

Dear Colleague –

I welcome your participation as a Site Supervisor with the *Students in Service* Program. This AmeriCorps program is sponsored by Washington Campus Compact in partnership with the Campus Compact offices in California, Hawaii, Montana, and Oregon; and institutions in Idaho and Alaska.

Campus Compact is a Membership organization of colleges and universities dedicated to engaging students in service, furthering the civic and public purposes of higher education, and strengthening communities. The *Students in Service* program helps Campus Compact achieve these goals.

We are pleased you are serving as a Site Supervisor for an AmeriCorps Member with our program. Now more than ever our communities need higher education students to serve. Men and women, including the Member(s) serving in your organization, are answering this call to service across the nation. We appreciate your commitment to supporting their endeavors, and in turn the national service movement.

This Site Supervisor Resource Book is designed to provide background and day-to-day information you may need during your AmeriCorps Member's term of service as it pertains to *Students in Service* and AmeriCorps. In it you will find program information, definitions, frequently asked questions, and resources for assistance.

The purpose of the *Students in Service* program is to meet critical community needs by engaging higher education students in service, and by fostering within them an ethic of civic responsibility. Through this program, we strive to develop a regional network of student leaders, committed to serving and strengthening their local communities in partnership with pre-school to college educators and community-based organizations in the focus areas of ***Education, Human Needs/Services, Public Safety and Homeland Security, and Environmental Initiatives***. We hope that students, by serving in this program, will deepen their commitment to service for many years to come.

We recognize your integral role in helping your student(s) successfully complete a term while serving your organization and strengthening your community. Thank you again for supervising an AmeriCorps Member and supporting the *Students in Service* program. Please contact either your respective state Campus Compact office, or the local Campus Partner at the institution your student attends, for additional assistance.

On behalf of Washington Campus Compact and our program partners, best regards,

Moonwater
Director of Student Engagement
Washington Campus Compact

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INTRODUCTION

History

Students in Service, a program of Washington Campus Compact (WACC), began in 1997 as the HELP (Higher Education Learning Partners) program with funding from the Corporation for National & Community Service (CNCS). With goals to foster civic engagement among higher education students, promote the national service movement, and encourage positive relationships between campuses and communities, the program initially targeted students on Member campuses in Washington. It later expanded to include Campus Compact students in California, Hawai'i, Idaho, Montana, Alaska, and Oregon. To date, thousands of students have served their communities in the Western region.

Program Purpose

The purpose of the *Students in Service* program is to meet critical community needs by engaging higher education students in service, and fostering within them an ethic of civic responsibility. Through the program, students are introduced to local, regional, and national service-learning opportunities, resulting in a regional network of student leaders committed to serving and strengthening their local communities. Students serve in partnership with schools and community-based organizations in the areas of **Education, Human Needs/Services, Public Safety and Homeland Security, and Environmental** Initiatives. With rising tuition costs, and competing interests, *Students in Service* works to make service a viable opportunity for students.

Terms of Service and Education Awards

To this end, *Students in Service* students choose one of three terms of service: 300 hours, 450 hours, or 900 hours. Upon successful completion of a Term of Service, students are eligible for an Education Award (scholarship), which they can apply toward outstanding student loans or the cost of attending a college or university. The Education Award amount varies, depending on the Term of Service: The Education Award is not cash; it comes in the form of a voucher that the student sends to the campus or loan holder.

300-Hour Term of Service = \$1,000.00 Education Award

450-Hour Term of Service = \$1,250.00 Education Award

900-Hour Term of Service = \$2,362.50 Education Award

Using the Students in Service Program as a Volunteer Incentive

The *Students in Service* program can be of great benefit to community-based organizations (CBOs), schools, and non-profit agencies in their quest to recruit volunteers – fostering not only recruitment success, but volunteer retention as well, by addressing challenges that come with volunteer recruitment and retention. Often CBOs are faced with limited budgets and are unable to offer financial incentives for students to provide service and support at their agency. Similarly, students facing rising costs of attending a university cannot afford to make a commitment to volunteering. The *Students in Service* program is designed to offer students financial assistance for their participation in national service, and offer CBOs an incentive tool in recruiting volunteers from local colleges and universities. Community-based organizations and non-profits have found the *Students in Service* program to increase volunteer recruitment and retention while connecting educational, service and financial incentives and benefits.

