



ECO AmeriCorps Handbook



 VERMONT
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
ECO AmeriCorps

Welcome!

On behalf of the staff of the ECO AmeriCorps program, Welcome Aboard! We are all here to assist and support you in your service. Do not hesitate to contact any of us at any time for any reason.

Carey Hengstenberg (she/her) | 802.595-1632 | carey.hengstenberg@vermont.gov

Carey 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 (he/him) | 802.461.5222 | dustin.bowman@vermont.gov

Dustin is the full-time ECO Program Manager. He is the primary point of contact for our program. He is an AmeriCorps alum (EnergyCorps), and has experience managing sustainable agriculture, energy efficiency and solar energy programs in New York and Vermont and has a proven track record of cultivating successful partnerships through community collaboration. He is the lead on the development of ECO's annual community partner (host site) and member rosters as well as providing member support through activities such as organizing ECO's training and events calendar, building out ECO's development and marketing strategy for the upcoming grant cycle and ensuring that the program is administered in compliance with our grantor's requirements.

Rebecca Williams (she/they) | 802-461-8015 | rebecca.williams@vermont.gov

Rebecca is our Member Coordinator performing a variety of administrative and program support tasks. She coordinates member background checks, member forms, mileage reimbursements and quarterly reporting.

Alex McKearin (she/her) | alex.mckearin@partner.vermont.gov

Alex is your Team Leader, and an ECO AmeriCorps member herself. She will help organize service days and other events, make connections between you and community resources, share opportunities, and help tell the story of the service we'll be doing. Alex will work closely with you this year to ensure all are having the best and most effective experience possible. Alex will also be supporting a state-wide Environmental Justice initiative put forth by stakeholders throughout Vermont.

Cori Rockefeller (she/her) | 802.249.1362 | corinne.rockefeller@partner.vermont.gov

Cori is an ECO AmeriCorp alum and former Team Leader for the 2021-2022 service year. She was hired on with ECO AmeriCorps through the fall to support special projects including advancing the program's Diversity, Equity, Inclusion and Justice goals.

22-23 ECO Calendar

In-person events - Mandatory for all Members, open to Supervisors

- September 15th-16th - Virtual ECO onboarding
- September 30th - Service Day at Cedar Circle Farm
- October 3rd- 5th - In-person orientation
- October 14th - Restoration project with the Nature Conservancy
- October 29th - ECOoking on a budget at Richmond Community Kitchen
- November 7th - Project development training at Shelburne Farms
- December – SerVermont Conference (dates TBD)
- January 16th – MLK Day
- February 24th
- March 15th – AmeriCorps Week
- April 14th
- May 19th
- June 16th
- June- SerVermont Conference (dates TBD)
- July 27th-28th - Camping & End of Year Celebration

2-Hour Virtual Trainings – Mandatory for all Members, open to Supervisors

Training topics will be announced at a later date. Dates are tentative and if changed, members and supervisors will be given 30 days notice.

- October 7th
- November 10th
- December 14th
- January 6th
- February 3rd
- May 5th

Virtual ECO Scrambles - Optional for Members and Supervisors

Every other Monday @9-10, time and date may change as scrambles are scheduled based on guest availability, notice 2 weeks in advance.

- October 17th
- October 31st
- November 14th
- December 5th
- December 19th
- January 9th
- January 23rd
- February 6th
- February 27th
- March 13th
- March 27th
- April 10th
- April 24th
- May 22nd
- June 5th
- July 17th

22-23 Service Site Roster



Service Site	ECO AmeriCorps Position	Site Supervisor
Addison County Regional Planning Commission	Zach Roberts Water Quality Planner	Adam Lougee 802-388-3141 alougee@acrpc.org
Addison County Solid Waste Management District	Gabby Stevens Waste Diversion Planning Assistant	Teri Kuczynski 802-377-9309 teri@acswnmd.org
Connecticut River Conservancy	Alden Dumas Outreach, Education and Field Staff Assistant	Kathy Urffer 802-258-0413 kurffer@ctriver.org
DEC – Monitoring Assessment, and Planning Program (MAPP)	Mel Auffredou Environmental Technician	Heather Pembrook 802-490-6149 heather.pembrook@vermont.gov
DEC – Clean Water Initiative Program	Rachel McKimmey-Warf Best Management Practices Verification Coordinator	Helen Carr 802-490-6115 helen.carr@vermont.gov
Hildene, The Lincoln Family Home	Rose West Forest Steward	Andrea Luchini 802-367-7966 andrea@hildene.org

22-23 Service Site Roster

DEC - Lakes and Ponds	Lia Ivanick Planning and Outreach Assistant	Kim Jensen 802-490-6120 kimberly.jensen@vermont.gov
Friends of Northern Lake Champlain	Parker Eversoll Assistant Project Coordinator	Kent Henderson 802-367-7966 khenderson@friendsofnorthernlakechamplain.org
Forest Ecosystem Monitoring Cooperative	Hanson Menzies Monitoring and Outreach Specialist	Elissa Schuett 802-318-2531 eschuett@uvm.edu
Middlebury Area Land Trust	Audrey Welsh Lands, Trails, and Education Coordinator	Simon Schreier 802-388-1006 simon@maltvt.org or jamie@maltvt.org
Middlebury Area Land Trust	Chad Jisuk Kim Lands, Trails, and Education Coordinator	Simon Schreier 802-388-1006 simon@maltvt.org or jamie@maltvt.org
Missisquoi River Basin Association	Sarah Lunn Education and Outreach Coordinator	Lindsey Wright 802-933-0076 mrba@pshift.com
Montpelier Parks, Trees & Conservation	Josie Kahn Montpelier Parks and Watershed Steward	Alec Ellsworth 802-585-7673 AEllsworth@montpelier-vt.org
Northwest Regional Planning Commission	Dea Devlin Assistant Water Quality Program Coordinator	Dean Pierce 802-524-5958 dpierce@nrpcvt.com
Northwest Regional Planning Commission	Brian Caffrey Assistant Energy and Climate Program Coordinator	Bethany Remmers 802-524-5958 bremmers@nrpcvt.com
Northwoods Stewardship Center	Dana Welch Northern Woods and Waters Steward	Meghann Carter 802-723-6551 meghann@northwoodscenter.org

22-23 Service Site Roster

Northwoods Stewardship Center	Megan Hampton Assistant Field Coordinator	Dusty May 802-723-6551 ext. 304 dusty@northwoodscenter.org
Rich Earth Institute	Jamina Shupack Research Assistant	Abe Noe-Hays abe@richearthinstitute.org
Rich Earth Institute	Susanna Baker Research Assistant	Abe Noe-Hays abe@richearthinstitute.org
DEC- Watershed Planning Program	Jay Mullen Watershed Planning Communications Specialist	Chris Rottler 802-461-6051 chris.rottler@vermont.gov
Shelburne Farms Institute for Sustainable Schools	Annika Brinkley Teen Program Education and Outreach Assistant	Jennifer Cirillo 802-985-0315 jcirillo@shelburnefarms.org
Vermont Natural Resources Council	Mary Perchlik Ecological Restoration Associate	Karina Dailey 802-223-2328 kdailey@vnrc.org
Vermont Land Trust	Mike Dickhaut Assessment & Planning Assistant	Allaire Diamond 802-879-6672 allaire@vt.org
Vermont Agency of Agriculture, Food and Markets	Annika Fuller Agricultural Water Quality Outreach and BMP Verification Specialist	Sonia Howlett 802-522-4655 sonia.howlett@vermont.gov
Vermont Cooperative for Practice Improvement and Innovation	Emalee Garboski Environmental Mental Health Education and Outreach Coordinator	Alex Lehning 802-730-5260 alex.lehning@northernvermont.edu
VT DEC – ECO AmeriCorps	Alex McKearin Team Leader	Dustin Bowman 802-461-5222 Dustin.bowman@vermont.gov

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Introduction

Section 1



AmeriCorps

AmeriCorps

AmeriCorps mission is to to improve lives, strengthen communities, and foster civic engagement through service and volunteering. The program engages more than 250,000 individuals in service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country. The program was founded in 1994 and continues to grow and make an impact on communities and volunteers.

AmeriCorps 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 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.

AmeriCorps in Vermont

The ECO AmeriCorps program is funded through Vermont's State Service Commission, SerVermont.

As a State Service Commission, SerVermont plays a vital role in translating national service dollars and initiatives into local results. SerVermont is part of the Vermont Agency of Human Services, and national service is the means through which they work on the agency's mission to improve the health and well-being of Vermonters today and tomorrow, and to protect those in our community who are unable to protect themselves.

