

CORE SUSQUEHANNA AMERICORPS

SITE SUPERVISOR HANDBOOK



AmeriCorps

2024-2025

coreamericorps.org
(570) 374-0181

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Welcome to AmeriCorps!

Welcome to the CORE Susquehanna AmeriCorps Program!

We're beyond excited to have you join us as a Site Supervisor in this dynamic and impactful program! This handbook is your go-to guide for understanding our mission, values, and the critical role you play in shaping the AmeriCorps experience. Congratulations on becoming a part of something truly transformative!

As a Site Supervisor, you'll be a mentor, leader, and motivator for our AmeriCorps members. Your guidance will help create a culture of service, compassion, and community impact. Together, we'll take on some of the biggest challenges facing our nation—supporting children in their education, ensuring families feel safe, and helping individuals access housing, healthcare, and food. While no single action will solve these issues overnight, your dedication will help bring people together to drive real, lasting change.

By partnering with AmeriCorps, you're joining a long and proud tradition of service—one that stretches from early volunteer efforts in our nation's founding to the Conservation Corps, the Peace Corps, and now, AmeriCorps. Over one million AmeriCorps members have made an impact, and now it's your turn to help carry that legacy forward.

This handbook is here to support you every step of the way. It provides essential program guidelines, helpful resources, and key insights into the spirit of service. As a leader, you'll set the standard for what it means to serve, inspiring your AmeriCorps members to make a meaningful difference in their communities.

Here's to an exciting and fulfilling term as an AmeriCorps Site Supervisor! Let's work together, lead with purpose, and create lasting positive change for our neighbors and our nation.


Sincerely,

Julia Edick, Program Director, CORE Susquehanna
Dani Catherman, Member Coordinator, CORE Susquehanna

Contact Information


For any questions/concerns, CORE Susquehanna AmeriCorps staff can be reached at:

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 (570) 374-0181 (ext. 105)

 jedick@union-snydercaa.org

 **Member Coordinator – Dani Catherman**

 (570) 374-0181 (ext. 104)

 dcatherman@union-snydercaa.org

 **Office Location:**

713 Bridge Street, Suite 10
Selinsgrove, PA 17870

 **Office Hours:**

Monday – Friday
8:30 a.m. – 4:00 p.m.

What is AmeriCorps?

Goals and Philosophy

AmeriCorps is a national service movement that brings together Americans of all ages & backgrounds to tackle the most pressing challenges in communities across the country. Members serve in key areas such as education, public safety, environmental conservation, and human services. In return for their commitment, AmeriCorps members earn an education award that can be used to repay qualified student loans or fund higher education, including college, graduate school, or vocational training.

AmeriCorps has four main goals:

1. **Unite** - We bridge divides by bringing people together: connecting individuals and organizations to help communities tackle their toughest challenges.
⚡ **Fast Fact** - AmeriCorps has 200,000 members and volunteers in organizations dedicated to strengthening their communities.
2. **Strengthen** - We provide resources & people power to organizations dedicated to the improvement of communities.
⚡ **Fast Fact** - AmeriCorps invests more than \$960m to address the nation's most pressing challenges.
3. **Impact** - We enrich the lives of those we serve and those who serve.
⚡ **Fast Fact** - 84% of AmeriCorps Seniors volunteers report improvements in health and wellbeing after just 1 year of service.
4. **Lead** - We are the only federal agency for community service and volunteerism. We empower an entire ecosystem committed to the betterment of communities across America.
⚡ **Fast Fact** - Each year, AmeriCorps awards more than 3,100 projects and grants to support national service and volunteerism across the country.

AmeriCorps Language

Due to the unique & innovative nature of AmeriCorps, specific terms have been developed to accurately represent key aspects of the program. Using these terms consistently helps reinforce AmeriCorps' shared mission and ensures clarity when communicating with the public. Below are some frequently used terms:

1. **Members:** Those serving with AmeriCorps are not employees, workers, or volunteers. They are called members.
2. **Service:** Members do not work or volunteer. They are selected to serve their community.
3. **Partner Site/Host Site:** Community agencies that pair with AmeriCorps to host the member.
4. **National Service:** This term refers to any of the programs affiliated with CNCS (Corporation for National and Community Service).
5. **Cash Match:** The portion of the member's living stipend the partner site is asked to provide.
6. **In-Kind:** The indirect expenses incurred by the host site such as supervision hours or supplies for the members.
7. **Term (Length):** The length of time an AmeriCorps member dedicates to serving their community. Whether it's a year, half a year, or a couple of months.