How it Works

1. Students go to www.studentsinservice.org and complete the Online Pre-Service Orientation to the program for general program and eligibility information. The orientation provides time for students to think about the type of service they'd like to complete.
2. Once students have completed the Online Pre-Service Orientation and decide to commit to the program, they should identify tentative service projects.
3. Students then attend the mandatory In-Person Program Orientation session for students to commit to a Term of Service (either 300, 450, or 900 hours), learn about National Service, and have questions answered.
4. After successfully completing the enrollment process, students become AmeriCorps Members and accumulate service hours over the course of one or two years. Each month they submit time logs and report progress to the Campus Compact Office.
5. Members work closely with a person at their service site, a Site Supervisor, who assists in developing a service position description and identifying Member goals. Site Supervisors also verify monthly time logs and monitor the Member's compliance with Prohibited Activities.
6. Members have two years (24 months) from the date of the In-Person Program Orientation to complete a 900 hour term; and one year (12 months) from the date of In-Person Program Orientation to complete either the 300 or 450 hour term.
7. Upon successful completion of the Term of Service and necessary paperwork, Members exit the program and are eligible for an Education Award.

Types of Service an AmeriCorps Member Can Do

Students in Service partners with pre-school through college educators and community-based organizations in the focus areas of ***Education, Public Safety, Environmental Initiatives, Homeland Security, and Human Needs/Services***. The following are a few examples of service activities:

- Serving at domestic violence shelters; food banks/soup kitchens; serving with homeless individuals; etc.
- Tutoring/mentoring; literacy programs; volunteer teaching of ELL or GED classes; after-school programs; service-learning activities on campus; University courses with a service-learning component;
- State or Federal Work Study funded positions with a service focus (the **only** eligible paid positions); non-paid, academic internships with a service focus; a limited number of practicum hours, such as nursing and counseling.
- Volunteer firefighting; volunteering within the criminal justice system, community health programs, Red Cross; etc.
- Stream restoration; revegetation/reforestation projects; recycling programs; wildlife conservation; etc.

The National Service Network

Students in Service operates within a network of national and state organizations. Although the national service network is multifaceted, it serves as a foundation for bringing *Students in Service* to your agency or organization. In order to better understand the connections within the network, refer to the flow chart that illustrates the funding streams that lead to *Students in Service*.

NATIONAL SERVICE NETWORK/FUNDING STREAM

Corporation for National and Community Service (CNCS)

- Federal agency created in 1993 with bipartisan support from Congress, the President, and community groups
- Receives congressional appropriations to support several streams of National Service
- National Service streams include AmeriCorps, Learn and Serve, and Senior Corps
- Funds a variety of organizations to provide opportunities for Americans of all ages to serve in their communities
- Funding can be direct (federal to nonprofit agency) or indirect (federal to state to nonprofit)

Learn and Serve

Senior Corps

AmeriCorps

- Stream of National Service launched in 1994 by President Clinton that engages more than 50,000 people annually
- Created to expand opportunities for Americans to serve their communities and earn money for college (Ed Award)
- Supports several types of programs: VISTA, NCCC, State, National Direct, and Education Award Only

VISTA

NCCC

Education Award Only

State

National Direct

Washington Campus Compact (WACC)

- Founded in February 1992 by seven Washington higher education presidents
- In doing so, became a Member of national Campus Compact
- Creates academic and co-curricular service opportunities for students to engage with their communities
- Fosters the development of collaborative partnerships among campuses, and with communities
- Received funding from CNCS for the *Students in Service* program

Students in Service (SIS)

An AmeriCorps Education Award Only Program

- Began in 1997 as the HELP program, and was later called Community Connections
- The mission of SIS is to engage higher education students in service and foster within them an ethic of civic responsibility
- WACC partners with the State Compacts of California, Oregon, Montana, and Hawaii, and with institutions in Alaska and Idaho to operate the program
- Part-time AmeriCorps program provides Education Awards to students who serve from 1-2 years
- SIS includes students and their service

CA

OR

AK

WA

MT

ID

HI

Campus Compact Member Institutions

ROLES & RESPONSIBILITIES

Roles

As the Site Supervisor, you will play a variety of roles as you mentor an AmeriCorps Member. You will:

- be a primary point of contact for a Member during his/her term of service,
- assist in training and orientation to the service site,
- provide on-going advisement and mentoring during service,
- provide some professional support to the student.

