



AmeriCorps Program Implementation Basics

CV Overview

2016 CV AmeriCorps Start-Up Training



Session Goals:

- Provide a Brief Overview for Running an AmeriCorps Program
- Identify Steps in Preparing for and Implementing An AmeriCorps Program
- Review CV Key Expectations
- Provide First Hand Testimony on Implementing an AmeriCorps Program





- **Pre-award: Forming and Laying the Foundation**
- **Building, Sustaining, and Maintaining Your AmeriCorps Program**



CV AmeriCorps State Program Start-Up Guide Categories

- **Program Development and Management**
- **Community and Site Partnerships**
- **Member Development and Support**
- **Financial Management (Separate Session)**





Pre-award

Forming and Laying the Foundation



Pre-award - Forming and Laying the Foundation

Program Development and Management

- Review in your AmeriCorps application; particularly your five primary CV program components: The Program Narrative, The Logic Model, The Program Diagram, The Performance Measures, and the Budget Narrative.
- Develop an annual calendar for program and be prepared to work with your CV Program Officer to complete a CV AmeriCorps Program Calendar. The CV Program calendar will list start/end dates, last dates to enroll, progress report due dates etc...





Pre-award - Forming and Laying the Foundation

Program Development and Management

- Develop a AmeriCorps program organizational chart. Remember...this is a new program/creation!
- Review, update, and develop AmeriCorps staff position descriptions, including site staff.
- Assess your organization for any potential legal and/or financial risks.
- Develop a AmeriCorps staff recruitment plan (if needed).
- Develop a AmeriCorps staff training and orientation plan. Remember to include site staff.



Pre-award - Forming and Laying the Foundation

Community and Site Partnerships

- Use your partner and placement site MOUs/SOUs to outline, clarify, and specify service site and parent organization roles and responsibilities.
- Finalize MOUs/SOUs, signatures etc...
- Complete implementation of service site selection criteria.



Pre-award - Forming and Laying the Foundation

Member Development and Support

Develop your member recruitment plan.

- The results of an effective recruitment process will directly impact member morale, motivation, respect, retention, quality of service projects, relationships with service partners and community members, funding, and your ability to focus on the program rather than spend the majority of your time addressing problems.



Pre-award - Forming and Laying the Foundation

Member Development and Support

Develop your member administration plan.

- Identify the person(s) responsible for completing and entering all member information. This is particularly important if you do not have a Human Resources department.
- Set up individual member files. Include all forms needed for each member and a Member File Checklist that identifies completed forms and other documents in member's file.



Pre-award - Forming and Laying the Foundation

Member Development and Support

- Develop and prepare to implement member interview and selection process.
- Develop a member evaluation tool for pre-mid-end evaluations
- Develop a member contract/service agreement.



Building, Sustaining, and Maintaining Your AmeriCorps Program



Building, Sustaining, and Maintaining Your AmeriCorps Program

Program Development and Management

- Review the CV Welcome Packet for the CV Program Calendar, Progress Report Template, etc...
- Ensure corps member hours and financial information is gathered and entered on at least a monthly basis.
- Collect program data on a monthly basis. Use data to evaluate progress toward performance measures.
- Maintain effective program data collection and continue to use data to evaluate progress toward performance measures.



Building, Sustaining, and Maintaining Your AmeriCorps Program

Program Development and Management

- Review and refine the program calendar if needed.
- Monitor the timely submittals of CV Progress Reports.
- Monitor the CV program calendar for important due dates.
- Ensure Corps member hours and financial information is entered into the electronic record-keeping system regularly.
- Exit members from the eGrants/Member Portal, provided members have completed program requirements and service hours required.





Building, Sustaining, and Maintaining Your AmeriCorps Program

Community and Site Partnerships

- **Send site monitoring visit tools and site desk audit tools to all service and host sites in preparation for site monitoring visit.**
- **Conduct a site monitoring visits of all service and host sites.**
- **Conduct on-going Partnership meetings/updates**
- **Formally recognize the work of partnering sites and service and host sites.**



Building, Sustaining, and Maintaining Your AmeriCorps Program

Member Development and Support

- **Conduct member evaluation activities**
- **Consider a member retreat and/or other member recognition opportunities**
- **Provide On-going Life After AmeriCorps training/activities.**
- **Ensure eGrants accounts are complete and accurate**





CV Broad Expectations

- Identify a Primary Contact for Your Program
- Communicate Regularly with your CV Program Officer (PO)
- Know Your Contract and Its Exhibits
- Attend CV T/TA Calls and Trainings
- Document Member Issues
- Follow CV Policies & Procedures
- When in Doubt...Contact Your CV PO



Q & A





In Summary:

- **We Identified Basic Steps and Resources in Preparing for and Implementing An AmeriCorps Program**
- **We Reviewed CV Broad Expectations**
- **Q & A**



Current Grantee Sharing Opportunity:

Carson Cornbrooks
Education Outside





AmeriCorps Program Implementation Basics

Thank You!