A Member's Commitment

AmeriCorps members are expected to adhere to the AmeriCorps pledge. The pledge represents the commitment they have taken to serve not just this year, but in the years ahead.

The AmeriCorps Pledge

"I will get things done for America - to make our people safer, smarter, and healthier. I will bring Americans together to strengthen our communities. Faced with apathy, I will take action. Faced with conflict, I will seek common ground. Faced with adversity, I will persevere. I will carry this commitment with me this year and beyond. I am an AmeriCorps member, and I will get things done."

Mission

CORE (Community, Opportunity, Responsibility, and Empowerment) Susquehanna AmeriCorps partners with nonprofit organizations across Pennsylvania's heartland to address critical community needs. Our members serve in organizations dedicated to health, education, and human services, making a direct impact where it matters most.

As a program of the Corporation for National and Community Service (CNCS), CORE Susquehanna AmeriCorps upholds a strong tradition of citizenship, service, and responsibility, empowering individuals to create lasting change in their communities.

The Legacy of Service: AmeriCorps and CORE Susquehanna

AmeriCorps embodies the spirit of community service—a defining feature of American history. From the Civilian Conservation Corps in 1933 under President Franklin D. Roosevelt, which helped build many of our national parks, to the GI Bill that rewarded military service with education benefits after WWII, service has long been a cornerstone of our nation's progress.

In 1960, President John F. Kennedy launched the Peace Corps to fight international poverty. Just four years later, President Lyndon B. Johnson created VISTA to address domestic challenges. The 1970s and 1980s saw a rise in youth and senior service programs, fueled by advocacy from private and nonprofit sectors.

In 1990, President George H.W. Bush established the Commission on National and Community Service to combat illiteracy, poverty, and environmental issues. This movement gained momentum in 1993 when President Bill Clinton signed the National Community Service Trust Act, officially creating AmeriCorps.

By 1994, local leaders in rural Pennsylvania secured a grant to launch CORE Susquehanna AmeriCorps, administered by the Union-Snyder Community Action Agency. Through partnerships with nonprofits and government organizations across six **counties**, CORE Susquehanna has worked to address education, human needs, public safety, and environmental issues.

In the wake of 9/11, President George W. Bush urged Americans to serve, leading to the 2003 Strengthen AmeriCorps Program Act, which nearly doubled AmeriCorps membership. President Barack Obama continued this expansion through the 2009 Serve America Act.

Now celebrating three decades of impact, AmeriCorps has engaged over 1.25 million members, contributing billions of service hours nationwide. Whether responding to 9/11 recovery, Hurricane Katrina, or COVID-19, AmeriCorps members have continuously stepped up in times of need.

CORE Susquehanna AmeriCorps has:

- ☒ Tutored thousands of students
- ☒ Supported countless families
- ☒ Provided after-school programs for at-risk youth
- ☒ Generated thousands of volunteer hours to strengthen communities

From disaster recovery to pandemic response, AmeriCorps transforms moments of challenge into a national movement of service. When America calls, AmeriCorps answers—and with your dedication, that legacy continues.

National Service – How it all connects

The AmeriCorps Agency, based in Washington, D.C., provides funding and establishes regulations for National Service Programs across the country.

AmeriCorps grants are distributed to states through State Commission Offices. In Pennsylvania, these grants are awarded to PennSERVE, a division of the Governor's Office of Citizen Service, housed within the Department of Labor & Industry in Harrisburg.

Community-based organizations, such as Union-Snyder Community Action Agency (CAA), can apply for AmeriCorps grants through a rigorous proposal process. Union-Snyder CAA administers the CORE Susquehanna AmeriCorps program, which partners with nonprofit organizations to provide service opportunities for AmeriCorps members.