To learn more about the impact of National Service in Vermont, visit: <https://americorps.gov/national-service-report/>

The VT Dept. of Environmental Conservation

ECO AmeriCorps is a State and National Program administered through the Vermont Department of Environmental Conservation (DEC). The DEC is part of the state of Vermont's Agency of Natural Resources (ANR). The mission of the Department is, "To preserve, enhance, restore and conserve Vermont's natural resources, and protect human health for the benefit of this and future generations".

Organization

The Agency of Natural Resources is made up of three Departments:

- [Forest, Parks and Recreation](#)
- [Fish and Wildlife](#)
- [Environmental Conservation](#)

The Department of Environmental Conservation (DEC) is the largest department with over 300 full time employees. The ECO AmeriCorps program is housed under the Planning Section of the Administration & Innovation Division (AID).



AmeriCorps



Bring Out the Best of America



270,000

members and volunteers



40,000

locations across the country



1.1 million+

AmeriCorps alumni

AmeriCorps is the only federal agency tasked with elevating service and volunteerism in America. We provide opportunities for people of all ages and backgrounds to give their time and talent to strengthen communities across our country.

SERVE

Join a network of more than one million strong. Enrich your life and the lives of others while learning valuable skills and earning benefits for your service. No matter where you're from or what you're passionate about, AmeriCorps is your chance to bring out the best of America.

PARTNER

Join over 2,000 nonprofit, faith-based, and community organizations dedicated to strengthening communities. Each year, AmeriCorps provides organizations with the people power and resources to meet their communities' most pressing challenges.

A Cornerstone of Our National Culture

By bringing people together to serve communities, AmeriCorps is making service to others an indispensable part of the American experience.

We offer individuals and organizations flexible ways to make a local impact through our programs: State and National, VISTA, NCCC, Foster Grandparents, Senior Companions, RSVP, and Volunteer Generation Fund, along with initiatives including 9/11 and MLK Day of Service.



AmeriCorps Seniors

AmeriCorps Seniors highlights the service opportunities available to Americans 55 and older who want to make giving back their second act.



We focus on these key areas to make an impact:



UNITE

We bridge divides by bringing people together: connecting individuals and organizations to help communities tackle their toughest challenges.

LEAD

We empower an entire ecosystem committed to the betterment of communities across America.

STRENGTHEN

We provide resources and people power to organizations dedicated to the improvement of communities.

IMPACT

We enrich the lives of those we serve and those who serve.



Education

Our members and volunteers support students in nearly 12,000 public, private, and charter schools across the country. Through our work we improve attendance and engagement, increase high-school graduation rates and expand college enrollment.



Economic Opportunity

Our programs serve as a pathway to employment opportunities and help develop vital work skills. We build and rehabilitate affordable housing, provide financial literacy training, and connect people to jobs.



Disaster Response

When disaster strikes, we repair homes, assist survivors, and help restore communities when it matters most. We have deployed thousands of members and volunteers to areas affected by hurricanes, wildfires, floods, and tornadoes.



Environmental Stewardship

We serve on projects that cover thousands of acres of public lands across America – including many with the National Park Service. We help conserve natural habitats, protect clean air and water, and reduce utility bills by improving home energy efficiency.



Healthy Futures

We provide independent living services to 365,000 elderly Americans. We also build the capacity of food banks, combat the opioid crisis, tackle homelessness, and address food insecurity.



Veterans

We provide assistance to nearly 500,000 veterans and military families by connecting them to education opportunities, jobs, and the benefits they have earned. Many veterans also volunteer with us so they can continue to serve their country.



AmeriCorps

Wondering What to Expect from Your AmeriCorps Service?

AmeriCorps is an Opportunity

Joining AmeriCorps is a way to put your idealism into action. As an AmeriCorps member, you 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 unique and exciting.

AmeriCorps is an Experience

AmeriCorps is a real-life education and work experience wrapped into one. As a member, you will learn teamwork, leadership, responsibility, and other essential skills that will help you for the rest of your life. And you will gain the personal satisfaction that comes with taking on challenges and seeing the results of your efforts.

AmeriCorps Offers Tangible Benefits

Most AmeriCorps members receive student loan deferment, and training, and may receive a living allowance and health insurance. After you complete your term of service, you will also receive a [Segal AmeriCorps Education Award](#) to help pay for college, graduate school, or vocational training or to repay student loans.





ECO

AmeriCorps

Section 2



AmeriCorps

ECO AmeriCorps

ECO AmeriCorps at a Glance

ECO AmeriCorps was born out of the realization that communities in Vermont need help tackling the environmental challenges facing our state. The emphasis of the program is on building capacity in nonprofit organizations and municipalities throughout rural Vermont communities to increase knowledge and awareness as well as to support the completion of projects that improve the environment through environmental stewardship. Areas of environmental stewardship include the following: (1) engagement, outreach, and education; (2) improvement of water quality and access to public land; and (3) protection and restoration of public lands. Environmental Careers and Opportunities (ECO) AmeriCorps directly assists nonprofit organizations and municipalities with critical conservation efforts in traditionally underserved and rural communities. Members are placed at host sites in these communities and focus on engaging citizens and leveraging resources to protect and restore the environment for all Vermonters. Of the 255 municipalities in Vermont, only eight towns have a population greater than 10,000 people with 83 percent of Vermont residents living in rural areas. As such, many of these municipalities do not have the capacity, staff resources, or technical expertise to provide environmental outreach to community members and implement projects to improve and restore water quality and access to public land. ECO AmeriCorps is dedicated to providing equity to traditionally underserved communities by building local, community-based capacity and support.

Contacts

ECO AmeriCorps Program Staff

Carey Hengstenberg, *Program Director*

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Dustin Bowman, *Program Manager*

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Rebecca Williams, *Program Coordinator*

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Alex McKearin, *Team Leader*

email: alex.mckearin@partner.vermont.gov

Cori Rockefeller, *Special Programing*

phone: 802.249.1362 | email: corinne.rockefeller@partner.vermont.gov

Open Door Policy

ECO AmeriCorps maintains an open-door policy. This means members may contact the person they feel most comfortable addressing. In some cases, the issue may need to be shared and/or handled with other staff members. In this case, the person you originally addressed may still continue to serve as your point of contact. It is our belief that members should feel comfortable and safe approaching program staff on all matters.

ECO AmeriCorps

Site Supervisor

Each ECO AmeriCorps member is directly supervised by their host site supervisor. Your supervisor will oversee your daily service including creating goals and developing projects with you.

Mentors

ECO Mentors serve a critical support role in your service. They are volunteers who are predominantly employed at the Agency of Natural Resources and conservation themed non-profits throughout the state. They provide networking and professional development guidance but do not direct the ECO AmeriCorps members service tasks. A mentor, by definition, is an experienced and trusted advisor. Having a mentor at the beginning of your career is extremely valuable as it allows you the opportunity to learn from someone who has already walked one or several professional paths. They have gained insight through their experiences, both in their successes and failures, that help to inform their valuable advice. Utilize this resource!

More information about each Mentor can be located on the Google Drive under the "[Additional Resources](#)" folder.

Serving with ECO AmeriCorps

Where do members serve?

ECO AmeriCorps partners with local municipalities, state agencies, conservation districts, solid waste management districts, and non-profit organizations throughout the state of Vermont. Each year, the program reviews applications for positions for organizations to host members. During the recruitment, interviewing and placement process, members are paired with host sites that best meet the interests and talents of the member and the needs of the host site organization.

What kinds of projects do members do?

- building green infrastructure
- restoring ecosystems
- outreach and education to farmers and other Vermonters
- project planning
- mapping
- outreach and capacity building
- improve access to public land

ECO AmeriCorps Diversity, Equity, Inclusion, and Justice

We recognize the need to identify, craft, and sustain an active strategy for creating a program that is accessible to anyone wanting to serve Vermont communities. As a result, we have committed to collaborating with members and host sites to continually evolve in member connections, program practices, and community/partner connections. Through these initiatives, our program is on a path of continual improvement:

- Member led DEIJ Committee
- Member created [DEIJ Handbook](#)
- BIPOC speaker stipend
- Addressing housing accessibility/affordability and community belonging
- Provide trainings and space for continual learning
- Team Leader supporting state environmental justice initiatives and goals



Program Practices

Section 3



AmeriCorps

Program Practices

ECO AmeriCorps strives to create a community of support and personal and professional development for our members. While participating in the program can seem overwhelming with paperwork, we try to make this as easy as possible but using the following systems:

- Every week, the Team Leader will send a weekly update with information about upcoming training opportunities and other time sensitive information
- Program documents and forms are located on our [Google Drive](#)
- Slack
- [TeamUp Calendar](#)

Anytime you have a question, you can always reach out to your Team Leader or ECO AmeriCorps staff.

