis regarding his/her interaction with the member.
 - Provide additional technical assistance, suggestions and encouragement during contact with member and help the member identify additional resources to ensure his/her success.
- Attend relevant portions of subsequent quarterly trainings (optional)
- Pay particular attention to project needs for training, how the member's activities line up with their position description, and for measuring achievement of project goals.
- Be alert to any issues impacting project success and consult with ECO Program Staff.

VT DEC Overview

The Vermont Department of Environmental Conservation is one of three departments within the Vermont Agency of Natural Resources. The two other departments include Fish & Wildlife and Forests, Parks & Recreation.

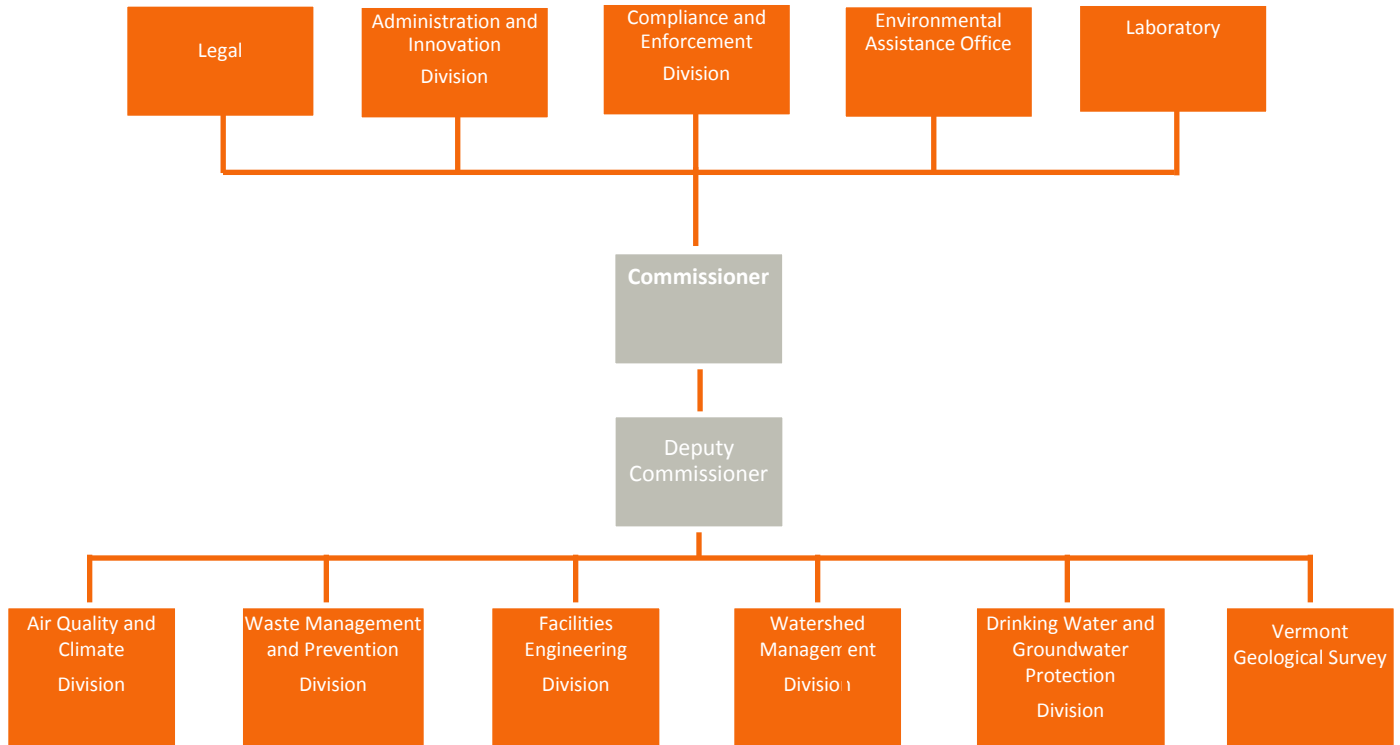
Our Mission

To preserve, enhance, restore, and conserve Vermont's natural resources, and protect human health for the benefit of this and future generations.

Guiding Principles

- ⌘ Adhere to the highest standards of personal and professional conduct.
- ⌘ Act and speak in a manner that inspires public confidence and promotes the Department's credibility.
- ⌘ Respect individual rights and minimize intrusions into people's lives.
- ⌘ Be accountable, accessible, and helpful to the public.
- ⌘ Provide clear, prompt, fair, and well-documented decisions and guidance.
- ⌘ Improve Vermonters' understanding of the environment and related issues through effective communications and education.
- ⌘ Continue to learn about our environment, technology, and management techniques.
- ⌘ Involve the people of Vermont in making decisions that affect the state's natural resources.
- ⌘ Wisely pursue innovative approaches to environmental problems to determine their effectiveness.
- ⌘ Promptly adopt proven new solutions to environmental problems.
- ⌘ Coordinate programs across all environmental media.
- ⌘ Promote pollution prevention, recycling, and consideration of the cumulative impacts of activities.
- ⌘ Consistently and fairly apply and enforce environmental laws and standards.
- ⌘ Develop standards and requirements that consider both economic and environmental sustainability.
- ⌘ Always consider the consequences of today's decisions for future generations.
- ⌘ Recognize that all powers and authority to carry out the Department's Mission are derived from the people, and that Government works to the benefit of the public, not to our convenience as State employees.

DEC Organizational Chart





VERMONT

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
ECO AmeriCorps

Site Supervisor Handbook

Service Site Administrative Responsibilities

Section 3



Service Site Documents & Forms Checklist

Initial Paperwork

- Service Site Application
- Position Description
- Risk Assessment
- ECO AmeriCorps Service Site Agreement
- On Site Orientation Checklist

Paperwork Throughout the Service Term

- Member Timesheets approved bi-weekly in OnCorps
- Quarterly Reports (to be completed by member; reviewed and approved by supervisor)
- Mid-term Member Performance Review (completed with member)
- End-of-Term Member Performance Review (completed with member)
- Cash Match Payments per the schedule agreed to with the DEC Business Office

Service Site Fees: Service sites are billed \$7,000 for the cash match according to the schedule agreed upon with the DEC Business office. Payments are due according to that agreement. If the host site's member exits service prior to completion of the service year, the host site will be reimbursed the quarterly payment amount for quarters remaining in the service term. Host site cost share payments for quarters partially served by members prior to exit are non-refundable.

Can I bill AmeriCorps members hours to a grant? The short answer is no. Members should not be doing 'work'

Criminal history checks: All members are required to undergo criminal history checks. Members serving with vulnerable populations defined as youth, elderly, or persons with disabilities as identified in the service site agreement must complete an additional FBI background check.

Member On-Site Orientation Checklist

A thorough on-site orientation is crucial for setting the tone of the member's service year. It can assist the supervisor in more accurately assessing the training needs of the new member in order to increase their skills, competence, and expertise. At the end of the on-site orientation, members should have a basic knowledge or understanding of the following:

- Background, purpose, and structure of the sponsoring organization.
- Background of community and identification of important community leaders.
- Nature of the population served by the ECO AmeriCorps program.
- Potential Resources that can be applied to achieve project goals.
- Specific member assignments and skills needed to accomplish tasks.
- Specific goals and purpose of the member position at his/her service site.

Checklist – Please initial each item once completed.

****Sign at the bottom when all items have been addressed and return the form to ECO AmeriCorps.***

- _____ Review the member's position description and strategize an initial service plan using the SMART goals template. Set up the member for successful completion of first tasks with deadlines, including an order of priorities.
- _____ Go over expectations and protocols around punctuality, calling in late, breaks, personnel policies, drug-free workplace; review the member's position description and strategize an initial service plan. Set up the member for successful completion of first tasks with deadlines, including an order of priorities.
- _____ Ensure that the member has all necessary safety training and/or gear.
- _____ Review any critical information with members like emergency prevention and response policies & procedures, mandated reporting requirements, confidentiality practices, etc.
- _____ Set up a regular check-in time for planning and feedback.
- _____ Set up a system for regular review of time sheets.
- _____ Review office procedures for mileage reimbursement, using supplies, etc.
- _____ Provide reading materials about the mission/vision, goals and objectives of the nonprofit or organization where the member will be serving (annual reports/brochures, etc.)
- _____ Introduce the member to all staff, their role/position, as well as how the member might interface with them. Please also provide information on their phone extensions, email addresses, etc.
- _____ Give a tour of the site, including common areas, first-aid supplies, copy machine, fax machine, as well as the member's desk, computer, phone, etc., supplying directions for the use of all equipment.
- _____ Review the quarterly reporting information together and set up a system for tracking the needed information, including orienting them to any systems that already exist for doing so.
- _____ Make sure that any reasonable special accommodations needed are supplied. (Do not compel members to disclose health or other conditions to you, that must be a voluntary decision and action on their part.)
- _____ Share any other information about the community or assignment/project that is relevant.
Additional activities may include sending out PSAs to local newspapers introducing the member to the community, and/or including a letter of introduction in your organization's newsletter or on its website.

Member signature

Date

Supervisor signature

Date

Sample Quarterly Report



Quarterly Report Vermont ECO AmeriCorps Dept. of Environmental Conservation

Email completed report to Dustin.Bowman@vermont.gov

Also include **ALL** necessary supporting documentation and project accomplishment forms

Host Site:	Supervisor:	Member:

First Quarter	September 11 th , 2018 – December 8 th , 2018 / Due: December 17th, 2018
Second Quarter	December 9 th , 2018 – March 4 th , 2019 / Due: March 11th, 2018
Third Quarter	March 5 th , 2018 – May 25 th , 2019 / Due: June 3rd, 2018
Fourth Quarter	May 26 th , 2018 – August 9 th , 2019 / Due: August 9th, 2018

Documents included with this report

- | | |
|---|--|
| <input type="checkbox"/> List of Volunteers | <input type="checkbox"/> PR Materials (Press Releases; Articles, Blogs, Newsletters, etc.) |
| <input type="checkbox"/> Volunteer Time Logs | <input type="checkbox"/> Flyers or Posters |
| <input type="checkbox"/> Volunteer or Participant Surveys | <input type="checkbox"/> Grant Award Letters |
| <input type="checkbox"/> Project Accomplishment Forms | <input type="checkbox"/> Certifications Earned |
| <input type="checkbox"/> Photos and Descriptions | <input type="checkbox"/> Other. List here: |
-

NOTE: This form should include comprehensive, "at a glance" totals from information included in attached project accomplishment forms. Full descriptions of projects and accomplishments should be included in attachments.