Training

Training & Convenings: Building a Strong AmeriCorps Experience

Training is a key component of the AmeriCorps experience. CORE Susquehanna's training sessions are designed to enhance knowledge, develop practical skills, and support personal, professional, and AmeriCorps growth.

Monthly Convenings:

Convenings are a critical part of the AmeriCorps experience, providing the entire Corps with an opportunity to connect, collaborate, and build a strong sense of community. Attendance is required at all monthly convenings.

- ✓ **Absences are only permitted** in cases of serious illness or urgent situations.
- ✓ **Members must notify** AmeriCorps staff via call or email before the convening begins to discuss any absence.

Service at a site and participation in convenings are not competing priorities—they are two essential components of the AmeriCorps experience and work hand-in-hand to support a member's development.

Service Hour Requirements

AmeriCorps members must balance their service and training hours as follows:

- ✂ **At least 80%** of AmeriCorps hours must be dedicated to **service at the assigned site**.
- ✂ **Up to 20%** of hours may be used for **CORE Susquehanna training and special service projects**.
- ✂ **No more than 10%** of hours may be allocated to **fundraising activities**.

By fully engaging in both site service and AmeriCorps training, members gain the tools and experience needed to make a lasting impact in their communities.

Orientation

For full term members, a two-day mandatory orientation will be held on August 26th and August 27th the first week of the program.

For summer (quarter term) members, a two-day mandatory orientation will be held on May 12th and May 13th the first week of the program.

For Minimum term members, a 1 day mandatory orientation will be held on June 12th

Day 1: CORE staff review the AmeriCorps program with all members. Members complete the necessary paperwork to enroll in AmeriCorps. All members will participate in team building activities throughout the day.

Members may receive training in the following categories:

- Conflict resolution and stress
- Leadership training
- Public speaking
- Financial and time management
- Diversity
- First aid/CPR
- Job search information
- Disaster preparedness

Policy for Convenings & Service Projects

Attendance is mandatory for all convenings and service projects.

In the event of illness or a death in the family, members must contact AmeriCorps program staff via email or phone before the convening or service project begins to discuss the possibility of an excused absence and/or options for making up hours.

A member cannot count site service hours on convening or service project days, as these are not competing commitments. Convenings and service projects are integral parts of the AmeriCorps experience and take priority over regular site service.

Addressing Attendance Issues

- ✓ Repeated absences will result in a **mandatory meeting** between the member and AmeriCorps staff.
- ✓ If attendance issues persist, the situation **must be resolved—continued noncompliance may result in dismissal from AmeriCorps.**

Active participation in both service and program events ensures members receive a well-rounded experience and maximize their impact in the community.

Convening Schedule

Monthly convenings and service projects will take place throughout the community or at Union-Snyder Community Action Agency (713 Bridge Street, Selinsgrove, PA 17870). Service project details will be announced once finalized with our partnering nonprofit organizations. Occasionally, dates may shift due to unforeseen circumstances, so flexibility from both members and sites is crucial.

Key Expectations:

1. Monthly convenings are held from **8:00 a.m. – 4:30 p.m.** (unless otherwise stated) and are **mandatory.**
2. **Group service projects** will be assigned and completed **as a team.** (full-term members only)
3. **Attendance** at both convenings and service projects is **required.**

4. **If the budget allows**, members may have the opportunity to participate in a **civic engagement trip**.

These events are essential for fostering teamwork, professional growth, and community impact—ensuring a meaningful and well-rounded AmeriCorps experience.

Scheduled Convenings and Service Projects for the 2024-2025 Service Year:

- **Thursday, June 12th**: Minimum Time Orientation
- **Monday, June 16th**: First Day of Service
- **Monday, July 14th**: Public Library for Union County, Book Sale Move
- **Tuesday, July 15th**: Site Visits – Buttonwood Nature Center, Juniata Valley YMCA, Susquehanna University Press (times to be scheduled)
- **Wednesday, July 16th**: DIG Furniture Bank, Lewisburg Children’s Museum, Setebaid Services, Inc. (times to be scheduled)
- **Thursday, July 17th**: A&B Theatre, Bloomsburg Children’s Museum (times to be scheduled)
- **Thursday, July 24th**: TBD Event
- **Monday, July 28th**: Member Exit Interviews
- **Saturday, August 9th, 2025**: Last Day of Program

All convenings are mandatory for members, and sites should prepare for their absence on these pre-scheduled dates.

