

PARTNER SITE INFORMATION PACKET

Program Year 2025–2026



www.coreamericorps.org



STRENGTHEN YOUR ORGANIZATION. EMPOWER FUTURE LEADERS. SERVE YOUR COMMUNITY.

WELCOME

Dear Partner,

Thank you for your interest in partnering with CORE Susquehanna AmeriCorps! Our partners are the heart of our program. Together, we are creating meaningful service opportunities that strengthen communities across Central Pennsylvania.

This packet is designed to help you better understand the expectations, benefits, and logistics of hosting an AmeriCorps member. Whether you're a new site or a returning partner, we hope this guide provides the tools and information you need to make your AmeriCorps experience successful and rewarding.

We look forward to working with you to:

- ✓ Build capacity for your organization
- ✓ Address critical community needs
- ✓ Support personal and professional growth of AmeriCorps members
- ✓ Strengthen the impact of national service in our region

If you have questions at any point, our team is here to support you.

Together in Service,

Julia Edick

Program Director, CORE Susquehanna AmeriCorps



AmeriCorps



What is AmeriCorps?

AmeriCorps is a national service program that engages individuals in service to meet community needs across the United States. Think of AmeriCorps as "**the domestic Peace Corps**." Rather than being employees or volunteers, AmeriCorps members serve communities by tackling challenges related to education, health, human services & more.

AmeriCorps operates through **partnerships** with nonprofits, schools & public agencies, **providing people-power & resources to strengthen communities**.

Members receive a modest living stipend &, upon completing their term, an **education award** to further their studies or repay student loans. The member **living stipend is paid directly by CORE Susquehanna AmeriCorps, NOT by the host site**. The education award, which members earn after successful completion of their term, is provided by the federal AmeriCorps Agency. **Host sites only provide their required cash match and in-kind contributions**-they are not responsible for issuing member stipends.

★ Stipend provided by CORE Susquehanna AmeriCorps

★ Education Award provided by AmeriCorps Agency



Fun Facts

- ★ AmeriCorps has over 200,000 members serving across the country each year
- ★ AmeriCorps invests nearly \$1 billion annually to support community improvement
- ★ Members gain valuable skills, leadership experience & professional development
- ★ Service areas: education, health, disaster response, economic opportunity & more

At its core, **AmeriCorps unites individuals** from all walks of life in a shared mission to **solve problems, promote civic engagement & create lasting change**.



Meet Your CORE Susquehanna Team



Julia Edick

Program Director

✉ jedick@union-snydercaa.org

Julia oversees the CORE Susquehanna AmeriCorps program, supporting members and partner sites across Central Pennsylvania. She is passionate about building strong partnerships, developing leaders, and creating meaningful service opportunities.

Dani Catherman

Member Coordinator

dcatherman@union-snydercaa.org ✉

Dani supports AmeriCorps members throughout their service term, providing guidance, resources, and encouragement. She is dedicated to helping members grow, overcome challenges, and make the most of their service experience.



Kurt Laird

Fiscal Director

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Kurt manages the financial operations of CORE Susquehanna AmeriCorps, ensuring program resources are handled responsibly and in compliance with funding requirements. He is our key resource for questions related to site invoices, member stipends, and financial processes.



About CORE Susquehanna AmeriCorps

CORE Susquehanna AmeriCorps partners with educational, health, and human service organizations in the Pennsylvania heartland, whose service goals align with addressing health, education, and other human service needs. The program was established in 1994 as a project of Union-Snyder Community Action Agency and is a component of the Corporation for National & Community Service.

CORE Susquehanna AmeriCorps is proud to serve communities across Central Pennsylvania. We connect motivated individuals with organizations like yours to expand capacity, tackle unmet needs, and build stronger, more resilient communities.

Our members serve in schools, nonprofits, libraries, and agencies — creating meaningful change, one project at a time.

Host Site Benefits & Responsibilities

BENEFITS



Increased organizational capacity to address community needs

Passionate, service-driven AmeriCorps members



Access to professional development opportunities for members

Support from the CORE staff throughout the term



Improve your community & develop future leaders

Strengthening connections within the national service network



RESPONSIBILITIES

Provide required cash match & in-kind support (details on page 7)

Site orientation within the first 5 days of member placement

Provide meaningful service opportunity

Bi-weekly timesheet approval & monthly In-Kind Match Reports

Provide member with supervision, mentorship & regular feedback

Submit end-of-term evaluations & participate in site visits with CORE

Display "AmeriCorps Serving Here" signage & prohibited activities postings at your site

Attend required partner orientation & scheduled partner meetings



Member Roles & Expectations

- Members serve in direct service and/or capacity-building roles
- Members complete required service hours based on term selected
- Members adhere to the AmeriCorps Code of Conduct and program policies
- Members are not staff replacements, but rather supplemental support
- Members cannot perform prohibited activities, including political, union organizing, and religious instruction (full list provided at orientation)
- Members must attend mandatory convenings, service projects, and trainings. These convenings are required and not optional.
- Members may not serve at their service site or accrue hours at their host organization on days when they are scheduled to attend a convening, service project, or other CORE AmeriCorps-mandated event.
- Specific convening dates will be provided as soon as possible and shared with all host sites and members.
- Reflection sheets, data collection, and hours plans are required throughout the term