Professional Development*

This section should only include non-ECO AmeriCorps hosted training within the quarter listed. Attach any certificates received.

Title of Training/Conference	Skills Developed / Certifications Earned

Projects Implemented*

This section should include projects you started, continued, or finished a project during this quarter. This includes treatments/improvements to a landscape; including rivers, trails, public land, farmland, parks, etc. Otherwise list N/A.

Project Title	Intended Effect (Limit to one sentence)	Began/Continued/Finished?

Community Training Provided*

This section should include educational programming you provided to community members this quarter. Otherwise list N/A.

Program Title	Number of Participants	# Participants Indicating Change or Intention to Change

--	--	--

Community Volunteers Supported*

This section only needs to be addressed if you recruited/hosted/trained/supported volunteers this quarter. Otherwise list N/A.

Project Title	# First-Time Volunteers	# Recurring Volunteers	Total Volunteer Hours Served

Partnerships Developed

List any association with community stakeholders, other AmeriCorps members, any other people/organizations outside of your host site that you collaborated with.

Name/Organization	Project/Event	Organization Contact

Other Accomplishments

Please list any additional accomplishments not directly related to meeting your objectives (e.g. applying for grant, attending/participating in community events, publications, press releases, op-ed blogs, etc.).

Great Stories

Describe **at least one** success story – an experience this quarter that shows how AmeriCorps members “Get Things Done” (e.g. something you are proud of, a story to tell your grandkids).
Attach another sheet if necessary.

Challenges

Please describe any challenges encountered. For example, resolved or unresolved problems, obstacles to achieving program objectives, significant sources of delay, program elements not meeting expectations, and/or events or incidents that caused concern. Note steps being taken to address issues and/or note if they have been resolved. Please include any progress from challenges mentioned in previous quarterly reports.

Challenge Encountered	Steps Being Taken / Report on Progress

***Information reported on this document must match figures from accompanying project accomplishment forms.**

Member Signature: _____ **Date:** ____ / ____ / ____

Supervisor Signature: _____ **Date:** ____ / ____ / ____

By signing above, member and supervisor attest that reported accomplishments are accurate and appropriate records have been maintained per CNCS reporting guidance.

DO NOT SUBMIT WITHOUT BOTH SIGNATURES

Service Project Accomplishment Form

Member Name: Click or tap here to enter text.

Title of Project: Click or tap here to enter text.

Date project was started: Click or tap to enter a date.

Date project was completed: Click or tap to enter a date.

Who/What does this project benefit: Click or tap here to enter text.

Project created for: Choose an item.

Please describe if needed: Click or tap here to enter text.

Miles of trails/river treated and/or constructed: Click or tap here to enter text.

Miles of trails/river improved and/or put into use: Click or tap here to enter text.

Acres of parks or public land improved: Click or tap here to enter text.

Acres of parks or public land treated: Click or tap here to enter text.

First-time volunteers recruited/supervised: Click or tap here to enter text.

Recurring volunteers recruited/supervised: Click or tap here to enter text.

Volunteer hours served: Click or tap here to enter text.

Details of the project (what was created; how does it work, Etc.): Click or tap here to enter text.

Explain how you tracked/recorded each accomplishment: Click or tap here to enter text.

Explain how you tracked/recorded volunteers & volunteer hours: Click or tap here to enter text.

Personal reflection on project:

What went well, what didn't, what would you do differently next time, what was done to ensure sustainability (e.g. long lasting effects, future upkeep needed)??

Click or tap here to enter text.

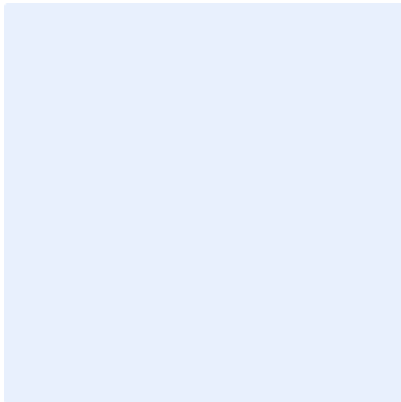
Publications associated with this project (include link to website or send in separate attachment)

If including in separate attachment, please include attachment's name in box below

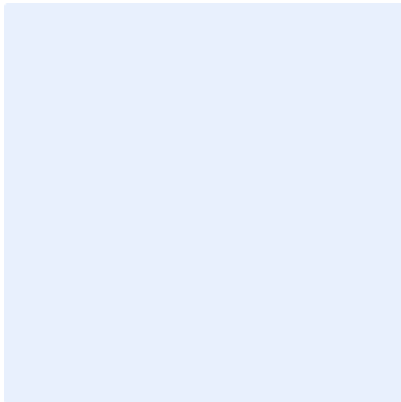
Click or tap here to enter text.

Pictures of the project (minimum of two pictures required)

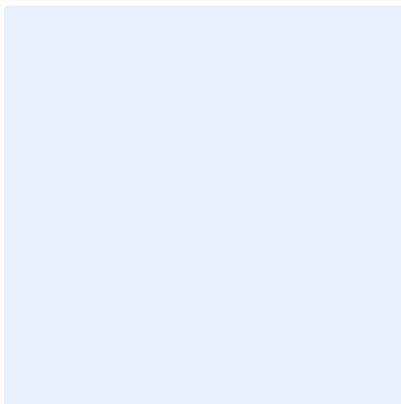
Please include a description of the photo beneath the insert. Before and after photos are encouraged.



Click or tap here to enter text.



Click or tap here to enter text.



Community Education/Programming Project Accomplishment Form

Member Name: Click or tap here to enter text.

Title of program: Click or tap here to enter text.

Date of programming event: Click or tap to enter a date.

End date of programming event: Click or tap to enter a date.

Number of participants: Click or tap here to enter text.

How was number of participants recorded: Click or tap here to enter text.

Number of participants reporting a change in behavior or intention to change: Click or tap here to enter text.

How was participant behavior change/intention to change behavior recorded: Click or tap here to enter text.

Number of first-time participants: Click or tap here to enter text.

How was number of first-time participants recorded: Click or tap here to enter text.

Number of recurring participants: Click or tap here to enter text.

How was number of recurring participants recorded: Click or tap here to enter text.

Explain how this program was promoted: Click or tap here to enter text.

Project created for: Choose an item.

If other, explain here: Click or tap here to enter text.

What skills were taught (be specific): Click or tap here to enter text.

Personal reflection of event

What went well, what didn't, what would you do differently next time, what was done to ensure sustainability (e.g. long lasting effects, future upkeep needed)??

Click or tap here to enter text.

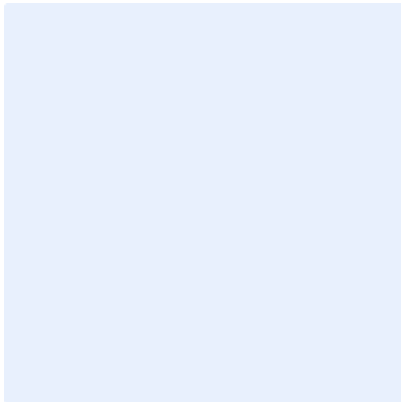
Publications associated with this project (include link or send in separate attachment):

If including in separate attachment, please include attachment's name in box below

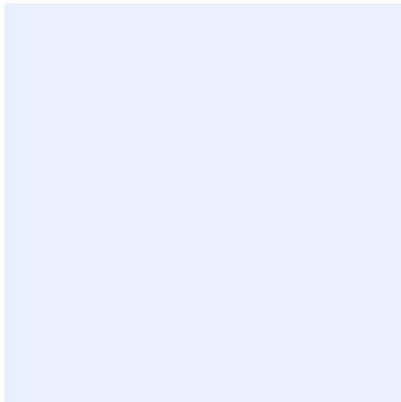
Click or tap here to enter text.

Pictures of the project (minimum of two pictures required)

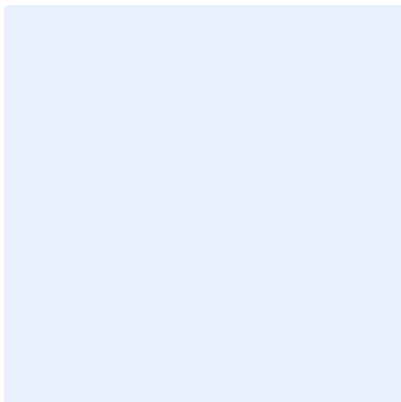
Please include a description of the photo beneath the insert.



Click or tap here to enter text.



Click or tap here to enter text.



Click or tap here to enter text.

Professional Development Project Accomplishment Form

Member Name: Click or tap here to enter text.

Title of Training/Conference attended: Click or tap here to enter text.

Date: Click or tap to enter a date.

Organization facilitating training/conference: Click or tap here to enter text.

Location of training/conference: Click or tap here to enter text.

Is this a one-time or recurring training/conference? If recurring, please explain:

Click or tap here to enter text.

Cost of attendance: Click or tap here to enter text.

Who paid training/conference fee? You, host site, ECO AmeriCorps:

Click or tap here to enter text.

Did you receive a professional certification? If yes, please provide name of certificate below and provide copy of certificate with report:

Click or tap here to enter text.

Details of the training/conference (what information was presented, what did you learn, who else attended?)

Click or tap here to enter text.

Personal reflection:

What went well, what didn't, would you recommend to others? Why?

Click or tap here to enter text.