Living Allowance

Living Allowance is the term used to describe the financial benefit that members receive from ECO AmeriCorps. The living allowance is not considered to be a salary or an hourly wage. Under the law that established AmeriCorps, a member is not an employee, and does not receive a wage or salary.

Living allowance for the 2022-23 program year:

Full time members (1700 hours) - \$21,335.

Half time members (900 hours) – \$11,295

Quarter time members (450 hours) – \$5,648

The amount listed above is the gross amount and does not account for tax and FICA withholding amounts. The member is expected to pay all applicable local, state and federal taxes. These are withheld under standard withholding rules. The member may be eligible for a withholding exemption if no tax liability was withheld last year, and the exemption is expected to remain the same for the upcoming year. Withholding amounts are based upon federal and state law based on information provided by the member on their IRS W-4 form.

The living allowance will be distributed every other week only while the member is actively serving. If a member does not serve during the living allowance period which is a minimum of 15 days in a row, the member must be suspended and will not receive a living allowance.

Your living allowance will be issued via direct deposit every other Friday. The living allowance is not based on actual hours served in a given pay period and will not fluctuate based on the number of hours served per week. The living allowance **cannot be** paid on an hourly basis or be tied to hours served in any way. Instead it is divided evenly by the number of pay periods during the member's contracted term of service. It is designed to help members meet their living needs while in service. If you fall behind in hours, and are at risk to successfully complete the number of service hours needed to fulfill your term of service by the last day, the ECO AmeriCorps staff will work with you to modify your schedule to get back on track. Though your living allowance will not be affected, you will not receive your Education Award if you do not serve at least the minimum number of hours for your member slot: Full time (1700 hours), Half Time (900 hours), Quarter Time (450 hours).

Please note: Time Reporting in OnCorps 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. If you fail to submit timesheets for two weeks or longer, ECO AmeriCorps will not have a record of your service activities and will assume you have not been serving. When this happens, the member will be placed in suspension. When this occurs, living allowance payments are also suspended. A suspended member will be reinstated once all timesheets have been submitted to ECO AmeriCorps in full.

Program Practices



Check Date	Full Time Stipend	Half Time Stipend	Quarter Time Stipend	Time Period		
9/23/2022	\$ 888.95	\$ 868.84	\$ 268.95	9/4/2022	9/17/2022	Su - Sa
10/7/2022	\$ 888.95	\$ 868.84	\$ 268.95	9/18/2022	10/1/2022	Su - Sa
10/21/2022	\$ 888.95	\$ 868.84	\$ 268.95	10/2/2022	10/15/2022	Su - Sa
11/4/2022	\$ 888.95	\$ 868.84	\$ 268.95	10/16/2022	10/29/2022	Su - Sa
11/18/2022	\$ 888.95	\$ 868.84	\$ 268.95	10/30/2022	11/12/2022	Su - Sa
12/2/2022	\$ 888.95	\$ 868.84	\$ 268.95	11/13/2022	11/26/2022	Su - Sa
12/16/2022	\$ 888.95	\$ 868.84	\$ 268.95	11/27/2022	12/10/2022	Su - Sa
12/30/2022	\$ 888.95	\$ 868.84	\$ 268.95	12/11/2022	12/24/2022	Su - Sa
1/13/2023	\$ 888.95	\$ 868.84	\$ 268.95	12/25/2022	1/7/2023	Su - Sa
1/27/2023	\$ 888.95	\$ 868.84	\$ 268.95	1/8/2023	1/21/2023	Su - Sa
2/10/2023	\$ 888.95	\$ 868.84	\$ 268.95	1/22/2023	2/4/2023	Su - Sa
2/24/2023	\$ 888.95	\$ 868.84	\$ 268.95	2/5/2023	2/18/2023	Su - Sa
3/10/2023	\$ 888.95	\$ 868.92	\$ 268.95	2/19/2023	3/4/2023	Su - Sa
3/24/2023	\$ 888.95		\$ 268.95	3/5/2023	3/18/2023	Su - Sa
4/7/2023	\$ 888.95		\$ 268.95	3/19/2023	4/1/2023	Su - Sa
4/21/2023	\$ 888.95		\$ 268.95	4/2/2023	4/15/2023	Su - Sa
5/5/2023	\$ 888.95		\$ 268.95	4/16/2023	4/29/2023	Su - Sa
5/19/2023	\$ 888.95		\$ 268.95	4/30/2023	5/13/2023	Su - Sa
6/2/2023	\$ 888.95		\$ 268.95	5/14/2023	5/27/2023	Su - Sa
6/16/2023	\$ 888.95		\$ 268.95	5/28/2023	6/10/2023	Su - Sa
6/30/2023	\$ 888.95		\$ 269.00	6/11/2023	6/24/2023	Su - Sa
7/14/2023	\$ 888.95			6/25/2023	7/8/2023	Su - Sa
7/29/2023	\$ 888.95			7/9/2023	7/22/2023	Su - Sa
8/11/2023	\$ 889.15			7/23/2023	8/5/2023	Su - Sa
9/1/2023	\$ -			8/6/2023	8/19/2022	Su - Sa

Program Practices

Contracted Term

You are contracted to serve beginning with an assigned start date of September 14, 2022, through your contracted end date of August 11, 2023. In addition to the minimum service-hour commitment, you have agreed to serve for the entirety of the contracted term.

Each member will sign a Member Agreement at the beginning of the service term.

Contract Amendments

As unforeseen circumstances may arise over the course of the service term, it may be possible to amend your member agreement with ECO AmeriCorps to end early or extend your service. When amending contract dates, a member must still serve the contracted number of service hours. Amendments must be approved by both ECO AmeriCorps and your service site. **Approval of contract amendments is not guaranteed** and will be approved only in qualifying circumstances. Simply completing 1,700 hours prior to the contracted end date does not constitute a qualifying circumstance, nor does a scheduled vacation or recreation activity. ***You have committed to 11 months of ECO AmeriCorps service, and you are expected to fulfill that commitment in order to successfully complete the program.***

Examples of contract amendments:

- A member may decide to begin graduate school and need to leave the AmeriCorps position a few weeks early to attend. This member may request to shorten the term of service.
- A member may have to unexpectedly take time off to care for an ill child or parent. This member may request to extend the contract to complete the required hours.

To Shorten Term of Service:

If members would like to end service early, and that date is at least nine (9) months after the start date then members should—

- Submit a written letter to the ECO AmeriCorps Program Director, at least sixty (60) days prior to the original end date and forty-five (45) days prior to the requested amended end date, listing the new end date and signed by both the member and the site supervisor. If the supervisor does not agree, then the date cannot be changed.
- The Program Director will review the request and make a decision pursuant to AmeriCorps policies and provisions.

To Extend Term of Service:

If members want to extend the end of service date, as long as the date is not more than twelve (12) months after their start date then the member should—

- Submit a written letter to the ECO AmeriCorps Program Director, at least forty-five (45) days prior to the original end date, listing the new end date and signed by both the member and site supervisor; and if the supervisor does not agree, then the date cannot be changed.
- ECO AmeriCorps will review the request and make a decision pursuant to AmeriCorps policies and provisions.
- When amending an end date, amount of maximum living allowance does not change. The remaining living allowance amount will be recalculated and bi-weekly living allowance payouts will be adjusted accordingly.

Program Practices

Service Hour Commitment

Most of ECO AmeriCorps members are full-time positions contracted to fulfill **at least 1,700 hours** of service. **Half time members are contracted to fill 900 hours, and Quarter time members 450 hours.**

These are the minimum number of hours you must serve in order to successfully complete the program and receive the education award. The number of hours served may include only up to 20% approved training hours and 10% fundraising hours.

In order to successfully complete the term of service, you are required to not only complete your service hour requirement, but also fulfill the dates of service agreed upon in your contract. When circumstances warrant, a contract may be amended if signed by the member, the Program Director and the sponsoring site is completed (please see previous page).

Members that do not complete the required hours will be exited as follows:

FOR CAUSE: The member is exited for reasons within their control. The member will not receive any portion of the education award, and the living allowance will cease immediately. Examples of “cause” are leaving the AmeriCorps program to accept a paid position, to attend school without completing hours, to relocate, etc.