Responsibilities

Along with the ongoing philosophical and technical assistance, a Site Supervisor assists the Member in completing a small number of specific tasks during his/her term of service. These include:

- Collaborating with the student to design a **Service Position Description** at the beginning of the term. This allows you, the Site Supervisor, an opportunity to provide input about agency expectations, goals, issue areas, and service responsibilities. You sign this form.
- Mentoring the Member to design his/her **Member Development Plan** at the beginning of the term. The Member will set additional personal, professional, and service goals. You sign this form.
- Approving monthly **Time Logs**. Members submit detailed reports of their service activities and hours. You verify and sign these time logs monthly.
- Monitoring ongoing compliance with **AmeriCorps Prohibited Activities**. Included in this Site Supervisor Resource Book is a copy of AmeriCorps provision outlining certain activities that cannot be considered service. Members are ultimately responsible for monitoring their activities, but Site Supervisors can be excellent professional mentors in identifying activities that may not be appropriate or acceptable.
- Completing an end of term **Evaluation** regarding the impact of the Member's service and performance.

While this list of roles and responsibilities is necessary for our program, we hope you will also be interested in assisting the AmeriCorps Member to maximize his/her volunteer experience, and to maximize your opportunity in hosting a dedicated volunteer.

PROGRAM FORMS

When the AmeriCorps Member begins the enrollment process, s/he will meet with you to review and complete a variety of forms. While you will not need to assist the Member with every form, a brief overview of the enrollment process is provided. An explanation of the *Students in Service* forms that may be of particular interest to you as the Site Supervisor is provided below. This way, you can reference the materials on an on-going basis throughout the term of service.

The information that is of particular importance and/or requires Site Supervisor signatures includes:

- A. **Member Agreement** – please consider reviewing the Member Agreement with your Member. S/he will have a copy of the agreement as a personal record; this will provide you with more specific information about AmeriCorps & Program expectations, & Member responsibilities.
- B. **Site Agreement – Service Position Description** – In collaboration with the Member, you will work to design a detailed description of the Member’s service activities. The Member is strongly encouraged to be as detailed as possible and required to be specific. In signing this form you agree to monitor the Member’s compliance with AmeriCorps Prohibited Activities, and assist in completion of paperwork in a timely manner, especially time logs.
- C. **Prohibited Activities** – Included within this Site Supervisor Resource Book is a copy of the AmeriCorps Prohibited Activities, as well as information on Frequently Asked Questions regarding what is appropriate or acceptable service.
- D. **Member Development Plans** – You will serve as a mentor to the Member in his/her development of personal, professional and service-related goals. Similar to the Service Position Description, Members are required to be specific, and to set clear, tangible and realistic goals with actionable objectives.
- E. **Criminal Record Check** – According to the Corporation of National & Community Service (CNCS) guidelines and AmeriCorps provisions, “background criminal record checks are required, to the extent permitted by state law, for Members who have substantial direct contact with children (as defined by state law), or who perform service in the homes of children or individuals considered vulnerable by the program.” In order to be in compliance with this provision, written documentation that the Member has successfully completed the process when required. If applicable, please sign the verification form provided to you by the Member, located in the Member Resource Book.
- F. **Time Logs** – Members are required to submit detailed and descriptive time logs on a monthly basis. Members need to identify their service activities and record their hours. Site Supervisors are required to sign these time logs.
- G. **Site Supervisor Evaluation** – At or towards the end of a Member’s term of service, Site Supervisors are asked to complete an evaluation to reflect upon the Member’s service experience and delivery, and measure the impact of an AmeriCorps Member on your organization’s program. These documents require an original signature so please complete the attached copy or a downloadable version from the *Students in Service* program website (www.studentsinservice.org). Please submit via postal mail.