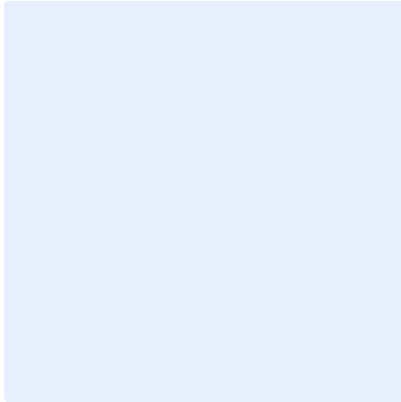
Publications associated with this event (include link to website or send in separate attachment)

If including in separate attachment, please include attachment's name in box below

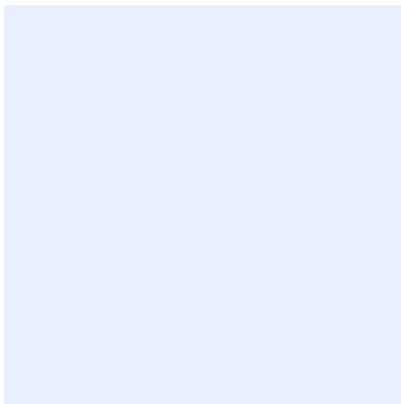
Click or tap here to enter text.

Pictures of your participation in the event (not required, but strongly encouraged)

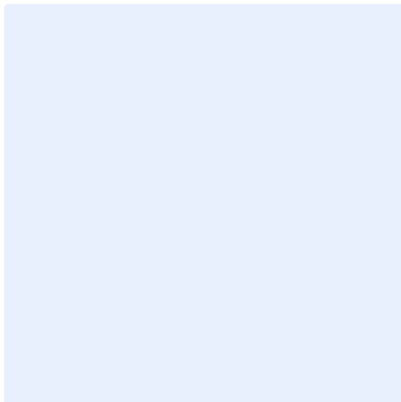
Please include a description of the photo beneath the insert. Before and after photos are encouraged.



Click or tap here to enter text.



Click or tap here to enter text.



Click or tap here to enter text.



Member Name: _____

Date: _____

ECO AmeriCorps Volunteer Intake Form

NAME: _____ PROJECT: _____
(LAST) (FIRST)

HOME ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP)

MAILING ADDRESS (IF DIFFERENT): _____
(STREET) (CITY) (STATE) (ZIP)

PHONE: _____ EMAIL: _____

RETURNING VOLUNTEER? YES / NO Hours Served: _____

HOW DID YOU FIND OUT ABOUT OPPORTUNITY? INTERNET, FLYER, REFERRED BY FRIEND (PLEASE INCLUDE NAME)?

EMERGENCY CONTACTS:

NAME: _____ PHONE: _____

RELATIONSHIP TO YOU: _____ ALT PHONE: _____

Please check any of the following categories that apply to you. This information is collected for reporting purposes.

I am currently enrolled in college

I was born between 1946-1964



Member Name: _____

Date: _____

ECO AmeriCorps Volunteer/Participant Exit Form

NAME: _____ PROJECT: _____
(LAST) (FIRST)

HAVE YOU VOLUNTEERED WITH THIS ORGANIZATION BEFORE? IF SO, WHEN:

HOW DID YOU FIND THIS OPPORTUINITY?

INTERNET SEARCH / PUBLICATION / FACEBOOK / POSTER / REFERRED BY FRIEND /
LISTSERVE (E.G. GOOGLE GROUP MESSAGE) / OTHER

EXPLAIN IF NECESSARY:

**HAS THIS EXPERIENCE MADE YOU MORE AWARE OF YOUR ENVIRONMENTAL IMPACT
AND/OR MOTIVATED YOU TO CHANGE BEHAVIORS THAT IMPACT THE ENVIRONMENT? IF
SO, PLEASE EXPLAIN:**

RATE YOUR EXPERIENCE TODAY:

1 2 3 4 5 6 7 8 9 10

EXPLAIN:

MEMBER USE ONLY

DESCRIPTION OF PROJECT:

Demographic Information

Number of episodic volunteers generated: _____

Number of ongoing volunteers generated: _____

Leveraged volunteers - # of volunteers recruited, coordinated, or supported by your programs: _____

Disadvantaged children and youth - # serving as leveraged volunteers: _____

College students - # of leveraged volunteers enrolled in a degree-seeking program: _____

Baby Boomers - # of individuals born between 1946 and 1964 who serve as volunteers: _____

AmeriCorps members - # certified in disaster preparedness and response: _____

AmeriCorps members - # available for deployment in support of any disaster: _____



VERMONT

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
ECO AmeriCorps

Site Supervisor Handbook

AmeriCorps Member Supervision

Section 4



Service Site Supervisor Role

Position Descriptions: Service sites must provide the AmeriCorps Member with a well-developed and specific position description listing, approved by ECO AmeriCorps. The position description should list “essential duties” of the position and include measurable outcomes that reflect the achievement of grant objectives. The site supervisor should use the position description to guide the member’s daily activities and should notify ECO AmeriCorps before modifying any AmeriCorps Member’s position description, and send ECO AmeriCorps an updated version for approval.

Site Supervisors must provide the member(s) under their supervision with responsibilities for a minimum of 1,700 service, training, and fundraising hours. This averages approximately 34 hours of service per week. Members do not receive credit toward their service for time missed due to holidays or time not served due to illness, personal leave, vacations, or other leave time. All member hours should be filled with challenging and engaging tasks and projects while not overwhelming the member.

Direct Service: Members are performing direct service to fill a need that the Sponsoring organization has, and this need must fall within the limits of the mission, objectives and allowable activities of the ECO AmeriCorps program. The site supervisor should support the member in carrying out the direct service projects, and ensure the member is not regularly performing administrative tasks nor engaging in prohibited fundraising activities.

Member Recruitment: ECO AmeriCorps recruits for positions and make the best possible match with service sites.

Member Retention: The site supervisor should keep in mind that as a service position, the Member is not an employee, and that it is not possible to ‘dismiss’ a Member after a trial period. ECO AmeriCorps is committed to member retention and does not dismiss a member unless the Member has had access to due process (which may include more than one meeting to attempt to resolve issues or investigate situations with the Program Director, Supervisor, ECO AmeriCorps member and sometimes the Executive Director of the Sponsoring organization as necessary). Members may be dismissed immediately by ECO AmeriCorps for performing illegal or unsafe acts. In these cases, **clear documentation** from the Service Site is imperative. Service site supervisors should maintain close contact and inform ECO AmeriCorps staff when challenges arise.

Member Support: Ensure the safety and well being of your AmeriCorps member, to the extent possible. All members will struggle at some point during the service year and going the extra distance to connect with your member as a human being. This could range from inquiring whether a member is prepared for inclement weather, suggesting community activities to participating in or referring them resources for emotional support by referring members to the Member Assistance Program or through their doctor.

Communication with ECO AmeriCorps Program Staff: If a member is not showing up for scheduled service, or you have concerns about their performance or ability to perform the required tasks, you must contact ECO AmeriCorps Program staff.

AmeriCorps Rules, Regulations, & Policies: The supervisor shall familiarize him/herself of all AmeriCorps rules, regulations, policies, and practices put in place by CNCS, SerVermont, and VT DEC.

Top 10 Tips for Effective AmeriCorps Supervision:

- 1. Provide a clear position description with goals and expectations.** Be flexible when possible and willing to change them as necessary, but make sure they are in place to serve as a guide for the term.
- 2. Meet with the member regularly.** While it's easy to get distracted by busy schedules, regular check-ins are critical for exchanging timely feedback to ensure the member is on course. Set aside one-on-one time with the member at least once a week.
- 3. Ensure members receive a full orientation to the site, including protocols, staff introductions, and the mission of the organization.** A comprehensive introduction to your organization will allow them to be more effective early on in their term.
- 4. Provide members with tangible, meaningful tasks that can be completed over the course of their term.** This will help them feel they have made a lasting contribution to the organization, and were also able to ultimately help your organization tackle "wish list" projects.
- 5. Trust that the member is highly motivated and wants to be challenged.** Provide an appropriate level of challenge: too little and they feel undervalued, and too much leads to burn-out and dissatisfaction.
- 6. Understand the difference between AmeriCorps members and interns or volunteers.** AmeriCorps members bring both advantages and constraints that differ from volunteers and interns (see the "What's the difference?" handout in the Supervisor Handbook). Give a copy of "Understanding Our AmeriCorps Members" handout to all staff at your organization.
- 7. Honest, open communication is key.** Effective communication in the present prevents problems in the future.
- 8. Give feedback.** Members want to learn and become a competent professional. Provide as much constructive feedback as possible- both areas for improvement as well as what they're doing right.
- 9. Create opportunities for the member to network.** Invite members to attend meetings, conferences, site visits, and events.
- 10. Approve member timesheets and complete AmeriCorps paperwork on a timely basis.** In order to ensure successful placements, ECO AmeriCorps needs both members and supervisors to do their part in meeting the administrative requirements.

ECO AmeriCorps Member Timesheets

Supervisor Notes and OnCorps Steps for Approving Timesheets

OnCorps address: <http://vt.oncorpsreports.com/>

To document service hours and receive bi-weekly stipend checks, members must submit a completed bi-weekly ECO AmeriCorps timesheet. The service hour week starts on Monday and the “Week Ending” date is Sunday. Members should submit timesheets to his/her supervisor every on the final day of service in a two-week period (normally on Friday unless the member is serving on a weekend day) for approval.

The timesheet is the primary source of documentation for ECO AmeriCorps to determine whether or not the member has been actively serving and what activities the member has been performing. The OnCorps online system is used to submit and approve timesheets.

It is imperative that supervisors approve member timesheets on a bi-weekly basis. If a member fails to submit timesheets for two weeks or longer, payments of the living allowance may be withheld until the approved timesheets have been submitted to ECO AmeriCorps in full. Once all outstanding timesheets have been submitted and approved, the withheld living allowance amount will be included in the following ECO AmeriCorps stipend payment.