FOR COMPELLING PERSONAL CIRCUMSTANCES: When exited for compelling personal circumstances, the member may be eligible for a pro-rated education award. These are circumstances beyond the member’s control occur, for example:

- The member has a serious injury or illness
- There is a serious injury, illness or death of an immediate family member and the member is needed to care for that family member
- The member is drafted by the Armed Services of the United States
- Some other circumstance occurs that makes it impossible or very difficult for the member to complete the term of service and if the ECO AmeriCorps Program Director deems that circumstance to be compelling

You have a maximum of one year to complete the required number of hours. After one year, you are no longer eligible to serve. If your hours are not complete, you cannot be exited successfully and will not receive an education award. If unforeseen circumstances arise, members may be placed in “suspension”. The time that a member is in suspension does not count toward the year limit.



Program Practices

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 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.

Uniform/AmeriCorps Logo

Members are expected to wear/display the AmeriCorps logo at all times when in service. This includes while at your office/usual service location, while attending ECO AmeriCorps events, and when out in the field/community. ECO AmeriCorps provides you with shirts, sweatshirts, patches, pins, and stickers. ECO AmeriCorps shirts must be worn any time you are serving in the field/community. Pins, patches, or other items displaying the AmeriCorps logo may be worn while serving at your office.

Although you are not forbidden from displaying the AmeriCorps logo while not serving, please remember that any time you are displaying the logo you are representing AmeriCorps. Therefore, you should refrain from any AmeriCorps prohibited activities when wearing the AmeriCorps logo.

Being identified as an AmeriCorps member while providing service is essential to the sustainability and longevity of the ECO AmeriCorps program per the instructions of the Corporation for National and Community Service. As an ECO AmeriCorps member you must commit to wearing the AmeriCorps Member uniform during all community service outreach hours, and as often as possible during regular service hours, as dress codes permit.

Dress codes may vary by Host Site. Members should adhere to the dress codes of their host sites but also ensure that AmeriCorps uniform expectations are being met.

You are expected to dress appropriately at all times when serving. Professional attire should be worn while working in professional settings – such as conducting trainings or outreach.

Work clothes should be worn while on any type construction, environmental or maintenance duty. Work boots and protective gear must be worn on all assignments that put you at any level of increased risk of physical harm.

Weekly Member Spotlights

ECO AmeriCorps spotlights members each week in our weekly programmatic updates. The team leader will create a schedule to let each member know when they will be spotlighted. Members should write a short (less than 300 word) description highlighting their recent service and submit a photo from service while wearing the AmeriCorps A. After supervisor review, the description and photo should be submitted to the team leader according to the established timeframe.

Program Practices

Newsletters

ECO AmeriCorps collects service-related member information and publishes a regular newsletter. **Each member is expected to submit information for the newsletter at least once during their service term.** Multiple submissions are welcome. Submissions may be a story of your service, a reflection, a recap of event, something you've learned through your service, hints and tips for other members, etc. Please include photos with your submission if possible.

Employment Outside Service

Opportunities may arise for you to take a “second job” in addition to your ECO AmeriCorps service. If you are considering employment, please notify your site supervisor and ECO Program staff to ensure that your work obligations will not interfere with your service commitment. Members are not authorized to serve in conjunction with employment that conflicts with their scheduled service, and absence resulting from additional employment will not be approved. Employment during non-scheduled service hours (evenings and most weekends) may be considered, but authorization is not guaranteed. You have committed yourself to a year of service to Vermont's environment. This commitment must take precedence over all other employment opportunities in order for you to successfully complete your service.

Service Expectations

Types of Service

Service: Direct Service is the bulk of what you will do this year. This includes all activities on the position description that are not considered training or fundraising, and all activities that fall within AmeriCorps guidelines.

Training: You will receive extensive training over the course of the service year. Training includes both professional development and technical assistance. Training will be provided by the program, SerVermont, and the member's host site.

Fundraising: While you may claim up to 10% of your service hours as fundraising activities, fundraising activities are limited in the following manner:

- As an AmeriCorps member you may raise resources directly in support of your program's service activities.
- Examples of fundraising activities ECO AmeriCorps members may perform include, but are not limited to, the following:
 - Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
 - Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
 - Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
 - Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
 - Seeking donations from alumni of the program for specific service projects being performed by current members.
- AmeriCorps members may not:
 - Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
 - Write a grant application to the Corporation or to any other Federal agency.

Program Practices

Time Reporting Guidelines

OnCorps is the online reporting system for AmeriCorps programs and will be used to document time served. Every two weeks members will submit a completed time report through OnCorps detailing their service activities over the course of that time period. Members are required to submit their reports by the final day of service in a two-week period (normally on Friday unless the member is serving on a weekend day). Once the report has been submitted, the host site supervisor and ECO Program Coordinator will review the report 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. If you fail to submit timesheets for two weeks or longer, you will be placed in suspension until the approved timesheets have been submitted to ECO AmeriCorps in full.

Service terms:

- You are a **member**, not a volunteer, employee, or intern.
- You were **selected**, not hired, to participate in a service opportunity that fulfills a commitment of service for your community.
- You receive a **living stipend**, not income or wages.

There are six categories that time can be logged under:

- Fundraising - Fundraising activities that do not fall under prohibited activities or outside of your position description.
- ECO AmeriCorps Training - In-person ECO events, virtual talks (Scrambles), ECO trainings, SerVermont conferences, ECO initiatives (Diversity, Equity, Inclusion and Justice Committee, Book Club, etc.), or training stipend use that does not fall under Site/Position Specific Training.
- Site/Position Specific Training- In-person or virtual trainings related to your position or host site or conferences that you attend as a participant.
- Training with Mentor - When you meet with one of ECO's mentors.
- Direct Service - Day-to-day service at your host site, service at another member's host site, or in some cases- outside program/host site webinars posted on the TeamUp Calendar.
- Independent Service - Service outside of your host site/ECO AmeriCorps. Time logged under this category will consist of volunteering for an approved organization.

Important guidelines to follow when reporting time:

- Per CNCS guideline, using "work" to describe any service activities is prohibited and will lead to timesheet rejection and possible disallowance of time.
- Enter hours in increments of quarter hours (.00, .25, .50, and .75) and include a description of the service being logged.
 - Ex: Attended "How to Use Your Training Stipend webinar" (1.25 hours).
- Use brevity when entering time, service activities do not need to be described in great detail. However, descriptions should be entered in a way that it can be easily understood by someone with no connection to your service, host site, or ECO AmeriCorps.
- All acronyms must be defined in the comment section of the time report. Acronyms left undefined will lead to timesheet rejection until corrected.
 - Ex: service recorded as "ECO training" will require ECO to be defined in the comment section.
- Do not use the words "advocate" or "solicit" when reporting service, these terms may raise red flags and result in a timesheet review.

Program Practices

- On days that you do not serve, enter “did not serve” in the description section. Do not leave the section blank, and do not describe your non service-related activities.
- **Logging lunch is prohibited.** Members are encouraged to take a 30 min lunch break but cannot log it as time served. Lunch can be counted if the member served through lunch, however, the service being completed during that time should be logged.

For more information about how to use OnCorps, see the [OnCorps Member Tutorial](#)

Example Timesheet:

Day	Training				Service			Total Hours
	Fundraising	ECO AmeriCorps Training	Site/Position Specific Training	Training with Mentor	Direct Service	Independent Service	COVID-19	
Sun Mar 20	0	0	0	0	0	0	0	0
	Description: Did not serve							
Mon Mar 21	0	0	0	0	11	0	0	11
	Description: -Emails and social media updating (1) -Meeting with Lindsey and Ellen (2.5) -Meeting with Lindsey, John, Cynthia (2) -MRBA Newsletter and Photo taking (2.5) -Amphibian road crossing flyer, event page making, and email coordinating (3)							
Tue Mar 22	0	0	0	0	5	0	0	5
	Description: -email correspondences and social media updating (1) -UMATR grant website page editing (1) -LEAP internship flyer and website updating (3)							
Wed Mar 23	0	0	0	0	7	0	1	8
	Description: -VT CISMA Zoom Meeting Gathering (3) -Amphibian road crossing event updating and scheduling (1) -LEAP internship contacts updating (1) -emails and socials updating (2) -reflection (1)							
Thu Mar 24	0	0	0	0	6	0	0	6
	Description: -email correspondences and social media update (1) -CISMA logo research (1) -MRBA newsletter (2) -UMATR grant website updating (2)							
Fri Mar 25	0	0	0	0	8	0	0	8
	Description: -Meeting with Lindsey and Ellen (1) -email and social media updating (1) -MRBA newsletter (3) -CISMA newsletter (2) -MRBA website updating (1)							
Sat Mar 26	0	0	0	0	0	0	0	0
	Description: Did not serve							
Sun Mar 27	0	0	0	0	0	3.5	0	3.5
	Description: -Audubon Sugar on Snow Party Open House Independent Service (3.5)							
Mon Mar 28	0	0	0	0	8	0	0	8
	Description: -emails and social media updating (1) -MRBA newsletter formatting (4) -Bugworks emailing updates (1) -CISMA newsletter (2)							
Tue Mar 29	0	0	0	0	7	0	0	7
	Description: -Amphibian Road Crossing Training (1) -Events updating, sharing, and email corresponding (1) -LaRosa Partners Training (3) -Events email (2)							
Wed Mar 30	0	0	0	0	8	0	0	8
	Description: -Riparian Buffers Practitioners' Meeting (5) -CISMA Newsletter editing (2) -CISMA Most wanted invasive flyer (1)							
Thu Mar 31	0	0	0	0	8	0	0	8
Sub Totals:	0	0	0	0	68	3.5	1	72.5
Totals:	0	0	0	0	68	3.5	1	72.5