These dates/activities are subject to change.

Reports & Documentation Guidelines

Member Reports

To ensure smooth program operations and compliance, the following reports and forms must be completed **and submitted to Dani** as outlined below:

1. Data Collection:

- **Due on the 5th** of each month
- Reports can be accessed on the [CORE Susquehanna website](#) under “Current Members.”

2. Reflection Sheets:

- **Due on the 5th** of each month.
- Available on the [CORE Susquehanna website](#) under “Current Members” at the bottom of the page.

3. Hours Plan:

- Assigned periodically as a planning tool to help members structure their weeks of service and stay on track with their required hours.

4. Convening/Service Project Feedback Form:

- Due after every convening and service project.
- Available on the [CORE Susquehanna website](#) under “Current Members.”

Site Supervisor Reports

To ensure smooth program operations and compliance, the following reports and forms must be completed **and submitted to Julia** as outlined below:

1. Monthly Supervisor In-Kind Report:

- Documents the support provided by the service site to an AmeriCorps member.
- Julia sends blank report via email to the site supervisor
- Site Supervisor must complete and return to the Julia **by the 5th of each month** for the previous month. (e.g., the April report is due by May 5th).

2. Member Evaluations:

- Supervisors must complete a mid-term evaluation (January) and an end-of-year evaluation (July).
- Evaluation forms will be sent to supervisors via email.

3. Approving Timesheets:

- Members submit timesheets bi-weekly.
- Supervisors must review and verify the accuracy of hours before approval.

4. Host Site Audit:

- Sites will be randomly selected throughout the term for an audit.
- If chosen, supervisors will receive a link to complete the Site Audit form.

Adhering to these guidelines ensures compliance and fosters a well-organized, effective AmeriCorps experience for all members and partners!

Supervisor Monthly In-Kind Report Instructions

In-kind reports are **due by the 5th of every month** for the previous month (ex. Due by May 5th for the month of April). Everything you need is included in one excel document.

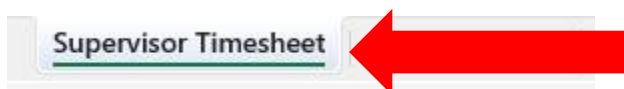
There are three parts to the monthly in-kind reports:

1. Supervisor Timesheet
2. In-Kind Match Sheet
3. Back up Documentation

You will receive an email from CORE Program Director every month with an updated “Monthly Supervisor Report.”

Supervisor Timesheet

1. At the bottom of the excel sheet, you will see “Supervisor Timesheet.”



2. Please complete the top portion of the Supervisor Timesheet by filling in your organization name, your name, your job title, the names of the member(s) you supervise, the month the document covers, and the date you prepared the report.

Host Site:		 AmeriCorps
Donor/Site Supervisor:		
Job Title:		
Member(s) Supervised:		
Month Covered: <u>August</u>	Prep Date:	

3. Next, you need to fill out the body of the document.

DATES	AmeriCorps Hours	Total Working Hours	Description of Time
Thursday, August 1, 2024			
Friday, August 2, 2024			
Saturday, August 3, 2024			
Sunday, August 4, 2024			
Monday, August 5, 2024			
Tuesday, August 6, 2024			
Wednesday, August 7, 2024			
Thursday, August 8, 2024			
Friday, August 9, 2024			
Saturday, August 10, 2024			

AmeriCorps Hours	
Total Working Hours	

4. In the “AmeriCorps Hours” column, enter the number of hours you spent meeting with your AmeriCorps member and completing other duties.
*Your AmeriCorps hours should not exceed 10 hours per month.

5. In the “Total Working Hours” column, enter the total number of hours you worked.

Even on the days you do not have AmeriCorps time, you need to still input your total working hours.

- | | |
|------------------------------|--|
| <h2>Description of Time</h2> | |
| | |
| | |
| | |
| | |

Please be specific regarding activity descriptions. Instead of “Meeting” enter something like “Met with AmeriCorps members to plan tutoring sessions.” Indicate the activity was relevant to AmeriCorps program.