Each day must contain specific information covering the following:

- What allowable activities occurred and any Community Partners involved in the activity
- How many hours can be attributed to the specific activity? Only record hours to the nearest quarter hour.
- Any other information that would verify these service, training or fundraising hours.
- Until the members background check results have been received, supervision should be noted in the timesheet when the member is serving with vulnerable populations.
- Any acronyms used in the time report description must be identified and explained in the comments section of the time report. If acronyms are not described as stated above, the timesheet shall be rejected for correction.
- Per CNCS guidelines, the word “work” shall never be used in any timesheet description. The word “service” shall be used to replace the word “work.” Timesheets including the word “work” must be rejected for correction and resubmission.
- All descriptions shall be written clearly and be easy to understand. A good rule of thumb is to enter descriptions in such a way that the member’s service can be easily understood by someone with no connection to the member’s service, the service site, or ECO AmeriCorps.

Travel time up to 3 hours each way (to and from) statewide and/or other trainings may be counted as training hours. Regular commuting time to and from the service site may not be counted. Driving time from the office to another service site may be counted. Lunch should not be counted, although breaks shorter than 15 minutes may be. If lunch is eaten at the desk while serving, by all means count it.

Things to Note:

- Enter hours in increments of quarter hours (.00, .25, .50, and .75) and should include an activity description
- If a member serves from home or an alternate remote site, this should not be included in the service description. Only the tasks completed should be included.
- Members are the only ones permitted to enter hours in OnCorps.
- Once submitted, the timesheet is locked and members can no longer revise it.
- Supervisors should approve timesheets as soon as possible, preferably on the day they are submitted for approval.

Supervisor Steps for Approving a Member Timesheet

1. All site supervisors will be provided their OnCorps log-in information prior to the submission of the first member timesheet.
2. Once a member has submitted a timesheet, the supervisor will receive a message in his/her email. You can click on the link and it will take you to the OnCorps website (www.americorpsvt.org). Select the appropriate program year:
 - a. For regular members select: 2018-19
3. Login in using your user name and password assigned by ECO AmeriCorps (these can be changed by you at any point).
4. Scroll over “Time Tracking” in the blue bar at the top, then scroll down to “Member Service Hours.” Then click on “Approve member Timesheets.”
5. You will see all timesheets waiting to be approved here. Click on the blue “Approve” button next to the timesheet you are approving. (This will not approve the timesheet; it opens it for viewing)
6. If the timesheet looks correct, select that you approve the timesheet at the bottom and submit it. If the timesheet needs correcting, select that you do not approve and include the reason for rejection. The timesheet will be returned to the member for correcting and resubmitting.
7. Once the timesheet has been approved by you, it is sent to ECO AmeriCorps for final approval.
8. Supervisors can also check on a Member’s total hours by scrolling over the Time Tracking button and selecting “Member Total Hours Year-To-Date.”

Member service plans

Defining Major Service Duties and Performance Expectations

(Adapted from VTDEC performance evaluation guidance)



We recommend following these steps to develop a service plan for the year:

- a) Create a table with two columns entitled: major service duties and performance expectations/SMART goals (*see attached worksheet*).
- b) List service duties from most to least important. Aim for **no more than** six major service duties.
- c) Describe a category of service for each major service duty, for example: *Planning, Implementation, Documentation, or Analysis*.
- d) Define performance expectations that clearly describe the service along with quantifiable performance measurements. [For ECO AmeriCorps members, we recommend following guidelines for SMART goals—as outlined on the reverse page. Additional examples of SMART goals are found in the *ECO AmeriCorps Member Handbook*.]

ECO AmeriCorps

EXAMPLE 1: Environmental Scientist

<i>Major Duties (Partial List)</i>	<i>Performance Expectations/SMART Goals</i>
<p>Duty 1: Provide lake shoreland technical assistance.</p>	<p>GOAL: Develop and coordinate a voluntary Natural Shoreland Landscaping Course, including developing outreach materials.</p> <p>RESULTS/OUTCOMES: (1) Two Natural Shoreland Landscaping courses delivered; (2) Outreach materials available on-line and distributed at the courses.</p> <p>SPECIFIC TRACKING MEASURES: (1) Participation in up to four Shoreland Standards Work Group meetings for background; (2) Delivery of information during two Natural Shoreland Landscaping courses; (3) Outreach materials for the course posted online; (4) Up to two on-site meetings with landowners requesting shoreland technical assistance.</p> <p>TARGET TIMELINE: (1) No later than January 1 – outreach materials developed; (2) No later than March 1 – up to two workshops scheduled; (3) No later than July 15 – up to two workshops delivered; (4) No later than August 1 – up to two meetings with landowners to provide on-site technical assistance.</p>
<p>Duty 2: Demonstrate professional communication and behavior during service.</p>	<p>GOAL: Communicate in a professional and helpful manner, both verbally and in writing with customers, colleagues, and the public.</p> <p>RESULTS/OUTCOMES: (1) An open office setting that is quiet, respectful, and mindful of colleagues and visitors; (2) Effective working relationships with customers, colleagues, and the public that help manage conflict and reduce stress.</p> <p>SPECIFIC TRACKING MEASURES: (1) Review and follow communication protocols of the State, Agency, Department, and Division; (2) Adhere to service schedule; (3) Maintain a service log including at least three entries each week to track progress; (4) Write a monthly service update.</p> <p>TARGET TIMELINE: ongoing, continuous</p>

Setting SMART Goals (a.k.a. SARMT Goals)

SPECIFIC

- Define the goal as much as possible. State exactly what you want to accomplish (who, what, when, where, why, how)

ACTIONABLE/ACHIEVABLE

- Set challenging goals within my ability to achieve the planned outcome. Is it possible? Do I have the skills and capacity needed to complete this goal effectively?

RESULTS/Outcomes

- Define the reason or purpose for this goal along with the benefit of achieving it. What is the result (not activities leading up to) the goal?

MEASURABLE

- Describe how I will track progress and measure the outcome. How much, how many, how will I know when my goal is accomplished?

TIMELY

- Set target dates to guide your goal to successful and timely completion. What is the established completion date, is it appropriate, and what needs to be done by what time to achieve the goal successfully?

Major Duties and Performance Expectations/SMART Goals Worksheet

Overarching Goal (optional):

<i>Major Duties</i>	<i>Performance Expectations/SMART Goals</i>
Duty 1:	Goal: Results/outcomes: Specific tracking measures: Target Timeline/dates:

Duty 2:

Goal:

Results/outcomes:

Specific tracking measures:

Target Timeline/dates:

Duty 3:

Goal:

Results/outcomes:

Specific tracking measures:

Target Timeline/dates:



ECO AmeriCorps Member Mid-Term Performance Review

Review of Goals for this Evaluation

- Encourage clear and open discussion between members and supervisors.
- Provide the member clear feedback about her/his performance--clarifying standards and expectations
- Set individual and organizational goals for the member for the remainder of the program
- Discuss resources, supervisor assistance and training needed to reach these goals/objectives and assist the member's development
- Provide the opportunity for the member and the supervisor to maximize the impacts of the members service and increase their collaborative potential

Instructions: The ECO AmeriCorps member shall evaluate his/her performance in each category, write comments in the area given, select a rating for each category, and give the completed self-evaluation to her/his supervisor when finished. The supervisor shall then evaluate the member's performance, provide written feedback, and select a rating for each category. The member and supervisor shall then meet and review each other's assessments, reflect on successes, and identify strategies for areas in need of improvement. The "comments" field in each section should be used to record methods that the member and supervisor have agreed upon to address challenges and improve performance. For members with more than one site supervisor, each supervisor should be consulted with feedback provided by the main supervisor. The main supervisor shall meet with the member and sign the evaluation.

Once it is complete, both the member and the supervisor shall sign and date the evaluation. The member shall receive a copy, the site supervisor shall receive a copy, and an electronic copy shall be provided to ECO AmeriCorps by the date identified below.

ECO AmeriCorps Member: [Click here to enter text.](#)

Site Supervisor: [Click here to enter text.](#)

Service Site Location: [Click here to enter text.](#)

ECO AmeriCorps

Please complete by March 2, 2019.

QUALITY OF SERVICE-RELATED PERFORMANCE

(Accuracy, timeliness, organization, thoroughness, attention to detail, results, care taken, etc. Understands and promotes the mission of service location and ECO AmeriCorps.)

Member self evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Member comments: [Click here to enter text.](#)

Supervisor evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Supervisor comments: [Click here to enter text.](#)

QUANTITY OF SERVICE-RELATED PERFORMANCE

(Productivity, pace, results, willingness to take on additional responsibility, personal understanding of boundaries and limits, etc. Sets clear and meaningful goals and priorities to guide service.)

Member self evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Member comments: [Click here to enter text.](#)

Supervisor evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Supervisor comments: [Click here to enter text.](#)

COMMUNICATION & MOTIVATION

(Relationships with colleagues and partners, communication, interpersonal skills, maturity, cooperation, positivity, helpfulness, teamwork, attitude towards service, supervisor, agency, colleagues, etc. Seeks out feedback and is open to new ideas. Meets with supervisor regularly. Keeps site supervisor and program staff well-informed of accomplishments and challenges. Recognizes and respects other perspectives. Respects supervisor's direction and decisions.)

Member self evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Member comments: [Click here to enter text.](#)

Supervisor evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Supervisor comments: [Click here to enter text.](#)

DEPENDABILITY

(Attendance, punctuality, reliability, follow through, responsibility sharing, etc. Is flexible and adaptive to changing needs and situations as they arise. Maintains accurate records of service and accomplishments. Completes forms and reports in a timely fashion. Maintains a professional appearance and represents service site and ECO AmeriCorps well.)

Member self evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Member comments: [Click here to enter text.](#)

Supervisor evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Supervisor comments: [Click here to enter text.](#)

PROBLEM SOLVING

(Contributes ideas for improvement, displays a willingness & ability to learn, recognizes and identifies problems, employs positive approach to problem solving, shows innovation, possesses ability to complete tasks independently, demonstrates initiative, etc.)