PROHIBITED ACTIVITIES

There are certain activities including lobbying or political, religious, or advocacy activities that AmeriCorps Members and staff may not perform in the course of their duties, while charging time to the AmeriCorps program, or at the request of program staff. Furthermore, Members and staff may not engage in any conduct in a manner that would associate the *Students in Service* program or the Corporation for National & Community Service (CNCS) with the prohibited activities.

The list of prohibited activities includes:

- participating in efforts to influence legislation, including state or local ballot initiatives, or lobbying for your program
- organizing a letter-writing campaign to Congress
- engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office
- participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
- voter registration drives
- organizing or participating in protests, petitions, boycotts, or strikes
- assisting, promoting, or deterring union organizing
- impairing existing contracts for services or collective bargaining agreements
- engaging in religious instruction
- conducting worship services
- providing instruction as part of a program that includes mandatory religious instruction or worship
- constructing or operating facilities devoted to religious instruction or worship;
- maintaining facilities primarily or inherently devoted to religious instruction or worship
- engaging in any form of religious proselytizing
- providing a direct benefit to a for-profit entity, a labor union, a partisan political organization, or an organization engaged in religious activities
- participating in activities that pose a significant safety risk to participants
- fundraising, including:
 - for living allowance or other costs of the AmeriCorps program or an organization's operating expenses or endowment
 - writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National & Community Service
 - writing grant applications for funding provided by any other federal agencies.
- Additionally, Members may not consider such hours as direct service:
 - required student teaching practicum hours
 - time spent sleeping during overnight retreats affiliated with the service site (or for personal recreation) or travel time to and from a service site.
 - service outside a program state (California, Hawaii, Idaho, Montana, Oregon, Washington, Alaska) or outside the U.S.

However, AmeriCorps Members, like any other private citizens, may participate in any of the above activities on their own time, at their own expense, and at their own initiative. Members may not wear AmeriCorps service gear or other identity item (pins, hats, etc).

ACCRUABLE ACTIVITIES WHAT COUNTS AND WHAT DOESN'T

Please recall that at least 80% of a Member's service should be accrued completing "Direct Service".
Up to 20% can be accrued participating in "Member Development" activities.

<u>Accruable "Direct Service" Hours</u>	<u>Non-Accruable "Direct Service" Hours</u>
<ul style="list-style-type: none"> • Most volunteer service in the community • Service in the focus areas of Education, Public Safety, Homeland Security, Environmental Initiatives, and/or Human Needs • Federal/State Work-Study funded service-related positions (the ONLY paid position eligible) • Non-paid internships and practicum programs that are service-related • Service-learning experiences in conjunction with a credit- or non-credit-based academic course • Volunteer recruitment • Coordinating service-learning or community service projects on campus or in the community 	<ul style="list-style-type: none"> • ANY Paid/stipend positions that are not Work-Study • Grant writing and/or fundraising for an agency's capital or operating costs • Student teaching practicum hours (required classroom time including teaching, observation, preparation, etc.) • Travel time to and from a service site • Counting the hours sleeping or personal recreation time during an overnight retreat • International service or service outside of Member states • Any AmeriCorps or program-related prohibited activity
<u>Accruable "Member Development" Hours</u>	<u>Non-Accruable "Member Development" Hours</u>
<ul style="list-style-type: none"> • Creating a journal of service reflections • Attending conferences or trainings for personal or professional development • Grant writing or fundraising for nonprofit agencies, that is directly applicable to the direct service (not capacity building or administrative fundraising, e.g. writing a federal grant for a new staff position. But writing a grant to a foundation for supplies for tutors is permissible) • Attending staff meetings, taking a Language class, pursuing other personal/professional goals, etc. 	<ul style="list-style-type: none"> • Time spent merely "doing a job" or "completing academic assignments" • Unrealistic or vague goals • Activities that pose a significant safety risk to participants or others • Travel time to and from a service site • Counting the hours sleeping or personal recreation time during an overnight retreat • Any AmeriCorps or program-related prohibited activity

FREQUENTLY ASKED QUESTIONS

Q: How does my agency or organization benefit from hosting an AmeriCorps Member?