- | Name of AmeriCorps Site Supervisor | Total AmeriCorps Hours | Hourly Pay rate | Amount paid towards in-kind |
|------------------------------------|------------------------|-----------------|-----------------------------|
| 0 | 0 | \$0.00 | \$0.00 |
| | | Total: | \$0.00 |

I certify that to the best of my knowledge the salaries and other expenses listed above were used to support the CORE Susquehanna AmeriCorps Program and represents actual costs incurred. I also certify that the hours contained in this match report are not included as contributions for any other federally-assisted project or program and are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for matching.

In-Kid

Donor/Site Supervisor Signature:

1. At the bottom of the excel sheet, you will see "In-Kind Match"



2. Complete the needed information, "Partner Site" name and "Site Supervisor" name at the top of the sheet.

Partner Site:		Month:	Aug-24
Site Supervisor:			(mm/yy format)

3. The total calculated on the "Supervisor Timesheet" is carried over to the "Time Total" line on the "In-Kind Match" sheet.

Time Total is Transferred from "Supervisor Timesheet" Total	Time Total
	\$0.00

4. **Travel:** If the member is asked to travel during their service and is using an agency vehicle or reimbursed, you can report the amount as in-kind. If you are reporting travel, please have documents to back up the amounts.

1. Travel:	Total Number of Miles		Agency Mileage Rate:	Travel Subtotal
	Enter # of miles:	0.00	\$0.655	\$0.00
Submit support documentation and attach				

5. **Supplies:** This is the value of supplies the member used in fulfilling their service. If you are reporting supplies, please provide receipts to back up the amounts. (If the receipt is for an amount larger than what you are reporting, you can write: "\$\$ Amount used for AmeriCorps purposes" on the receipt.

2. Supplies:	Monthly Rate/Costs		Percentage for AmeriCorps	Supplies Subtotal
	Enter rate/costs:	0.00	0.00%	\$0.00
Supplies costs can be a percentage of your monthly bill and needs to be supported by documentation				

6. **Phone:** If the member regularly uses the phone at your agency during their service, you may report a percentage of the phone bill. If you are reporting an amount in the phone category, please provide a bill to back up the amount.

3. Phone:	Monthly Rate/Costs	Percentage for AmeriCorps	Phone Subtotal
	Enter rate/costs: 0.00	0.00%	\$0.00

Phone costs can be a percentage of your monthly bill and needs to be supported by documentation

7. **Other:** This is any other value your site provides that invests in the member's service, not otherwise listed. (Example: If the site sends a member to attend a conference, this could include the registration fee, lodging, and meals.)

4. Other:	Description of Cost	Enter Amount
	1)	\$0.00
	2)	\$0.00
	3)	\$0.00
Submit support documentation and attach		Other Subtotal \$0.00

8. The document will automatically calculate the amounts you have reported.

Grand Total
\$0.00



9. Sign and date at the bottom of the document. You are allowed to digitally sign.

Sign and date below to certify this is an accurate statement of services donated to the above named project and that funds, services, space, or materials are not currently funded from other federal sources unless permission has been granted from that source to be used as match.

Donor Signature:		Date:	
Received by AmeriCorps Staff:		Date:	

10. Submit your backup documentation in the same email you submit the report in!!

Your monthly t
the year.

Submit support documentation and attach

red for each member for

Full-Time: \$5,429.50

Half-Time: \$2,923.60

Quarter-Time: \$1,392

Minimum-Time: \$928

AmeriCorps Invoice

Each site will receive an **invoice** from the CORE Susquehanna AmeriCorps Program Director, reflecting the number of members and their respective slot types.

Payment Details

- **Payments should be made by check** payable to “**Union-Snyder Community Action Agency.**”
- A **minimum of 50%** of the total cash match is due by **September 30, 2024.**
- The **remaining balance** must be paid no later than **January 31, 2025.**
- For **summer members**, full payment is due by **June 13, 2025.**

Alternative Payment Arrangements

1. Sites may request alternative payment arrangements **by mutual agreement** with the CORE Program Director.
2. If no alternate arrangements are made **by September 20, 2024**, and full payment is not received by **January 31, 2025**, a **2% late fee** will be added **each month** until the balance is paid.