Member self evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Member comments: [Click here to enter text.](#)

Supervisor evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Supervisor comments: [Click here to enter text.](#)

TECHNICAL UNDERSTANDING

ECO AmeriCorps

(Performs within position description, possesses skills to accomplish tasks, has project knowledge and understanding, understands and adheres to service site and program procedures, learns quickly, follows instructions, understands and successfully completes assigned tasks, etc.)

Member self evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Member comments: [Click here to enter text.](#)

Supervisor evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Supervisor comments: [Click here to enter text.](#)

ACHIEVEMENT of GOALS

(This is a good time to review the member's original goal sheet, and for the supervisor to have input as to how those goals interface with the sponsoring agency's goals. What were the member's major achievements during the first half of the program? Describe obstacles preventing goals from being met and identify ways to overcome them.)

Member self evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Member comments: [Click here to enter text.](#)

Supervisor evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Supervisor comments: [Click here to enter text.](#)

OVERALL RATING and GENERAL COMMENTS

Member self evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Member comments: [Click here to enter text.](#)

Supervisor evaluation

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Supervisor comments: [Click here to enter text.](#)

SETTING GOALS and ACTION PLAN for IMPROVEMENT

List goals to achieve by the next performance review. These include specific achievements or outcomes, steps toward improving in certain areas, standards of success or ways to judge whether these goals have been obtained, etc.

Member and supervisor together: [Click here to enter text.](#)

This evaluation was discussed between the supervisor and member on [Click here to enter a date.](#)

Site Supervisor Name: [Click here to enter text.](#)

Site Supervisor Signature:

This evaluation has been discussed with me and I have received a copy.

ECO AmeriCorps Member Name: [Click here to enter text.](#)

ECO AmeriCorps Member Signature:

DO NOT SUBMIT WITHOUT SIGNATURES FROM BOTH MEMBER AND SUPERVISOR



ECO AmeriCorps Member Service Year Performance Review

Goals for this Evaluation

- Encourage clear and open discussion between members and supervisors.
- Provide the member with clear feedback about her/his performance
- Clearly identify member strengths and challenges to encourage his/her continued professional growth and success.

Instructions: The site supervisor shall evaluate the ECO AmeriCorps member's performance. This includes selecting a performance rating for each category and providing written feedback in the "comments" section for each category. For members with more than one site supervisor, each supervisor should be consulted with feedback provided by the main supervisor. Site supervisors shall schedule a performance review meeting with the ECO AmeriCorps member to review the evaluation and provide constructive feedback to the member.

Once the performance review meeting is complete, both the member and the supervisor shall sign and date the evaluation. The member shall receive the original signed copy, the site supervisor shall receive a copy, and an electronic copy shall be provided to ECO AmeriCorps prior to the member's last date of service.

ECO AmeriCorps Member: [Click here to enter text.](#)

Site Supervisor: [Click here to enter text.](#)

Service Site Location: [Click here to enter text.](#)

Complete and return to ECO AmeriCorps Program Staff prior to end of service.

QUALITY OF SERVICE-RELATED PERFORMANCE

(Accuracy, timeliness, organization, thoroughness, attention to detail, results, care taken, etc. Understands and promotes the mission of service location and ECO AmeriCorps.)

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Comments: [Click here to enter text.](#)

QUANTITY OF SERVICE-RELATED PERFORMANCE

(Productivity, pace, results, willingness to take on additional responsibility, personal understanding of boundaries and limits, etc. Sets clear and meaningful goals and priorities to guide service.)

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Comments: [Click here to enter text.](#)

COMMUNICATION & MOTIVATION

(Relationships with colleagues and partners, communication, interpersonal skills, maturity, cooperation, positivity, helpfulness, teamwork. Attitude towards service, supervisor, agency, colleagues, etc. Seeks out feedback and is open to new ideas. Meets with supervisor regularly. Keeps site supervisor and program staff well-informed of accomplishments and challenges. Recognizes and respects other perspectives. Respects supervisor's direction and decisions.)

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Comments: [Click here to enter text.](#)

DEPENDABILITY

(Attendance, punctuality, reliability, follow through, responsibility sharing, etc. Is flexible and adaptive to changing needs and situations as they arise. Maintains accurate records of service and accomplishments. Completes forms and reports in a timely fashion. Maintains a professional appearance and represents service site and ECO AmeriCorps well.)

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Comments: [Click here to enter text.](#)

PROBLEM SOLVING

(Contributes ideas for improvement, displays a willingness & ability to learn, recognizes and identifies problems, employs positive approach to problem solving, shows innovation, possesses ability to complete tasks independently, demonstrates initiative, etc.)

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Comments: [Click here to enter text.](#)

TECHNICAL UNDERSTANDING

(Performs within position description, possesses skills to accomplish tasks, has project knowledge and understanding, understands and adheres to service site and program procedures, learns quickly, follows instructions, understands and successfully completes assigned tasks, etc.)

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Comments: [Click here to enter text.](#)

ACHIEVEMENT of GOALS

(What were the member's major achievements during the service year? Did these achievements coincide with service site and ECO AmeriCorps goals? Identify obstacles preventing goals from being met.)

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Comments: [Click here to enter text.](#)

OVERALL RATING and GENERAL COMMENTS

(Rate the member's overall performance during his/her term of service.)

ECO AmeriCorps

Unacceptable Needs Improvement Satisfactory Excellent Outstanding

Comments: [Click here to enter text.](#)

This evaluation was discussed between the supervisor and member on:

Date: _____

Site Supervisor Signature:

This evaluation has been discussed with me and I have received a copy.

ECO AmeriCorps Member Signature:

DO NOT SUBMIT WITHOUT SIGNATURES FROM BOTH MEMBER AND SUPERVISOR



VERMONT

**DEPARTMENT OF ENVIRONMENTAL CONSERVATION
ECO AmeriCorps**

Site Supervisor Handbook

Policies & Agreements

Section 5



Common Programmatic Compliance Issues

This list of "red flag" issues, as distributed by the CNCS, can be used to help identify problematic practices of AmeriCorps program, staff or members. Please consult ECO AmeriCorps staff or the current AmeriCorps Provisions for a full statement of the requirement. The listing below is not exhaustive, and some provisions and guidelines vary depending on the type of AmeriCorps program. Items that mention specific member activities refer to when an AmeriCorps member is logging AmeriCorps hours, wearing AmeriCorps gear, speaking on behalf of AmeriCorps or the Program, or is otherwise representing AmeriCorps.

- Program staff or members are engaged in inappropriate fund-raising activities.
- Ineligible members are enrolled (age, citizenship/residency, educational status, etc.)
- Members perform administrative, supervisory or other inappropriate duties.
- Members participate in efforts to influence legislation.
- Members participate in partisan or political activities.
- Members are involved in religious activities.
- Members participate in a voter registration drive.
- Members assist or deter union organizing.
- AmeriCorps program participants engage in activities that pose a significant safety risk to them or others.
- Members illegally using drugs.
- Members engage in activities that benefit a for-profit business.
- Program service activities do not result in a specific identifiable service or improvement that, without AmeriCorps, would be provided with existing funds or volunteers.
- Members are inappropriately discriminated against in their recruitment or selection.
- Pro-rated education awards are given for other than compelling personal circumstances.
- Program does not maintain appropriate and signed member contracts.
- Employees are displaced by members.
- Member living allowances are withheld as punishment.
- Inappropriate fines are levied against members.
- Members do not have access to an appropriate grievance process.
- Members earn service hours for inappropriate activities.
- Program does not meet progress reports, FSRs, and other submission deadlines.
- Legal applicant is not an eligible applicant.
- Grantee does not provide reasonable accommodation to members with known disabilities.
- Criminal background checks are not conducted for members or grantee staff, including site supervisors.
- Program does not require members to sign contracts that meet minimum requirements.
- More than 20% of the aggregate of all member service hours are spent in training; or more than 10% spent fundraising.
- Members are not supervised.
- Program does not conduct at least mid- and end-of-term written evaluations of each member's performance.
- Program does not assist members who are high school dropouts in earning a high school diploma equivalency.
- Members do not serve a term of service of approved length, i.e. other than 9-12 months.
- Eligible members are not offered health care and child care benefits.
- Eligible members are not allowed family and medical leave under the Family and Medical Leave Act of 1993.
- Grantee does not maintain the confidentiality of member information.

Nonduplication and Nondisplacement

Nonduplication: Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Nondisplacement: An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.

An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.

A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—

(i) Will supplant the hiring of employed workers; or (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

(6) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any— (i) Presently employed worker; (ii) Employee who recently resigned or was discharged; (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or (v) Employee who is on strike or who is being locked out.

Sponsors are prohibited from paying Members to do any work for them for the term of their service, or to compensate them monetarily in any way. If Sponsors wish to provide non-cash financial provisions to Members (e.g., housing), they must do so in accordance with ECO AmeriCorps established policy.



ECO AmeriCorps

Policy on ECO AmeriCorps Sponsors Providing Financial Provisions to Members (Cash or In-Kind)

- I. Cash provisions beyond the living stipend may not be offered to currently enrolled members.
- II. In-Kind housing provisions may be given to currently enrolled members with the caveat that IRS tax guidelines are followed and that ECO AmeriCorps is notified of the intent to provide in writing before the provision is offered.
 - A. Specific to offering housing as a provision, the guidelines below must be met and demonstrated to ECO AmeriCorps (in a letter) in order to provide for a non-taxable provision:
 1. The housing must be furnished on the premises of the sponsoring site.
 2. The housing must be furnished for the convenience of the sponsor (and this means that the sponsor has a substantial business reason for providing the lodging other than to provide additional compensation to the member).
 3. The housing is a condition of service (the member must accept it in order to be able to properly perform his/her duties).
 4. You must not offer a provision value that is more than the difference between the maximum stipend allowable to be paid a member in a given program year and the actual stipend amount that ECO AmeriCorps is paying to that member in the year the provision is received.
 - B. If the above guidelines (in section A.) do not apply or cannot be met, then the benefit will be taxable for the member. In this case you must meet the following guidelines:
 1. You must inform ECO AmeriCorps in a letter of your intent to offer the provision.
 2. You must inform the member that this provision will be taxable to them, and have them sign a statement saying that they understand this.
 3. You must report on the provision value to DEC on a periodic basis (to be determined by ECO AmeriCorps depending on the provision) in order for DEC to calculate and withhold applicable taxes from the member's stipend.
 4. You must assume the cost of the FICA charges that will accrue as a result of the member's increased tax liability.
 5. You must not offer a provision value that is more than the difference between the maximum stipend allowable to be paid a member in a given program year and the actual stipend amount that ECO AmeriCorps is paying to that member in the year the provision is received.