A: The benefits of sponsoring an AmeriCorps Member are numerous:

- Access to a committed volunteer who can serve at your agency for a given period of time.
- Ability to collaborate with a volunteer to identify a community need and outline steps to address community issues.
- Fostering a deeper relationship between community organizations and college/university resources.
- Opportunity to serve as a personal and professional mentor to a higher education student.
- Development of programs or sustainability measures by an AmeriCorps Member for your agency or organization.
- Direct connection to the national service movement and support of national service initiatives.

Q: Can this program partner with Work-Study?

A: Yes! Students who hold Federal/State-funded Work Study service-related positions may also apply to *Students in Service*. Work Study positions are the **only** paid positions eligible for participation. Students who have a service-related, non-paid internship, may also be eligible to participate.

Q: What is the time commitment to serve as a Site Supervisor?

A: The AmeriCorps process blends nicely with many steps traditionally taken during an orientation process for any new volunteer. There are some primary forms to complete with the Member that take about 30-60 minutes to complete. Once the Member has been enrolled, the actual additional *Students in Service* time is minimal. Throughout a Members service you, as the Site Supervisor, will sign monthly Time Logs. You will also complete a Site Supervisor Evaluation form at the end of your Member's term.

Q: Can I serve as a Site Supervisor for multiple people?

A: Yes! You may choose to serve as a Site Supervisor for multiple AmeriCorps Members. We encourage Members to select a supervisor who is in direct contact with their day-to-day activities – someone who really can mentor and advise them in their service experience.

Q: Can a Member's position be paid?

A: The **ONLY** paid positions a Member can count hours for a job and for *Students in Service* are Federal/State-funded Work Study service-related positions. All other service must be non-paid (including internships, academic course-related service, and general volunteer service).

Q: Who is responsible for sending in completed paperwork?

A: Ultimately, the Member is responsible for completing, securing appropriate signatures, and sending program-related paperwork to the respective Campus Compact office. As a Site Supervisor, you have agreed to assist the Member in completing tasks that require your participation, collaboration and approval/verification signature.

Q: What if there is a concern with the quality or nature of the Member's service activities?

A: While we encourage Site Supervisors to work directly with Members to outline responsibilities and expectations, Site Supervisors can directly contact the state Campus Compact office, or the local Campus Partner for additional support. Campus Partner contact information is located at www.studentsinservice.org.

Q: *Is serving in a soup kitchen located in a church considered a “prohibited activity”?*

A: To determine whether or not an activity is prohibited, a Site Supervisor and Member should consider first the type of the activity, and secondly the location. If a Member is serving food in a soup kitchen that happens to be in a church, that activity in and of itself is absolutely appropriate. *Students In Service* encourages partnering with faith-based organizations. However, if a Member is expected, as part of the soup kitchen experience, to discuss or promote the particular ideology or mission of the hosting religious organization, that would be an example of an unacceptable direct service activity. This may be a helpful example in determining prohibited activities.

Q: *Can documents be faxed?*

A: Yes – documents can be faxed to the respective Campus Compact office. If a deadline is near, a Member may fax documents, but will eventually need to send the original document with original signatures. If you are unable to fax, simply call your state Campus Compact to notify the Program Director/Administrator that your paperwork will be late.

Q: *What do I do if I am no longer able to serve as a Site Supervisor?*

A: We encourage you to communicate with your Member regarding your role as a Site Supervisor. Should you find you are unable to serve in this capacity, the Member is required to identify a new Site Supervisor. Please give your Member as much notice as possible if you are unable to continue in this role.

Q: *What happens if I don't sign the Member's documents?*

A: The Member is ultimately responsible for making sure all of their documents are signed and approved, and completed by program deadlines. Incomplete or late documents may place the Member's status with AmeriCorps in jeopardy. The Campus Compact staff monitors paperwork to make sure it's complete and signed by the correct people. Although it is rare that a Member would forge information, we do monitor those details. Should a concern arise with a Member's documents, we first work directly with the Member, but in some cases, may contact you directly (another great reason to make sure we have your phone and email address!).