Member Comments:

MRBA = Missisquoi River Basin Association, UMATR = Upper Missisquoi and Trout Rivers Wild and Scenic Committee, CISMA = Cooperative Invasive Specie Management Area, LEAP = Lake Education and Action Program

Program Practices

ECO AmeriCorps Program Initiatives

Independent Service Projects (ISP)

All Members are expected to complete a minimum of 15 and maximum of 30 independent service project hours for the service term. 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 their 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 their 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.

Training Stipend

ECO AmeriCorps provides each member with a \$200 training stipend to be used for professional development. Members will need prior approval from the Program Director in order to use the stipend. The stipend can be used for one or several different professional development trainings. Stipend amounts can be located on the Google Drive in the "[AmeriCorps General Info](#)" folder. Members who request more than the allotted \$200 must state their case for the increased amount in a paragraph submitted to the Program Director.

Program Practices

Program Resources

ADP

ADP is ECO's payroll contractor. You will create a self-service account where you can view pay information and change tax withholding, if necessary.

Google Drive

Important documents, surveys, photos, and other items are located on the ECO AmeriCorps Google Drive. At the start of service, you will gain access to this resource.

TeamUp Calendar

The TeamUp Calendar has upcoming ECO programming and other service opportunities. The calendar will be regularly updated by the Team Leader. Members and supervisors are encouraged to regularly check the TeamUp Calendar and share any opportunities that can be added to it.

Site Visits

ECO AmeriCorps staff will visit in-person or virtually with each host site supervisor and member 1-2 times during the service term. This is an opportunity to check-in, ask questions and work to resolve any areas of concern related to your host site or ECO AmeriCorps program. In addition, the Team Leader will check in informally with service members either at their site or accompanying them into the field for a service related project or outreach event. Although we try to schedule these regularly and timely, if you would like to have a site visit and one has not yet been scheduled, reach out and we will move you to the top of our list!



Program Practices

MANDATED REPORTERS OF CHILD ABUSE/NEGLECT

All AmeriCorps members serving in Vermont are considered Mandated Reporters under state law.

Each member is required to complete an online training course (including a test) within the first month of service. A certificate of completion will be on file with the ECO AmeriCorps Program.

For more information and link to the training:

<https://goto.webcasts.com/starthere.jsp?ei=1087433>

Who are mandated reporters in Vermont?

- Health care provider, including any chiropractor, dentist, emergency medical personnel, hospital administrator, intern, licensed practical nurse, medical examiner, osteopath, pharmacist, physician, physician assistant, psychologist, registered nurse, resident physician, and surgeon
- Individual who is a) employed by a school district or an approved or recognized independent school or b) contracted and paid by a school district or an approved or recognized independent school to provide student services, including any school superintendent, school principal, headmaster of an approved or recognized independent school, school teacher, student teacher, school librarian, and school guidance counselor
- **Agency of Human Services employee, contractor, or grantee who has contact with clients**
- Camp administrator, counselor, and owner, including any residential and nonresidential camp and recreational program
- Childcare worker
- Clergy member
- Mental health professional
- Police officer
- Probation officer
- Social worker

What is my legal obligation to report?

If you reasonably suspect child abuse or neglect, you are legally required to make a report to our Family Services Division (FSD) — within 24 hours of the time you first received or observed information about the suspected abuse/neglect.

How do I make a report?

Call 1-800-649-5285 (24 hours a day, 7 days a week).

If a child is in immediate danger, dial 911 or call your local police first.

Then, call FSD to make a report. Calling law enforcement is not the same as reporting to FSD. You must notify FSD directly.

Program Practices



Press Guidelines

1. Please describe us as **ECO AmeriCorps**.
2. **We serve in partnership** with multiple community organizations across the state, and we together partner with multiple other organizations, schools, community groups, etc. While good publicity is always helpful in spreading the word about ECO AmeriCorps, it is important that the community collaboration gets the primary focus of the publicity.
3. Please **email all written press materials to ECO AmeriCorps staff for pre-approval**. Send a copy of printed materials to Program Staff when they're in print, regardless of prior approval.
4. **Do not mention any political party or position when describing our program** and/or its services. We are fortunate in Vermont to have what amounts to tri-partisan support from our Senators, Representative and Governor. AmeriCorps is part of the National Service Network and our work is non-partisan.
5. **The AmeriCorps logo may not** be used: on materials that will be sold, on promotional materials of donors, or on clothing not worn by members, alums, or affiliated staff. The logo may not be altered or used as a part of any other logo.
6. You may want to use the logo in other materials. Publications (newsletters, etc.) that are distributed externally should include the following acknowledgement and **disclaimer** when the logo is used prominently:

“This material is based upon work supported by the Corporation for National and Community Service. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of AmeriCorps or the Corporation for National Service.”
7. We must also ensure that **publications are consistent with grant provisions** limiting member activities (for example, no lobbying or religious materials).
8. **It is required that if you are going to disclose the names or photos of community partners in conjunction with articles about AmeriCorps projects, you should obtain permission first. Although verbal permission is legal, written waivers are preferable.**

Program Practices

Sample Press Release

FOR IMMEDIATE RELEASE

Contact:

INSERT Name

INSERT Email

INSERT Phone

ECO AmeriCorps and USDA Rural Development Partner for Earth Day

Montpelier, VT - Friday, April 22nd is Earth Day. To celebrate, ECO AmeriCorps members will be at community events across the state having conversations with Vermonters about why water matters. Look for ECO AmeriCorps members in St. Albans at the Maple Festival, in Burlington at the ECHO Center, at the City of Montpelier's Rec Field on Elm St, at the White River Partnership in South Royalton and in Williamstown at the Department of Public Safety building during the afternoon to learn more about why water matters.

ECO AmeriCorps has also partnered with the USDA Rural Development office to celebrate updates to the Williamstown Wastewater Treatment Facility. Under Secretary for USDA Rural Development Lisa Mensah, Vermont Congressman Peter Welch, and Department of Environmental Conservation Commissioner Alyssa Schuren will speak at the event. Following the press conference, ECO AmeriCorps members and other volunteers will participate in a service project removing tires along a stream bank in Williamstown.

ECO AmeriCorps is a program administered by the VT Dept. Environmental Conservation. The program consists of 24 members serving statewide with partner organizations dedicated to improving Vermont's water quality and minimizing the amount of waste entering landfills. For more information about ECO AmeriCorps, visit www.ecoamericorps.vermont.gov.

AmeriCorps is administered by the Corporation for National and Community Service (CNCS), the federal agency for service and volunteering. CNCS annually engages more than five million citizens in service at more than 60,000 locations in 8,500 cities across the country through AmeriCorps, Senior Corps, and other programs. National service participants address the most pressing challenges facing our cities and nation, from educating students for the jobs of the 21st century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters. For more information on AmeriCorps, visit www.americorps.gov.

Site Supervisors Section 4



AmeriCorps

Site Supervisors

Host Site Selection & Member Selection

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 and position description outlining the projects their ECO AmeriCorps member will be assigned.
- 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 to supervision, each host site enters a host site agreement with the State of Vermont and provides a cash match of:
 - For full time members (1700 hours over 11 months)
 - \$7,500 contribution per 0-3 full-time employees
 - \$8,400 contribution per 4-10 full-time employees
 - \$9,800 contribution for greater than 10 employees
 - Half-Time (900 hours over 6 months)
 - \$4,900 regardless of size
 - Quarter-Time (450 hours over 3 months)
 - \$2,450 regardless of size

What are the supervisor requirements?