Using member as match for other grants

According to the terms and conditions of the AmeriCorps grant program, host sites cannot:

- bill a member's hours performing service to grants or contracts entered into by the host site; or
- use the cost of member service to match a grant, particularly without the written permission of our Federal funding agency, the Corporation for National and Community Service. The host site cost share is already used as match to the Federal grant.

This is due to the fact that members are technically performing service, not considered staff and not supposed to replace hired staff/perform duties that hired staff would. Members can be assigned to assist with said projects as long as the host site is not billing for their time.

We understand that host sites utilize resources beyond the \$7,000 host site cost share to support hosting an AmeriCorps member (supervisor time, overhead, etc.) and VT Dept. of Environmental Conservation does not track those costs as match. It is possible that those resources could be quantified and recouped in billing or used as match, **if** the organizations the host site is receiving grants/contracts from considers said costs eligible.

Sample Member Agreement



Vermont ECO AmeriCorps Member Agreement Program Year 2018 - 2019

I. Purpose

This member service agreement is between the State of Vermont, acting through its Commissioner of the Vermont Department of Environmental Conservation, 1 National Life Drive, Main 2, Montpelier, VT 05620-3520 using the Vermont ECO AmeriCorps Program, herein after referred to as "State" or "DEC," and **INSERT MEMBER NAME HERE**, herein after referred to as the "Member," delineates the terms, conditions, and rules of membership and regarding participation in Vermont ECO AmeriCorps Program for the 2018-2019 program year as an AmeriCorps member.

II. Term of Agreement

Effective date: **September 10, 2018**, or the date the State obtains all required signatures, whichever is later.

Expiration date: **August 9, 2019**

III. Service Conditions and Hours Requirement

The member will serve as a full time **INSERT POSITION TITLE HERE** for the following selected host site:

Host service site name: **INSERT SERVICE SITE NAME HERE**

Address: **INSERT ADDRESS HERE**

Site supervisor name and phone number: **INSERT SUPERVISOR NAME AND PHONE NUMBER HERE**

The Vermont ECO AmeriCorps Program Manager is Dustin.Bowman, 1 National Life Drive, Main 2, Montpelier, VT, 05620-3520, 802-779-6054, dustin.bowman@vermont.gov or his successor.

The member will complete a **minimum of 1,700 hours** during the term of service. Members must serve approximately 40 hours per week during the term of service, and must meet the attendance, scheduling, and service hour expectations of their host sites. Members must contact the Vermont ECO AmeriCorps Program Manager and their site supervisor if they will be unable to meet the attendance, scheduling, or service hour expectations for any reason.

Members planning to complete their service hours and program requirements prior to the end date of their indicated term of service must request and receive approval from the Vermont ECO AmeriCorps Program Staff and their site supervisor to conclude their term of service early. Members receiving approval will forfeit their health care and remaining living allowance upon early conclusion of their term of service.

- A. The member understands that in order to successfully complete the term of service as defined by DEC, to be consistent with the regulations of the Corporation for National and Community Service (CNCS or Corporation), and to be eligible for the education award, the member must:
1. Attend and/or participate in scheduled meetings, trainings, service projects, and state-sponsored AmeriCorps events as specified by the Vermont ECO AmeriCorps Program Manager.
 2. Ensure that his/her hours of service are correctly recorded on timesheets in the OnCorps system. These timesheets must be verified in the OnCorps system by the member and by

ECO AmeriCorps

the host site supervisor. Timesheets must be submitted on time, every other Monday, in OnCorps system. The Vermont ECO AmeriCorps Program Staff will track the member's hours.

3. Submit required reports, including a final report.
 4. Complete an *AmeriCorps Exit Form* at the end of the term of service and return it to the Vermont ECO AmeriCorps Program Manager.
- B. The member understands that AmeriCorps members are **not employees** of Vermont ECO AmeriCorps Program, the State, their host site, or of the federal government. The definition of "participant" in the National and Community Service Act of 1990 as amended applies to AmeriCorps members. As such, "a participant (member) shall not be considered to be an employee of the Program in which the participant (member) is enrolled" (42 U.S.C. 12511(17) (B)). Language referring to the AmeriCorps program should not be "employee related" i.e., "Job description" should be a "position description", stipend should be referred to as a "living allowance" not a "wage" or "salary," and the member does not "work," but "serves" at a site. For the purpose of 3 V.S.A § 1101(b) and 12 V.S.A § 5601-5606, you will be considered a state employee.

Any volunteer who is injured on the job (including travel on official business) must report the injury to his/her site supervisor or Vermont ECO AmeriCorps Program staff within 48 hours.

All volunteers are covered under Workers' Compensation Insurance through the State of Vermont. You must complete the Incident Report form online. Follow this link to the form:

<https://www.pmacompanies.com/>

The member understands that the member will not be deemed a state employee and shall not be subject to the provision of law relating to state employment and collective bargaining agreements relating to hours of service, rate of compensation, leave, and state employee benefits.

IV. Minimum Qualifications

To be eligible to enroll in AmeriCorps, and Vermont ECO AmeriCorps, the individual must meet the following requirements:

- A. Must be a minimum of 18 years of age or older at the start of the term of service.
- B. Must be a U.S. Citizen, U.S. National, or Lawful Permanent Resident Alien of the U.S.
- C. Must successfully pass a criminal background search of the National Sex Offender Public Registry, the Vermont Agency of Human Services Child Protection Registry and Adult Abuse Registry, and the corresponding government entity from their state of current residence.
- D. Must undergo criminal history check, which could include a fingerprint-based Federal Bureau of Investigation (FBI) criminal history check, if member has recurring access to vulnerable populations (i.e., children, elderly, and persons with a disability).
- E. Must have a High School Diploma/GED.
- F. Must have completed a two-year Associate of Arts degree or completed sophomore year in a four-year college program.

V. Position Description

Members are responsible for the functions and measurable outcomes indicated in the position description as shown in Attachment A. The host service site will also develop a detailed service plan with the member that will outline learning goals and performance measures.

VI. Benefits

The member will receive the following benefits:

- A. A living allowance of \$16,500.
 1. The living allowance is taxable.
 2. The living allowance will be distributed biweekly while serving as an active full-time member.

ECO AmeriCorps

3. The living allowance is not a wage and will not fluctuate based on the number of hours the Member serves in a given time period.
4. The living allowance will be distributed via Direct Deposit.

- B. Health Care Benefit Selection Assistance: All AmeriCorps members serving in a full-time capacity, must be covered by health insurance, and are eligible to receive health insurance coverage through their AmeriCorps program. There will be no monthly premium charge to members; however, a co-pay, deductibles, and any other payments as outlined in the health insurance policy, will be the responsibility of the member. A member is covered only while actively serving in the AmeriCorps program or on family or medical leave. This will begin with the member's first day of training, and ends the last day of the member's final month of service. This benefit may be added at any time during service with an attached declaration.

The program will provide further information about the health insurance benefit, including the full policy information. Questions about health care coverage should be directed to Dustin Bowman at dustin.bowman@vermont.gov.

If a member is already covered by another health insurance plan, s/he may decline coverage by completing the attached waiver form and returning it along (if needed) with a copy of the current policy ID card, to the person listed above. **Please select one:**

- I am accepting the health insurance coverage provided by Vermont ECO AmeriCorps Program.
- I am declining the health insurance coverage provided by Vermont ECO AmeriCorps Program. I have filled out the attached health care waiver indicating that I am covered by another plan, and have submitted a copy of the ID card from my current health insurance policy.

Initial: _____ Date: _____

- C. Child Care Benefit: If a member qualifies, a childcare allowance will be provided by GAP Solutions, Inc. directly to the member's child care provider, through the AmeriCorps Child Care Program (ACCP). Please consult ACCP's website for more information at <http://www.americorpschildcare.com/>. A member is eligible for child care benefits if s/he meets the following requirements:

1. Must be an active full-time member of AmeriCorps.
2. Member must certify that he or she needs the child care in order to participate in the AmeriCorps program.
3. Member's household income must not exceed 75% of the state's median income for a family of the same size.
4. The member must be the parent or legal guardian of a child under the age of 13.
5. The child must be living with the member.
6. Once the Member is approved and accepts the ACCP benefits, the member must not be receiving a child care subsidy for the same child from any other source. Members are not eligible to receive childcare benefits through AmeriCorps while they are receiving other childcare subsidies.

The program will provide further information on childcare allowance upon request. Questions and problems with coverage should be directed to the Vermont ECO AmeriCorps Program Manager.

Please read and complete the information in the boxes below (select one):

- I am a full-time member. I may qualify for the childcare allowance and am interested in learning more about this benefit.
- I am not interested, and/or I do not qualify for the childcare allowance.

Initial: _____ Date: _____

- D. Upon successful completion of service, full-time members will receive a Segal AmeriCorps Education Award of \$5,920. The member understands that this education award will be considered earned income for federal taxes in the tax year that the member uses the award.

- E. Time off: members do not receive paid time off. However, because the living allowance is not dependent on the number of hours served in a pay period, the length of the service year (48 weeks) allows for flexibility in time off for holidays, vacation, sick time, etc. The member should negotiate time off with the Host Site Supervisor.
- F. If the member has received forbearance on a qualified federal student loan (Stafford or Perkins are main examples) during the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service. The member understands that the interest that CNCS pays will be considered earned income for both federal and state taxes in the year that member completes his/her service term.