Important Notes

- **Site contributions are nonrefundable and nonreducible**—they serve as a **participation contribution** and **cannot be prorated** based on member service time.
- If a member **leaves their service site before December 31, 2024**, the site will **not be responsible** for the second-half payment.
- **Federal funds** may only be used as a match **with prior approval** from the providing federal grant.

Following these guidelines ensures smooth financial operations and continued collaboration with CORE Susquehanna AmeriCorps.

Approving Member Timesheet Instructions

The **AmeriCorps timesheet** is a **federal document**, and any **misrepresentation** is considered **federal fraud**. To ensure accuracy and compliance, please follow these guidelines:

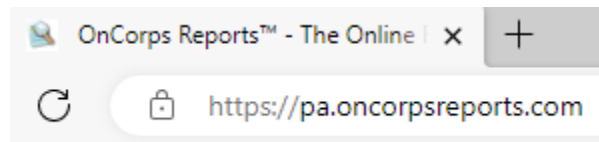
- Members should **complete their timesheet daily** to maintain accuracy.
- A **15- or 30-minute break** is required for members serving **over 6.5 hours** in a single day.
- If a member is taking a “**service lunch**” (working through lunch as part of service), they must **inform the CORE Member Coordinator** beforehand.

Accessing the AmeriCorps Member Timesheet

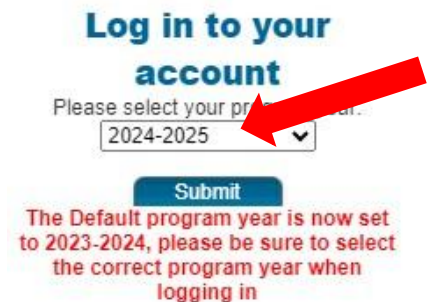
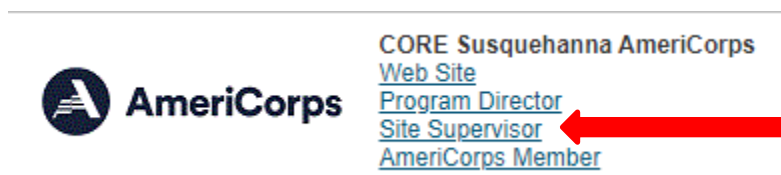
You will receive an email from **OnCorps** with a link to the **OnCorps log-in page**. Alternatively, you can log in directly:

📌 **Bookmark:** <https://pa.uncorpsreports.com/>

Ensuring accurate timesheet completion helps maintain program integrity and compliance with federal regulations.




1. Select **2024 – 2025** from the dropdown menu and click submit.
2. Find CORE Susquehanna AmeriCorps and click on Site Supervisor



3. Sign in to OnCorps. If it's your first time signing in, use the Username and Password provided by the AmeriCorps Program Director. Please change your password on your first log in. After you login, you'll see a Welcome screen showing the timesheet that needs to be approved.

Login to OnCorps Reports



On task. On time. Online.

You are logging into:
2022-2023 CORE Susquehanna
AmeriCorps
[change](#)

Site Supervisor Username:

Password:

Login

Welcome Karen

To add notifications to your homepage, select them from the list below:

Select a Notification ▼


The following AmeriCorps Members have submitted Time sheet(s) for approval:

Member	Time sheet(s) Period
Caden	03/28/2023 - 04/10/2023
Steve	04/11/2023 - 04/24/2023
Theresa	04/11/2023 - 04/24/2023
Elizabeth	04/11/2023 - 04/24/2023
Rikki	04/11/2023 - 04/24/2023

Going through your email:

- When a member submits their timesheet, you will receive an email from **reports@oncorpsreports.com**. Clicking the link in the email will take you directly to the **OnCorps sign-in page**. Once signed in, you will be directed to the member's timesheet.

Login to OnCorps Reports



On task. On time. Online.