Term Options & Financial Requirements



2025-2026 Service Term Options

TERM TYPE	HOURS	SERVICE DATES	COMMON USE	SCHEDULE
Full-Time	1,700	Sept 2, 2025 - Aug 1, 2026	Yearlong, high-capacity roles	35-40hrs/week
3/4-Time	1,200	Sept 2, 2025 - June 6, 2026	Academic year	35-40hrs/week
Half-Time	900	Sept 2, 2025- Feb 7, 2026 or Feb 9, 2026 -Aug 1, 2026 or flexible over 12 months	Academic year, job share, part-time support	35-40hrs/week or part-time
Quarter-Time	450	May 14, 2026 - Aug 1, 2026	Summer projects, youth programs	35-40hrs/week
Minimum-Time	300	June 8, 2026 - Aug 1, 2026	Short-term, summer-only service	35-40hrs/week

2025-2026 Financial Overview

TERM TYPE	SITE CASH MATCH	CASH MATCH PAYMENT OPTIONS	SITE IN-KIND MATCH	MEMBER'S LIVING ALLOWANCE	MEMBER'S EDUCATION AWARD
Full-Time	\$8,300	Pay in full-start of term or quarterly payments	\$5,623.70	\$20,995	\$7,395
3/4 Time	\$6,500	Pay in full-start of term or two installments	approx. \$4,000 actual number coming soon	\$15,746	\$5,176.50
Half-Time	\$4,400	Pay in full-start of term or two installments	\$2981.20	\$10,498	\$3,697.50
Quarter-Time	\$2,000	Pay in full-start of term	\$1,355.10	\$5,554	\$1,956.35
Minimum-Time	\$1,465	Pay in full-start of term	\$928	\$4,443	\$1,565.08

note: amounts are subject to change

* CORE Susquehanna provides the member living stipend on a bi-weekly basis

* Education Award for members upon successful completion, provided by AmeriCorps Agency

Success Stories from CORE Susquehanna AmeriCorps



"Since 2022, 3 CORE Susquehanna AmeriCorps members have served with Chesapeake Conservancy, leading our live staking program. They are responsible for the success and growth of that program and the positive impact it has on our local streams. In total, they have led over 900 volunteer hours worth of work to collect 40,000 tree and shrub stakes to be planted. We are so proud of the work that comes out of the CORE Susquehanna AmeriCorps program!"

-Shannon Thomas, Project Coordinator
Chesapeake Conservancy

"Cherie joined DIG as an AmeriCorps member after graduating college, stepping into the role of Volunteer Coordinator with curiosity, humility & a heart ready to serve. Now in her second term & with additional donation coordination tacked onto her list of responsibilities, she's become a steady hand & a bright light at DIG-someone whose flexibility, compassion & work ethic set the tone for everyone around her.

From sorting donations in the warehouse to welcoming volunteers & even jumping in to help lift furniture onto the truck on hot days, Cherie shows up with a smile & she's often the first to ask, "How can I help?"

But beyond her willingness to help, it's been Cherie's growth that's been most inspiring. Through AmeriCorps, she's found confidence in her leadership, clarity in her career path & a true sense of belonging in the nonprofit field. She now speaks up in meetings with insight & purpose, takes initiative on new projects & is actively mentoring newer volunteers.

AmeriCorps has empowered Cherie to become not just a team player, but a future leader in this sector-and DIG is better because of her."

-Emily Gorski, Founder & Executive Director
Dig Furniture Bank



Through her AmeriCorps service, Shelly has played a key role in fighting food insecurity, by improving food access for over 400 households across the SUN region. She helped redistribute nearly 2,000 lbs of Pop-Tarts from Kellogg's, coordinated volunteers for the Sustainable Move-Out, collecting over 700 lbs of food, and supported major food drives like Feed-a-Friend, which provided 2,300 lbs to 12 programs. Shelly also assists with monthly mobile food pantries serving 40 families, delivers summer meals to nearly 50 households, and ensures consistent food support for programs like Snack Pack and Comm Harvest. Her dedication has strengthened food access for hundreds of local families.

-Rachel Herman, Food Security Manager
Union-Snyder Community Action Agency



Next Steps to Become a Partner Site



1. Review this packet
2. Participate in an informational meeting with CORE AmeriCorps staff
3. Submit the Host Site Application
4. Finalize agreement and position description
5. Attend required Host Site Orientation
6. Prepare for member onboarding and site readiness



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SCAN ME

FAQ



What types of organizations can host AmeriCorps members?

Nonprofits, schools, government agencies, and community organizations serving Central Pennsylvania are eligible.

Can members perform staff duties?

No. AmeriCorps members supplement existing efforts but cannot replace staff, displace employees, or perform strictly administrative functions.

Who provides the member's living stipend and education award?

CORE Susquehanna AmeriCorps provides the member's living stipend. The federal AmeriCorps Agency provides the education award members earn upon successful completion of their service term.

What support does CORE AmeriCorps provide?

We handle member recruitment, training, compliance, and offer ongoing support for both members and host sites.

What happens if a member leaves early?

We will work with you to explore replacement options, considering availability and timing.

Are there prohibited activities?

Yes. Members are prohibited from engaging in political, union, religious, and other restricted activities while serving. Full details provided during orientation.

Can sites host more than one member?

Yes, pending capacity, need, and funding. Discuss with CORE AmeriCorps staff during the application process.

How do I apply to be a host site?

Complete the Host Site Application and schedule an informational meeting with our team.

What are my reporting requirements as a Site Supervisor?

Supervisors must submit timesheets bi-weekly, in-kind reports monthly, site orientation checklists, and end-of-term evaluations.

What is expected regarding member attendance?

Members must attend all required trainings, service projects, and convenings. These events are mandatory, not optional. Members cannot serve at their host site or accrue hours on convening or service project days.