Q: *Will AmeriCorps or Campus Compact staff visit my site?*

A: Throughout the year, the *Students in Service* staff have an interest in visiting sites around the state to provide a more personal touch to the program and make connections with Members and community agencies. While *Students In Service* staff may not personally visit every site (there may be hundreds!), if we are able to schedule a visit, we do hope you will consider our invitations to share your agency and experiences with our program. The Corporation for National & Community Service (CNCS) also conducts yearly site visits to each state Campus Compact office. During a site visit, CNCS will visit one college or university and review program administration. CNCS staff also feels strongly about making a connection in the community and invite direct feedback about program experience from Members and community partners. Again, while CNCS may not visit each community, if your site is selected, you are asked to consider sharing your experiences.

Q: What is a “Great Story”?

A: A significant component of any service-learning program is the element of reflection. Participants must have an opportunity to consider their experiences, and reflect upon the meaning of those experiences. The experiential learning process is a valuable component to *Students in Service*. Two times per year, Members are asked to submit a Great Story as part of their participation in the program. This story is a reflection piece about a positive experience that occurred at their service site and/or about their service with a client.

A “Great Story” not only serves the AmeriCorps Member it may serve your agency. You might feel rejuvenated after reading about the wonderful learning experiences of your AmeriCorps Member. You may want to publish the story for your staff, in an agency newsletter, or for the Board of Directors. In the past, Members serving in the most challenging of circumstances have been inspired after engaging in reflection. We hope you can share in the positive outcomes of service!

Q: Are there additional resources I can consult?

A: The Students in Service program has its own website! Log on to www.studentsinservice.org for program information, facts and stats, forms, and links to state and national service offices and resources. You can also contact your state’s Campus Compact office for additional training and technical assistance.

Thank you again for sponsoring an AmeriCorps Member at your agency or organization. We are confident that AmeriCorps volunteers Get Things Done and Strengthen Our Communities!!

Best regards,
The *Students in Service* staff

SITE SUPERVISOR – PROGRAM EVALUATION

Purpose: SITE SUPERVISORS please complete the following evaluation to provide Campus Compact with feedback related to the service and support provided by your AmeriCorps member with the *Students in Service* program this year. This information will be used to strengthen our program, and provide the Corporation for National & Community Service with valuable data regarding the impact of AmeriCorps Members in our communities.

Directions: Please complete the evaluation as accurately and completely as possible. This is a required evaluation for your member to successfully complete the program, and s/he will submit it with his/her Exit Paperwork. If you wish, your information will not be shared directly with your Member. You may respond to the questions and either return the evaluation to your *Students in Service* Member or send it directly to your state's Campus Compact office (your member will have the address and it may also be found in the Site Supervisor Resource Booklet).

1. Member's Name: _____
(Please print.)

2. Please circle the focus area with which your agency or organization most closely identifies.

Education Environmental Initiatives Public Safety Human Services/Needs Homeland Security

For the following questions, please respond considering your "primary clientele" – the primary individuals/beneficiaries of the services of your organization or agency. For example, a university service-learning center may have faculty, staff and students of the institution as the primary clientele. Community agencies that students serve through a service-learning class would be secondary clientele. If work for a non-profit, your primary clientele may be immigrant families etc.

3. Briefly describe the clientele/recipients of your agency/programs & describe any special characteristics. (e.g. Clients: 4th graders, senior citizens, women, faculty; Special Characteristics: crime victims, ESL students, low-income families, work-study students, etc.)

4. In what *qualitative* ways did the AmeriCorps member impact your agency and/or your agency's primary clientele? (I.e. ~ improvement in academic success, increase in reading scores, improved self-esteem, families found housing, higher ed students were more civically engaged, etc.)

5. In what *quantitative* ways did the AmeriCorps member impact your agency and/or your agency's primary clientele? (i.e. reading levels increased by 3 levels; 10 students read at a higher level; 15 families found housing; 75 trees planted, 100 higher ed students participated in campus service programs, etc.)