VII. Prohibited Activities

When accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, members may not engage in the following activities:

- A. Attempting to influence legislation.
- B. Organizing or engaging in protests, petitions, boycotts, or strikes.
- C. Assisting, promoting, or deterring union organizing.
- D. Impairing existing Agreements for services or collective bargaining agreements.
- E. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, platforms, political candidates, proposed legislation, or elected officials.
- G. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- H. Providing a direct benefit to: a for-profit business entity, a labor union, a partisan political organization, a non-profit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 or an organization engaged in the religious activities described above.
- I. Voter registration drives.
- J. Per § 2520.40, raising funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment; or writing a grant application to the Corporation or any other federal agency. Per § 2520.45, 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, as described above.
- K. Clerical tasks or research unless such activities are incidental to the member's direct service activities.
- L. Providing abortion services or referrals for receipt of such services.
- M. Such other activities as the Corporation may prohibit.
- N. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purposes of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

VIII. Nonduplication and Nondisplacement

Nonduplication. Per § 2540.100, Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of the nondisplacement clause (below) are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Nondisplacement. Per § 2540.100, an employer may not displace an employee or position, including partial

displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.

IX. Member Code of Conduct

Attendance

Members are expected to:

- A. Arrive and depart from their host site on time everyday following their set schedule.
- B. Notify their Site Supervisor if they will be late or are sick; obtain approval from their Site Supervisor for scheduled absences; notify and receive approval from the Vermont ECO AmeriCorps Program Staff for any absences longer than one (1) week.
- C. Approved time away from service is not counted as service.
- D. Attend any relevant trainings / meetings at their host site.
- E. Abide by their site's schedule and policy regarding breaks and lunch.
- F. Members serving a full-day may count a 30-minute lunch towards their service, provided lunch is at their site and they do not attend to personal matters.
- G. Arrive on time for each required Vermont ECO AmeriCorps Program training.
- H. Notify the Vermont ECO AmeriCorps Program Staff in advance if they are unable to attend training.
- I. Serve approximately 40 hours per week (full-time) as reported on the approved time sheet.

Program reporting

Members are expected to:

- A. Report actual service hours in time sheets daily.
- B. Submit time sheets for approval once every two weeks into the OnCorps Reports online system to enable the Site Supervisor to approve by the due date.
- C. Participate in mid-year and final evaluations regarding member performance with the Host Site Supervisor.
- D. Complete an annual program survey.
- E. In conjunction with the host site, submit quarterly updates to Vermont ECO AmeriCorps Program Staff on project progress on a forms and timeline determined by Vermont ECO AmeriCorps Program Staff, and a final report that includes lessons learned and project measures for success. Vermont ECO AmeriCorps Program Staff will work with the member and host site to refine project measures throughout the term of service. Additional measures/outcomes may be developed.

Training

Members are expected to arrive on time to each required Vermont ECO AmeriCorps Program training session. A member must notify Vermont ECO AmeriCorps Program Staff in advance if he or she will not be able to attend training. Members may not bring their children to training. Members are asked to turn their cell phones to silent. Members are asked to be respectful of trainers and be engaged and responsive as participants.

Communication

Members are expected to check their e-mail daily. Members are expected to respond in a timely manner to communication from site and/or Vermont ECO AmeriCorps Program Staff. Members must communicate with Vermont ECO AmeriCorps Program Staff regarding extended absences (longer than one week), name changes, address or phone changes, or site issues or concerns. Vermont ECO AmeriCorps Program Staff will raise serious concerns and policy violations to the Vermont ECO AmeriCorps Program Director.

Professionalism

Members are representative of their host site, community, Vermont ECO AmeriCorps Program, the State of Vermont and AmeriCorps during their term of service and are expected to conduct themselves in a professional manner. This includes wearing appropriate attire, communicating professionally, responding to constructive criticism and feedback, limiting cell phone use to breaks, etc.

Professionalism on the Internet

Members' activity on the internet must also remain professional during their term of service.

- A. Members may not post inappropriate pictures of themselves on the internet (e.g., pictures involving consuming alcohol and/or intoxication, sexually provocative photographs).
- B. Members should not forward e-mails to anyone within the Vermont ECO AmeriCorps Program network that are not service-related and/or may be offensive to others (e.g., political or religious e-mails).
- C. Members should follow the policy of their host site regarding use of internet at the site (e.g., checking personal e-mail).

X. Program Policies

Safety

At no time may members engage in activities that pose a significant safety risk to themselves or others. Members are required to report service-related illnesses and injuries.

Travel

Members are eligible for travel reimbursement at the current federal mileage reimbursement rate for traveling to and from required trainings, and for travel required for the member's service project. Mileage may also be reimbursed for optional trainings, including conferences or AmeriCorps meetings, with prior approval from Vermont ECO AmeriCorps Program Staff. Mileage is verified and approved. Mileage will only be reimbursed if the distance traveled to attend the training/service project is greater than the member's daily commute. Daily commute is not eligible for travel reimbursement.

Holidays

State offices are generally closed on the legal holidays listed below. In most cases, holidays that fall on Saturday are observed on the preceding Friday, and holidays that fall on Sunday are observed on the following Monday. If a holiday is scheduled to fall on a day you are scheduled to serve, please discuss with your Host Site Supervisor.

State offices observe the following legal holidays.

2018

Veteran's Day, November 11; observed day November 12
Thanksgiving Day, November 22
Christmas Day, December 25

2019

New Year's Day, January 1
Martin Luther King's Birthday, January 15 – members will participate in service activities this day
President's Day, February 18
Town Meeting Day, March 5
Memorial Day, May 27
Independence Day, July 4

Military duty

Individuals who serve in the armed forces reserves and are called to a two-week period of active duty receive credit for the AmeriCorps service hours that they would have earned over that period had there been no interruption. However, no credit for AmeriCorps service hours may be earned beyond the two-week period of active duty.

Drug-free workplace

Member participation in the Vermont ECO AmeriCorps Program is conditioned upon compliance with the following requirements:

- A. The manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in your workplace.
- B. Consuming alcohol or any controlled substance before or during service activities; being under the influence of alcohol or any controlled substance during work or service hours activities; or returning to a service site after having consumed alcohol or any controlled substance is prohibited.
- C. Conviction of any criminal drug statute occurring in the workplace must be reported in writing to the Vermont ECO AmeriCorps Program Staff within five days.

Members who violate this policy will be subject to disciplinary action as outlined in the discipline policy.

Discrimination/Harassment Policy

The Vermont ECO AmeriCorps Program prohibits discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, age, political affiliation, and, in most cases, religion.

Harassment based on the protected class status listed in the paragraph above is also prohibited, including both overt acts of harassment and those acts that create a negative service environment.

Discriminatory harassment is any behavior based on protected class status which is unwelcome and personally offensive and, thereby, may affect morale and interfere with the member's ability to perform. For example, harassment based on national origin has been defined by the U.S. Equal Employment Opportunity Commission as "Ethnic slurs and other verbal or physical conduct relating to an individual's national origin."

The state of Vermont is opposed to and prohibits sexual harassment. Sexual harassment violates an individual's basic civil rights, undermines the integrity of the service location, and adversely affects members, workers and clients alike. Sexual harassment is a form of discrimination on the basis of sex and is, therefore, prohibited at service locations by both state and federal law. It is also unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment. Policy 3.1 outlines the state's sexual harassment policy and complaint procedures in detail. Report any issues of this nature immediately to your supervisor or an ANR HR staff member.

Discriminatory harassment may occur: 1) among peers or coworkers, 2) between managers and subordinates, or 3) between members and the public.

Responsibility

Each member is responsible for complying with this policy. Varying degrees of discriminatory harassment violations may occur and require varying levels of discipline. Individuals who instigate harassment are subject to serious disciplinary actions up to and including release from service. Additionally, inappropriate behaviors that do not rise to the level of discriminatory harassment, but are none the less disruptive, should be corrected early and firmly in the interests of maintaining a harassment and discrimination-free work place. Individuals who participate in inappropriate behaviors at their place of service are also subject to disciplinary actions. Any unintentional or deliberate violation of this policy by an employee is cause for appropriate disciplinary action.

Retaliation

It is 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, members may bring a complaint to the attention of the Corporation for National and Community Service.

Reasonable accommodation

Members with mental or physical disabilities have the right to request reasonable accommodations. A reasonable accommodation is any modification or adjustment to a job, practice, or service environment that makes it possible for an individual with a physical or mental disability to perform the essential functions of a job. It is the policy of the Vermont ECO AmeriCorps Program to accommodate such individuals upon request unless the accommodation would impose an undue hardship on the program.

Examples of accommodations may include acquiring or modifying equipment or devices; modifying examinations and training materials; making facilities readily accessible; job restructuring; modifying service schedules; providing qualified readers or interpreters.

An individual with a disability is defined for purposes of this policy as a person who:

- has a physical or mental impairment that substantially limits one or more major life activities
- has a history of such an impairment
- is perceived or “regarded as” having such an impairment, even when the impairment does not exist

Requesting reasonable accommodations:

A member with a disability may request a reasonable accommodation from the host site supervisor or the Vermont ECO AmeriCorps Program Staff. Program Staff will meet with the member and, in consultation, discuss: 1) the nature of the impairment, the life activity that is substantially limited, and how the life activity is limited, 2) the effect of the impairment on the ability to perform the job, 3) the type of accommodation requested, and 4) the effect of the accommodation on performing the essential functions of the job.

Vermont ECO AmeriCorps will respond to requests for reasonable accommodation, giving consideration to the nature of the impairment, the ability of the member to perform the essential functions of the job, and the reasonableness of the accommodation request.

Discipline policy

Members are expected to follow the Vermont ECO AmeriCorps code of conduct and adhere to the policies of both Vermont ECO AmeriCorps and the host site at which they are placed. Members are expected to fulfill the duties outlined in their position description. Failure to fulfill these expectations may result in the member facing one or more of the following disciplinary actions:

- A. Oral reprimand
- B. Written reprimand
- C. Suspension without compensation
- D. Release from service for cause

Release from service for cause

A member must be released for cause if they voluntarily leave the program: 1) to enroll in school, 2) to obtain employment, other than in moving from welfare to work, or in leaving a program that includes in its approved objectives the promotion of employment among its participants, 3) or because of dissatisfaction with the program. Members may also be released from Vermont ECO AmeriCorps “For Cause” for the following reasons: violation of Vermont ECO AmeriCorps or AmeriCorps policies and procedures; not fulfilling the duties of their position description; conviction of a felony or the sale or distribution of a controlled substance during a term of service. In the event that a member is released For Cause, that member receives no portion of the education award and living allowance payments will end immediately.

