# Scope Creep

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**What does it look like?**

* Members performing activities outside the scope of the grant as outlined in PMs and Position Descriptions – examples

**When does it happen?**

* Struggling to get match – less than ideal partners, feeling like a ‘guest program’
* Members behind in hours – Program needs to plan for approvable make up hours ahead of time

**How do we prevent it?**

**With partner sites:**

* Clear Expectations: from Superintendent to Principals, to Site Supervisors, be clear on the added value the program is bringing, its goals and activities to reach those goals (PMs)
* MOUs, simplified version of PM targets and Data Collection needed shared with all parties
* PMs, Position Descriptions, Member Performance Evals – all have the RIGHT activities clearly laid out
* Run a quality program and share the impacts regularly
* Provide a very structured schedule of member activities to sites - takes the burden off of them to plan!
* **Members are first line of defense**! – trained in what they’re supposed to be doing AND trained how to respond if asked to do other stuff

 **Member Make-up Hours:**

* Plan for absences
* Community Service Projects – plan ahead – count hours under community strengthening or member development
* Optional Member Development trainings

**What do we do when it happens?**

* Gilbert talks to partners: ‘My funder says’ ‘what if the union stopped by?’
* If they don’t improve – find another partner