6. For those in a P-12 Education setting (i.e. elementary, middle, or high school): Please identify how your school's services were enhanced as a result of the AmeriCorps member's efforts.

7. For those in a higher education setting (i.e. college or university): Please identify how your institution's programs were enhanced as a result of the AmeriCorps member's efforts.

8. For those in a Public Safety, Environmental, or Human Needs/Services, or Homeland Security setting: Please identify how your agency's programs were enhanced as a result of the member's efforts.

9. Did you provide the AmeriCorps Member with additional training over the course of their service? What are some examples? (e.g. orientations, topical trainings – conflict resolution, diversity, seminars, etc.)

10. Please share additional feedback about your experience with the *Students in Service* Program.

Site Supervisor Signature: _____ Name: _____ Date: _____
(Please Print)

Thank you for completing the evaluation, and thank you for your support of an AmeriCorps Member at your site. We appreciate your participation in *Students in Service* program.

SITE SUPERVISOR – MEMBER EVALUATION

Instructions: SITE SUPERVISORS Please consider completing this optional evaluation to provide your AmeriCorps Member with feedback related to the service and support s/he provided with the *Students in Service* program. This evaluation can be used as a tool for you to review the Member’s service experience, contribute to his/her personal and professional growth, and reflect on the impact of the Member’s service with your agency. You do not need to send this document to the Campus Compact office as it is intended for your internal office use.

Thank you! Please review and discuss the following items:

ACCOMPLISHMENT OF PROJECT REQUIREMENTS

1. Contributes high quality service work. Comments: _____

2. Willingly accepts responsibility and takes initiative – seeks opportunities, identifies needs and takes action. Comments: _____

3. Demonstrates an understanding of work ethics – reports to site as required, is on time, reliable, etc. Comments: _____

4. Completes tasks and projects as required – produces accurate and consistent work; meets deadlines; follows through on responsibilities, etc. Comments: _____

PROJECT KNOWLEDGE

5. Understands skills needed to perform service activities – technical, analytical skills, ability to organize projects in an efficient manner. Comments: _____

6. Demonstrates a commitment to site’s goals and objectives – contributes toward the mission of your institution and the AmeriCorps program. Comments: _____

PERSONAL RELATIONS

7. Possesses the ability to get along well with others including faculty, staff, students, agency colleagues and community members. Comments: _____

8. Accepts direction and feedback appropriately. Comments: _____

9. Demonstrates leadership ability in initiation and implementation of service activities. Comments: _____

Member Signature _____ Site Supervisor Signature _____ Date: _____

CONTACT INFORMATION

If you require further assistance, or simply would like to speak with a staff representative regarding AmeriCorps or the *Students in Service* program, please contact the Campus Compact office in your state.

California Campus Compact

Students in Service Program Coordinator
c/o San Francisco State University
1600 Holloway Avenue-Lakeview Center 135
San Francisco, CA 94132-4042
PH: (415) 338-3985
FX: (415) 338-3987
EM: cacchelp@sfsu.edu

Montana Campus Compact

Students in Service Program Coordinator
c/o University of Montana
302 University Hall
Missoula, MT 59812
PH: (406) 243-5175, ext. 1
FX: (406) 243-5407
EM: vanek@mtcompact.org

Hawaii Campus Compact

Students in Service Program Coordinator
c/o University of Hawaii Manoa
2600 Campus Road SSC # 209
Honolulu, HI 96822
PH: (808) 956-4641
FX: (808) 956-3394
EM: helphi@hawaii.edu

Oregon Campus Compact

Students in Service Program Coordinator
c/o Portland State University
P.O. Box 751-ORCC
Portland, OR 97207
PH: (503) 752-8139
FX: (503) 752-5262
EM: terim@pdx.ed

Washington Campus Compact (including Idaho and Alaska)

c/o Western Washington University
MS 5291 - 516 High Street
Bellingham, WA 98225-5996
PH: (360) 650-2044
FX: (360) 650-6895
EM: cc-help@wwu.edu

Additional contact information can be found at www.studentsinservice.org