Release from service for compelling personal circumstances

Eligibility for release for “compelling personal circumstances” is dictated by federal statute (Family and Medical Leave Act). Compelling personal circumstances are typically matters which are beyond the member’s control and may involve such serious family or life issue as illness, disability, and death which precludes the member from completing his/her term of service. Other compelling personal circumstances include military service obligations, spousal relocation, and the opportunity to transition from welfare to work. A member who is released for compelling personal circumstances and who completes at least 15 percent of the required term of service is eligible for a pro-rated education award.

Criminal charges and convictions

Vermont ECO AmeriCorps must suspend the service of a member who faces an official charge of a violent felony or sale or distribution of a controlled substance. The member may be reinstated if he or she is found not guilty or if the charge is dismissed.

Vermont ECO AmeriCorps must suspend the service of an individual who is convicted of possession of a controlled substance. The member may be reinstated only if the individual demonstrates the following:

- A. For an individual who has been convicted of a first offense of the possession of a controlled substance, the individual must have enrolled in a drug rehabilitation program;

- B. For an individual who has been convicted for more than one offense of the possession of a controlled substance, the individual must have successfully completed a drug rehabilitation program.

XI. Grievance Procedures

While the Vermont ECO AmeriCorps program is designed to provide a valuable service experience with open lines of communication, members may occasionally experience problems in their day to day service. **Members are encouraged to discuss such problems with other members or with host site staff who are directly involved with the problem.** If such discussion does not lead to resolution of the problem or the member is uncomfortable engaging in discussion, members are encouraged to consult with their host site supervisor or the Vermont ECO AmeriCorps Program Manager.

In the event that informal problem solving procedures are unsuccessful, Vermont ECO AmeriCorps members may seek resolution through the following grievance procedures.

The member understands the grievance procedure as outlined below:

- A. In general, all aggrieved parties such as members, applicants or any other interested parties should attempt to resolve any problems or disputes with the other party on a one-to-one basis. The issues should be clearly stated and understood by both parties.
- B. The member understands that Vermont ECO AmeriCorps has a grievance procedure to resolve disputes concerning the member's suspension, dismissal, service evaluation or proposed service assignment.
- C. If a grievance is filed regarding a proposed placement of a member in a program or project, such a placement must not be made unless the placement is consistent with the resolution of the grievance.
- D. In the event that informal efforts to resolve disputes are unsuccessful, the member understands that, as a participant of the program, he/she may file a grievance in accordance with the program's grievance procedure:
 - 1. **Purpose:** The purpose of this process is to resolve disputes involving AmeriCorps, Vermont ECO AmeriCorps members, labor unions, and any other interested individuals, such as AmeriCorps member applicants, in a fair and expeditious manner. In general, disputes must pertain to service related issues such as a proposed service assignment or evaluation; or a member's suspension or dismissal. A dispute also may concern an applicant protesting the reason he/she was not selected as an AmeriCorps member; or a labor union's claim that a member is displacing its union members.
 - 2. **Alternative Dispute Resolution (ADR):** ADR is available, but must be requested in writing within 45 days of the underlying dispute. If a member 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 member, the deadlines for conveying a hearing and of a hearing decision, 30 and 60 days respectively, 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/her right to request a hearing. If the ADR does not resolve the matter within 30 calendar days, the neutral party must again notify the aggrieved party of his/her right to request a hearing. At any time, the aggrieved party may decline ADR and proceed directly to the hearing process.
 - 3. **Grievance hearing:** While grievances may be filed no later than one year after the date of the alleged occurrence, except for a grievance that alleges fraud or criminal activity pursuant to 45 CFR Section 2540.230, it is preferred that they be filed no later than 60 days after the date of the alleged occurrence. Allegations of fraud or criminal activity must be reported immediately to the Corporation for National Service's Inspector General. If the grievance pertains to discrimination on the basis of race, color, national origin, gender, age or disability, the member will be immediately notified in writing of his/her right to file a discrimination complaint with the Corporation's Equal Opportunity Office.

The member may request a grievance in writing to Vermont ECO AmeriCorps program staff. The written complaint should state the facts of the situation, the program's policy or procedure involved, and ideas or suggestions for resolution of the problem. The 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 the 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 Vermont ECO AmeriCorps program staff.

The hearing will be conducted by DEC staff or other individual designated by DEC. The person conducting the hearing may not have participated in any previous decisions concerning the issue in dispute.

A hearing must be held no later than 30 calendar days after the filing of the grievance and a written decision must be made no later than 60 calendar days after filing.

4. **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 must be independent and selected by agreement of the parties. If the parties cannot agree on an arbitrator, the Corporation's Chief Executive Office (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 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 proceedings as well as the prevailing party's attorney fees.

5. **Remedies:** Remedies for a grievance filed under a procedure established by the Grantee include:
 - a. Prohibition of the placement of a member; and
 - b. In grievance cases where there is a violation of non-duplication or non-displacement requirements and the employer of the displaced employee is the Grantee:
 - i. Reinstatement of the employee to the position he/she held prior to the displacement;
 - ii. Payment of lost wages and benefits;
 - iii. Re-establishment of other relevant terms, conditions, privileges of employment; and
 - iv. Any other equitable relief that is necessary to correct any violation of non-duplication or non-displacement requirements or to make the displaced employee whole.

XII. Unemployment Insurance

Pursuant to the AmeriCorps Provisions, Section B.11.div. (page 25) "The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists." In the National and Community Service Trust Act of 1993, Congress included the following provision: "(B) RULE. A participant shall not be considered to be an employee of the program in which the participant is enrolled." 42 U.S.C. 12511(17)(B). Therefore, an AmeriCorps participant is not an employee of the program for purposes of the Fair Labor Standards Act.

Therefore, according to the provisions and laws stated above, the member understands that they are not eligible to receive unemployment compensation benefits from their AmeriCorps term of service, regardless of exit status.

XIII. Publicity Release

Vermont ECO AmeriCorps is committed to furthering the discussion and growth of national service in the public realm. As such, "identifying information" (information that can be used to identify a particular corps member or alumnus, i.e., name, photograph, video, and/or likeness, or statements attributed to a specific corps member) of corps members and alumni may be used in newspapers, television, publications, radio, and in any other print, electronic, or web-based publicity materials. The following policies define the guidelines for using identifying corps member's information.

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Vermont ECO AmeriCorps will obtain written approval (which is indicated below) from the Member or alumnus before identifying information or attributed statements are used in publication.

Member and alumni statements or quotations that are provided anonymously and/or published anonymously do not need to be approved by the member/alumnus.

By initialing the below acknowledgement and signing of this Member Contract, the member is approving the future use of his/her identifying information or attributed statements in publications.

Please check one of the following and initial and date below:

- I agree to allow Vermont ECO AmeriCorps, the State of Vermont, the Corporation for National and Community Service, and any other organization authorized by Vermont ECO AmeriCorps to use my name, statements by me, any photographs and/or likeness of me at any time during my term of AmeriCorps service, or thereafter, without prior approval. I acknowledge that I will not receive compensation for the use of such materials, and I hereby waive any and all claim to any such compensation.
- I refuse to allow Vermont ECO AmeriCorps, the State of Vermont, the Corporation for National and Community Service, and any other organization authorized by Vermont ECO AmeriCorps to use my name, any photograph and/or likeness of me at any time during my term of AmeriCorps service, or thereafter, without prior approval. I acknowledge that it is my responsibility to avoid appearing in any photographs taken during my term of service.

Initial: _____ Date: _____

XIV. Certification

- This Agreement serves as a binding contract between the Member and the State for the 2017-2018 program year. The terms of this Agreement will end on August 10, 2019. The State may cancel this agreement at any time, with or without cause, upon 30 days' written notice to the Member.
- The terms of this Agreement may agree, in writing, to extend this term of service for the following reasons:
 - a) The member's service has been suspended due to compelling personal circumstances; or b) the member's service has been terminated, but a grievance procedure has resulted in reinstatement. This extension will occur only with the written approval of both the host site supervisor and Vermont ECO AmeriCorps Program. In the event of an extension, a member will not receive a living allowance for hours accrued after August 31, 2019.
- Amendments to this Agreement may be made only with the consent of both parties and shall be done in writing.
- Failure to adhere to policies or to fulfill responsibilities outlined in this Agreement will become part of the selection criteria in the event of a re-application process for future year programs.
- **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if it does not obtain funding from CNCS or other funding sources; or if funding cannot be continued at a level sufficient to allow for the payment of the service scope covered here. Termination must be by written or fax notice to the Member. The State is not obligated to pay for any service performed after notice and effective date of termination. However, the Member will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Host Site notice of the lack of funding within a reasonable time of the State's receiving that notice.
- **Termination based on early Member exit.** This contract will immediately and automatically terminate on the last day of service of a Member who is exiting the Vermont ECO AmeriCorps Program before the regular end date of the program year. The official date of termination will be documented by written notification from the Vermont ECO AmeriCorps Program to the Member.
- **Site Re-Assignment.** In the event that a Host Site environment becomes unsuitable for a Member to continue their service, the State reserves the right to terminate the partnership with the Host Site and move the Member to another Host Site, should an opportunity exist.
- By signing this Agreement, I acknowledge that I have read, understand and agree to all terms and conditions of this Agreement.

ECO AmeriCorps

Vermont ECO AmeriCorps Member:

Print name: _____

Title: _____

Signature: _____

Date (mm/dd/yyyy): _____

**Vermont Department of Environmental Conservation
(Vermont ECO AmeriCorps) (with delegated authority):**

Print name: _____

Title: _____

Signature: _____

Date (mm/dd/yyyy): _____