- Be a paid staff member of an organization. Members may not be supervised by boards, committees or volunteers.
- Ensure they have the capacity to dedicate at least 1 hour per week for regular check-ins with their members, in addition to other support for training, coaching and project implementation.
- Make every effort to ensure member feels included as a part of the team and host site organization. Additional attention to this during the beginning of the service term is helpful.
- Provide leadership opportunities for the member during service. Some “quick-wins” early on in the service can help to establish trust and motivate your member.
- Timely review and approval of member timesheets and quarterly reports.
- Complete mid-year and end of service member performance evaluations.

Host Site Selection Process

Host Site applications open February 1st. Interested sites will submit an application to ECO AmeriCorps for review before March 1st. Support from ECO staff is available throughout the application process. After March 1st, ECO AmeriCorps Staff will evaluate each application based on the following criteria:

- Familiarity with service/experiential learning programs
- Community priority needs
- Contribution to CNCS program metrics
- Organization’s diversity, equity, and inclusion initiatives
- Member experience
- Supervisor qualifications
- Building organizational capacity

Sites that best fit the scoring criteria will be selected for the next service year’s host site roster. Feedback will be offered to both selected host sites and non-selected applications.

Site Supervisors

Member Selection Process

Member recruitment will begin April 1st. Priority will be given to applicants who apply before June 1st. After June 1st, applications will be accepted on a rolling basis, depending on position availability. ECO AmeriCorps Staff will review each application, and select candidates for an initial interview. Based on the candidate's qualifications and ECO AmeriCorps Staff familiarity with host sites, a candidate will be selected, interviewed by ECO, and then forwarded to the host site for a follow-up interview. Each member is matched with a host site and host site supervisor before beginning service. The host site supervisor is considered the members primary supervisor. ECO AmeriCorps staff act as secondary supervisors and in a support capacity to both members and their supervisors.

Preparing for Your Service Member

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 their service site.

The checklist must be completed during the first week of service and signed by both the supervisor and member. A copy of this checklist must be submitted by the program.

There is a link to the form on the ECO Program [Google Drive](#).

Agency of Natural Resources Supervisor Preparation

Email and computer required? – Enter an IT work for email, file access and computer – submit “New Employee Form” as an IT Track-it request. Go to computer start ->All Programs -> ANR Apps -> New Employee & Former Employee IT Forms. Note: Members will receive a partner email account: first.last@partner.vermont.gov

ID Badge: Supervisor should send an email to Veronica Mascena (veronica.mascena@vermont.gov) through the procedures established in your division. Veronica will enter a work order in National Life's system – then send the supervisor the work order number to reference. The member can then send an email to cbaker@nationallife.com (Christina) with their head/shoulders photo – referencing the work order number. Once the NL CASI card is ready for pick-up NL will email the member.

Parking Pass: Parking passes can be issued by National Life with either an employee ID number (for interns paid through VTHR) or with a unique 5-digit number (ex. last 5 digits of phone number). See NL security at main desk or ask Veronica Mascena for more info. If the member will not be parking at National Life on regular basis a pass likely isn't necessary, they can park in lower lot or visitor parking.

Site Supervisors

Space: Please work with your Division Director to find a space. If you have trouble, let Carey know.

Phone: If the member needs a phone to conduct their work, please work with your business office. If you are in DEC, let Carey know and she will work with Joanna to get cell phones.

Driving State Cars: If your member will be driving a state fleet vehicle, let Carey know – they are required to take a 2 hours defensive driving course through the state’s Learning Management System. Since they do not have employee ID numbers – we have a work around process to get them enrolled.

Supervisor’s Role

- Creating service goals, daily tasks, and projects with/for member, as well as providing clear expectations and timeline specifications for each.
- Providing members with the necessary equipment to complete their assigned duties.
- Regularly checking in with your member regarding their progress.
- Approving and signing member time sheets, as well as managing their total hours.
- Ensuring member’s schedule is flexible so members may attend mandatory and optional ECO AmeriCorps training.
- Approving time off (ECO AmeriCorps must be notified if a member is absent for more than 1 week).
- Identifying and resolving issues and obstacles related to completing service tasks.
- Coordinating training needs related to service position and host site.

Teleservice

There may be instances during a member’s service where teleservice is appropriate. Ensure that the Member Teleservice form is completed and signed by both the member and the supervisor.

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; 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.

Site Supervisors

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 it can help to go 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 such as 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 well-being, performance, or ability to perform the required tasks, you must contact ECO AmeriCorps Program staff.

AmeriCorps Rules, Regulations, & Policies

The supervisor shall familiarize themselves with all AmeriCorps rules, regulations, policies, and practices put in place by CNCS, SerVermont, and VT DEC.



Site Supervisors

Time Reporting

OnCorps address: <http://vt.uncorpsreports.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 their supervisor 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 for 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.

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, unless a request is made to the Program Manager.
- Supervisors should approve timesheets as soon as possible, preferably on the day they are submitted for approval.

Site Supervisors

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 their 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 the current program year
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.”



Site Supervisors

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.

Site Supervisors

We understand that host sites utilize resources beyond the 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.

Nonduplication and Non-displacement

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.

Non-displacement: 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.

Site Supervisors



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 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?"). 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.

Prohibited Activities

Section 5



AmeriCorps

Prohibited Activities

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—
 1. A business organized for profit;
 2. A labor union;
 3. A partisan political organization;
 4. 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; and
 6. 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; and
- 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.

In addition to the Prohibited Activities listed above, as an AmeriCorps State* program, members are disallowed from:

1. General fundraising for the host site or AmeriCorps, including funds that would be used for overhead costs, wages, general operation, or the Host Site's cost share for the member.
2. Conducting Administrative tasks that are not directly related to the members Direct Service.

Prohibited Activities

Prohibited AmeriCorps FAQs

Our program's annual report shows the value of national and community service and is designed, in part, to persuade our community to support our program and other programs supported by CNCS. Is this permitted?

The restrictions on legislative lobbying do not apply to efforts like this to educate the general public, provided that the materials are not specifically designed to generate lobbying activities.

What if I provide a factual, technical presentation to a legislator who is visiting our program and at the end the legislator makes an unexpected announcement that he or she has decided to co-sponsor legislation to support national service?

There is nothing wrong with hosting an informational site visit by an elected official. If your presentation is informational and focuses on a topic directly related to your organization's performance under a grant program, the fact that a legislator reaches and announces this conclusion spontaneously does not in itself make the presentation unallowable.

May a local program supervisor visit elected officials in Washington, D.C.?

The threshold question is whether the costs of such a trip would be a reasonable and necessary program expense given your approved budget and the specific purposes of your grant award. In addition, assuming this first criterion is met, the OMB Cost Principles for nonprofits and institutions of higher education have an additional requirement: travel, lodging, and meal costs may be allowed only if they are incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the hearing's convener. Because such costs are allowable under very limited circumstances, you should seek guidance from your program officer at CNCS ahead of time.

An elected official who is running for re-election wants to have a campaign publicity event at our service site. Is this type of site visit permitted?

No, you should steer clear of any event that could appear to be partisan in nature.

I work for a national non-profit organization that receives a grant to operate an AmeriCorps program. My position is partially funded under the AmeriCorps grant and partially funded by non federal sources. Can I lobby on issues related to AmeriCorps when I am not on AmeriCorps time?

The restrictions apply only to the use of Federal grant funds (including matching funds) and to projects and programs supported by CNCS. You should be careful to document that any lobbying is done during the time that is not charged to your CNCS grant and that your lobbying activities are not part of the AmeriCorps program.

Doesn't the Domestic Volunteer Service Act give programs specific statutory authority to lobby concerning appropriations or authorization legislation?

You are right about the authority in the DVSA, but DVSA programs are currently subject to a superseding proviso in their annual appropriations statute that prohibits the use of appropriated funds to engage in any activity that is designed to influence legislation or appropriations pending before the Congress or any State legislature.

Prohibited Activities

May a CNCS-funded program sponsor or endorse an event, such as a debate between candidates, which itself is not partisan, but which likely will include advocacy for or against political parties, platforms, candidates, proposed legislation or elected officials?

CNCS-funded programs should avoid any connection with such political events, and individuals enrolled in a national service program who attend such events should avoid any appearance that they are doing so as part of the national service program.

Does that mean an organization receiving CNCS funds may not take part in the political process?

No, but an organization that receives CNCS funds may only sponsor or endorse political events if it does so without using CNCS support, and if it avoids the appearance that it is doing so in its capacity as a CNCS grantee or that the event has any connection to the CNCS-funded project.

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.

Prohibited Activities

- 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.





Member Resources

Section 6



AmeriCorps

Member Resources

Child Care

As a full-time AmeriCorps member, you are eligible to apply for Childcare benefits. Benefits are based on enrollment status AND income eligibility. For information on eligibility, speak with your program staff.

Member Assistance Program

As a full-time member you are automatically enrolled in the Member Assistance Program (MAP) provided by America's Service Commissions. This is a free, confidential, member support program available 24 hours per day, 7 days per week to assist members experience personal and/or professional issues. Issues that MAP commonly assist with include grief and loss, substance abuse, workplace issues, relationship problems, legal issues, financial problems, and more.

For more information about the program's services: [Member Assistance Program](#)

To access this free and confidential service call (800) 451-1834 or visit their website www.allonehealth.com

Travel, Mileage and Accommodations

Costs associated with travel required by ECO AmeriCorps will be covered or reimbursed in full by the program, including overnight accommodations if required. These are the mandatory events listed in the Training Calendar. All mileage required by the program will be reimbursed at the current Federal General Services Administration (GSA) rate set for mileage reimbursement. Mileage reimbursement between service sites, trainings, or otherwise required by your host site is the responsibility of your host site. Host sites also reimburse at the current GSA rate.

Mileage reimbursement cannot be paid for:

- Travel to and from your first daily service site (i.e. regular commute travel).
- Any collaboration with another member's project/host site, unless pre-approved by ECO AmeriCorps Program staff.
- Travel to and from trainings paid for by the ECO training stipend.

Mileage reimbursement must be turned in to ECO AmeriCorps within a month of the travel, or the member risks losing the reimbursement. Please download reimbursement forms off the Google Drive.

Worker's Compensation Insurance

ECO AmeriCorps members are covered by the STATE OF VERMONT's worker's compensation insurance which is administered through CorVel. It is critical that injuries be reported to the ECO AmeriCorps program within 24 hours and make a first report of injury to the workers compensation administration company. More information is available here: <https://aoa.vermont.gov/secretary/divisions/workers-comp>

If you are injured, if urgent seek medical care immediately, call (800) 801-4604 to report your claim and alert an ECO Program staff member.

If you are not experiencing a medical emergency, you are required to contact the 24/7 Nurse and Telemedicine line before receiving treatment. Call (800) 801-4604 for more information.

AmeriCorps Alums

AmeriCorps Alums is the national AmeriCorps alumni network – with more than 1 million members. Registration is free and there are a number of benefits available to AmeriCorps Alums ranging from discounts on things like car insurance to career resources to guidance on utilizing your education award, and much more. Members are eligible to register as soon as they begin their AmeriCorps service. This is a great resource to help answer questions and understand benefits associated with your service. www.americorpsalums.org

Member Resources

Health care

The health care plan provided by ECO AmeriCorps is through The Corps Network, and is administered by SMIC. The program covers 100% of the Premium for medical and dental insurance, however deductibles and co-pays are the responsibility of the member.

Health care coverage will be active upon beginning of service and expire at the end of the last month that the member serves.

At this time, the program does not have the ability to offer insurance to member's family members or continue coverage after the member has completed service.

Annual plan information will be shared with members prior to beginning service. For questions about health plans and enrollment, contact Carey.hengstenberg@vermont.gov.

INFORMATION ABOUT STUDENT LOANS

Program staff is able to answer general questions regarding the education award, loan interest accrual, and school loan forbearance. For specific questions regarding the education award, interest accrual, forbearance, or for any issues logging in or using the *MyAmeriCorps Portal*, please contact the Portal help desk at the contact info listed below. This system is administered nationally and program staff does not have any additional access to or oversight of individual members' accounts.

Help Desk: **800-942-2677**

Fax: **703-206-7276**

Make a request online at: https://questions.nationalservice.gov/app/ask_mac

The National Service Trust

The Trust is the entity that manages the education award. They can be reached at 1-888-507-5960 OR 202-606-5000 ext. 347 or by visiting www.americorps.gov.





Forms and Paperwork

Section 7



AmeriCorps

Forms & Paperwork

Paperwork and Forms Overview

Paperwork, paperwork, paperwork! Please be aware that serving in AmeriCorps isn't all fun and games – there's also a lot of paperwork. Our program makes an effort to minimize the amount of time members spend on forms and paperwork by consolidating forms and keeping organized records. Please understand that ECO AmeriCorps staff are not in this field because we love paperwork. We ask for your diligence in submitting timely, complete, and thorough paperwork as required so that we may all keep our focus on service.

Below is a summary of the paperwork you'll be required to submit for the program year:

Enrollment

- Application through MyAmeriCorps
- Complete Background Check (this is completed by ECO AmeriCorps)
- Member Agreement/Contract with original signature
- Position Description
- Enrollment Form (through MyAmeriCorps)
- W-4
- I-9 with original signature
- I-9 Documentation
- Direct Deposit Sheet
- Includes voided check
- ECO AmeriCorps Program Enrollment Form
- Health Care Acceptance or Waiver with original signature
- Childcare Acceptance or Waiver with original signature
- Member Service Plan/SMART Goals
- On-site Orientation Checklist
- Loan Forbearance request (in MyAmeriCorps)

Mid-Year

- Mid-Term Member Performance Review signed by both Member & supervisor
- Quarterly Activities Reports Qtrs.: 1, 2, 3
- Quarterly Volunteer Logs Qtrs.: 1, 2, 3

Closing

- Quarterly Activities Reports Quarter 4
- Quarterly Volunteer Logs Quarter 4
- Exit Form (in MyAmeriCorps)
- Contract Amendment (if last day served is not last day as listed in contract)
- Final Member Performance Review signed by both member & supervisor
- End of Term Survey - ECO AmeriCorps Specific
- All time reports submitted and approved by host site supervisor and ECO Program
- Guidance/advice for next member at your service site
- Interest Accrual Request (in MyAmeriCorps)

Activity Reporting Section 8



AmeriCorps

Activity Reporting



Quarterly Reports

Every Member must submit quarterly reports for the quarters that they served with ECO AmeriCorps.

For the 2022-2023 Program Year, these reports are due:

Quarter 1: September 14th - December 7th / **Due December 16th**

Quarter 2: December 7th – March 1st / **Due March 10th**

Quarter 3: March 1st – May 24th / **Due June 2nd**

Quarter 4: March 24th – August 8th / **Due August 8th**

Reporting forms can be found on the [Google Drive](#)

There is a summary report for each quarter, along with individual project accomplish forms for projects implemented during the quarter. Project accomplishment forms are needed at a minimum for:

1. On the ground projects counting towards our national performance measures
2. Community training and outreach events
3. Training that is paid for using your ECO AmeriCorps training stipend

Each report must be verified and signed off by the host site supervisor. It is important to read the reporting instructions included in this handbook so members know what to track during service and what documentation is required. This is especially important to know the requirements before you engage in community outreach and training activities and volunteer recruitment and management.

Activity Reporting

2022-2023 Performance Goals

ECO AmeriCorps tracks seven national performance measures established by the Corporation for National and Community Service (CNCS) under the focus area of Environmental Stewardship. Accomplishments in these three areas are reported by members to ECO AmeriCorps on a quarterly basis. ECO AmeriCorps reports these performance measures two times per year to SerVermont. The reporting guidance and record keeping described below is established by federal AmeriCorps guidelines and outlined in ECO AmeriCorps grant application.

Note:

- All individuals counted under these measures must be program beneficiaries, not National Service Participants.
- Activities associated with these measures must be carried out by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.

1. Water Quality and Trail Improvement

Performance measurement:

EN5 - 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.

PROGRAM TARGET: 20 Miles

EN5.1 -Number of miles that are improved and/or put into use.

PROGRAM TARGET: 20 Miles

Note: Accomplishments reported under this performance measure will often be counted under both performance measures as miles treated and miles improved.

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. Measures related to trail building, maintenance and improvement are also reported under this performance measures.

Activities/Interventions

- Conduct on the ground assessments and analysis of impervious surfaces and road inventories
- Develop project ideas for water quality improvement
- Manage volunteers and coordinate with stakeholders
- Conduct water quality monitoring and coordinate volunteer sampling
- Review existing studies and assessments
- Apply for project implementation funding
- Manage project implementation and reporting
- Conduct verification of water quality improvement project installation/maintenance and track effectiveness and outcomes
- Trail building and improvement projects

Activity Reporting

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 treat/corridor of existing trail or made changes to increase the trail lifespan, removed unsafe trail structures, repaired damage caused by visit or 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

EN5 - 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.

For each project, report on the project accomplishment form the 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.

EN5.1 -Number of miles that are improved and/or put into use.

For each project, report on the project accomplishment form the 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 associated plan. Trails can be counted based on an assessment and before and after photos. **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. Typically, projects that result in miles of trails improved or put into use are also reported under EN5 – miles of trails/waterways that are treated.

Activity Reporting

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 Land Conservation and Remediation Performance Measures. An example is a riparian tree planting, a tree planting improves the land and results in improved water quality. Staff can help you decide which performance measure makes the most sense for your project and to meet our goals under ECO AmeriCorps grant requirements.

2. Land Conservation and Remediation

Performance measurement:

EN4 -Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are treated.

PROGRAM TARGET: 150 Acres

EN4.1 -Number of acres that are improved. PROGRAM TARGET: 150 Acres

Note: Accomplishments reported under this performance measure must be specified as either acres of land treated or acres of land improved, or in most cases the same number should be reported under both (EN4 and EN4.1).

Challenge:

Land conservation is vital to protecting Vermont's waterways. Publicly owned or managed land must be stewarded and managed to protect and restore ecological and hydrologic function.

Activities/Interventions

- Members will assist in the development of project ideas and fundraising for shoreland and stormwater improvement projects
- Removal of aquatic and terrestrial invasive species through service projects and community events
- Utilize geospatial analysis to target priority projects
- Develop nutrient management plans for small dairy farms
- Conduct assessments on effective land management practices
- Develop and monitor land conservancies plans for publicly owned land and land held in public easements

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.

Activity Reporting

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.

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, before and after photos.

3. Community engagement, education and outreach

National Performance Measures:

EN3 -Number of individuals receiving education or training in environmental stewardship and/or environmentally-conscious practices.

PROGRAM TARGET: 2,000 Individuals

EN3.1 -Number of individuals with increased knowledge of environmental stewardship and/or environmentally-conscious practices.

PROGRAM TARGET: 300 Individuals

EN3.2 -Number of individuals reporting a change in behavior or the intent to change behavior to better protect the environment.

PROGRAM TARGET: 200 Individuals

Challenge:

Community engagement, community science, education and outreach are needed to assist Vermont's rural communities to adopt programs and projects to protect, enhance and restore their natural resources.

Activities/Interventions

- Leverage information sharing through workshops, webinars, website and social media
- Develop K-12 school educational workshops and curricula, and technical assistance
- Facilitate educational workshops in targeted watersheds
- Provide composting workshops, and host community waste reduction events Recruit and train one-time and recurring volunteers

Activity Reporting

- Provide educational resources, information and technical assistance to farmers regarding agricultural practices to reduce nutrient pollution
- Educate individuals and municipal officials about sustainable stormwater management

How to Calculate/ Measure/ Collect Data

EN3 Number of individuals receiving education or training in environmental stewardship and/or environmentally-conscious practices.

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.** For example, 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.

Sign-in or attendance sheets from education/training sessions when possible.

EN3.1 Number of individuals with increased knowledge of environmental stewardship and/or environmentally-conscious practices.

Surveys should be utilized to assess the number of participants with increased knowledge in environmental stewardship. This can be a pre-post survey given before and after the training. 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, this is not often possible.

EN3.2 Number of individuals reporting a change in behavior or the intent to change behavior to better protect the environment.

Surveys should be utilized to assess a change in (or intent to change) behavior of the participants. This can be a pre-post survey given before and after the training. 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, this is not often possible.



Activity Reporting

CNCS Performance Measures Instructions

AmeriCorps State and National

ENVIRONMENTAL STEWARDSHIP

Focus Area Notes

- Programs should only opt into the Environmental Stewardship performance measures if the measures reflect significant program activities aligned with the applicant’s core theory of change.
- All individuals counted under these measures must be program beneficiaries, not National Service Participants. National Service Participant outputs and outcomes should be reported in the Performance Data Elements in annual Progress Reports.
- Activities associated with these measures must be carried out by National Service Participants or by volunteers directly recruited and/or supported by National Service Participants.
- CNCS encourages grantees to perform service with the greatest impact versus providing minimal impact to the highest number of acres/miles/individuals.

EN1 (output)	Number of housing units or public structures weatherized or retrofitted to improve energy efficiency
Definition of Key Terms	<p>Housing unit: a single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities</p> <p>Public structure: Shelter, such as homeless shelter or emergency shelter operated by a nonprofit or government organization; government-owned building</p> <p>Weatherization: Modifying a building to reduce energy consumption and costs and optimize energy efficiency. Whole-house weatherization includes the installation of modern energy-saving heating and cooling equipment and looks at how the house performs as a system.</p> <p>Retrofit: An energy conservation measure applied to an existing building or the action of improving the thermal performance or maintenance of a building.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of units/structures that have received services

EN1.1 (outcome)	Number of housing units or public structures with reduced energy consumption or reduced energy costs
Definition of Key Terms	Housing units or public structures: those reported in EN1
How to Measure/Collect Data	Utility bill/statement, computer modeling, resident survey, or other instrument capable of measuring changes in energy consumption or energy costs at the individual unit/structure level. When possible, pre-post assessments should be utilized.

EN3 (output)	Number of individuals receiving education or training in environmental stewardship and/or environmentally-conscious practices
Definition of Key Terms	<p>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 choices in order to live sustainably within those environments.</p> <p>Education or training: substantive engagement of individuals with a specific education goal in mind. Cannot consist solely of mass dissemination of information such as email blasts, social media posts, or distributing pamphlets.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of individuals that have received services

Activity Reporting

CNCS Performance Measures Instructions

AmeriCorps State and National

EN3.1 (outcome)	Number of individuals with increased knowledge of environmental stewardship and/or environmentally-conscious practices
Definition of Key Terms	Individuals: those reported in EN3
How to Measure/Collect Data	Survey, test, or other instrument capable of measuring changes in knowledge at the individual beneficiary level. When possible, pre-post assessments should be utilized.

EN3.2 (outcome)	Number of individuals reporting a change in behavior or the intent to change behavior to better protect the environment
Definition of Key Terms	Individuals: those reported in EN3
How to Measure/Collect Data	Survey, interview, or other instrument capable of measuring changes in behavior at the individual beneficiary level. When possible, pre-post assessments should be utilized.

EN4 (output)	Number of acres of public parks or other public and tribal lands that are treated
Definition of Key Terms	<p>Public parks: Park/recreation areas that are designated by national, state, city, or county governments (not trails or rivers; see EN5)</p> <p>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</p> <p>Tribal lands: Same meaning as imparted by the definitions of “Indian Lands” and “Indian Tribes” provided in. SEC. 101. [42 U.S.C. 12511]</p> <p>Treated: Removal of invasive species, planting native plants, building riparian buffers, clearing 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.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of acres of land that have received services

EN4.1 (outcome)	Number of acres of public parks or other public and tribal lands that are improved
Definition of Key Terms	<p>Acres of public parks or other public and tribal lands: those reported in EN4</p> <p>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.</p>
How to Measure/Collect Data	Land manager assessment or other instrument capable of measuring changes in land condition at the scale of individual acres. When possible, pre-post assessments should be utilized.

Activity Reporting

CNCS Performance Measures Instructions AmeriCorps State and National

EN5 (output)	Number of miles of public trails or waterways that are treated and/or constructed
Definition of Key Terms	<p>Public 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</p> <p>Treated: Removal of invasive species, planting native plants, building riparian buffers, improving tread/corridor of existing trail or making changes to increase the trail lifespan, implementing safety measures, removal of unsafe trail structures, repair of damage caused by visitor use, changes to increase accessibility, clearing 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.</p> <p>Constructed: Activities designed to make trails newly available such as adding handicapped accessibility, building boardwalks, trail-blazing, converting a railroad bed to a trail, etc.</p>
How to Measure/Collect Data	Tracking mechanism that ensures an unduplicated count of miles of trail/waterway that have received services

EN5.1 (outcome)	Number of miles of public trails or waterways that are improved and/or put into use
Definition of Key Terms	<p>Miles of public trails or waterways: those reported in EN5</p> <p>Improved: Restored to reduce human impact or the negative impact of natural disasters or invasive species, restored native plants and habitat, reduced erosion, protected watersheds, increased safe condition or long-term sustainability of trails, increased accessibility, protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.</p> <p>Put into use: Established safe and useable trails that are now available for public access</p>
How to Measure/Collect Data	Land manager assessment or other instrument capable of measuring changes in trail or waterway condition at the scale of individual miles. When possible, pre-post assessments should be utilized.