You are logging into:
2022-2023 CORE Susquehanna
AmeriCorps
[change](#)

Site Supervisor Username:

Password:

Login

Welcome Karen

To add notifications to your homepage, select them from the list below:

Select a Notification ▼

Steps for Reviewing & Approving Timesheets

1. Access the Timesheet

- Once onscreen, you can view the

The following AmeriCorps Members have submitted Time sheet(s) for approval:

Member	Time sheet(s) Period
Caden	03/28/2023 - 04/10/2023
Steve	04/11/2023 - 04/24/2023
Theresa	04/11/2023 - 04/24/2023
Elizabeth	04/11/2023 - 04/24/2023
Rikki	04/11/2023 - 04/24/2023

member's timesheet for the selected period.

- Carefully **review and verify** the accuracy of hours recorded for each service day.

Tue Apr 11							
Time In	AM/PM	Time Out	AM/PM	Categories	Service Site	Description	T
08:00	AM PM	01:30	AM PM	Service ▼	Chesapeake Conservancy ▼	Service	5.50
01:30	AM PM	02:00	AM PM	Lunch ▼	Chesapeake Conservancy ▼	Lunch	0.50
02:00	AM PM	05:00	AM PM	Service ▼	Chesapeake Conservancy ▼	Service	3.00
05:15	AM PM	08:45	AM PM	Service ▼	Chesapeake Conservancy ▼	Service	3.50

2. Approve or Reject the Timesheet

- If the timesheet is **accurate**, **electronically sign** it for approval.
- If **corrections are needed**, reject the timesheet and provide feedback in the **comments box**, such as:
 - "Please review time entry for 9/17."
 - "Please add supervision time to each Wednesday from 2:30 – 3:30 p.m."

This process ensures timesheets are accurate, compliant, and properly documented.

- ☐ I have reviewed and approve this timesheet.
☒ I have reviewed and DO NOT approve this timesheet.

Comments: Time on Thursday, April 13th (Convening), Check Email.

Submit

Cancel

Rejected Timesheet with Note

- ☒ I have reviewed and approve this timesheet.
☐ I have reviewed and DO NOT approve this timesheet.

Comments:

Submit

Cancel

Approved Timesheet

NOTE: If a member's timesheet is rejected by a Site Supervisor **OR** the AmeriCorps Program Coordinator, you must review the timesheet again for any changes to hours.

Timesheet Due Date/Approval Date Schedule

Member Submitted	Site Supervisor Approval Due
9/09/24	9/11/24
9/23/24	9/25/24
10/07/24	10/09/24
10/21/24	10/23/24
11/04/24	11/06/24
11/18/24	11/20/24
12/02/24	12/04/24
12/16/24	12/18/24
12/30/24	01/01/25
01/13/25	01/15/25
01/27/25	01/29/25
02/10/25	02/12/25
02/24/25	02/26/25
03/10/25	03/12/25
03/24/25	03/26/25
04/07/25	04/09/25
04/21/25	04/23/25
05/05/25	05/07/25
05/19/25	05/21/25
06/02/25	06/04/25
06/16/25	06/18/25
06/30/25	07/02/25
07/14/25	07/16/25
07/28/25	07/30/25
08/03/25	08/05/25

AmeriCorps Member Attendance Policy

Service Hour Expectations by Term Type

- **Full-Time Corps Members** – Must complete **1,700 hours** of service by the end of the program year (minimum **35 hours per week for 49 weeks**).
- **Half-Time Corps Members** – Must complete **900 hours** of service by the end of the program year (minimum **20 hours per week for 49 weeks**; subject to change based on start date).
- **Quarter-Time Corps Members** – Must complete **450 hours** of service by the end of the program year (minimum **38 hours per week for 12 weeks**).
- **Minimum-Time Corps Members** – Must complete **300 hours** of service by the end of the program year (minimum **37.5 hours per week for 8 weeks**).

Scheduling & Accountability

- A service schedule must be **agreed upon** by the member and site supervisor at the beginning of the term.
- The **member and site** are responsible for ensuring enough hours are available to **successfully complete** the term.
- **Final deadline:** All required hours must be completed **by August 2, 2025**.

Hours Improvement Plan

If a member falls **more than 10% below** their submitted hours plan, they will be placed on a corrective action plan/hours improvement plan until they bring their hours within **10% of their required total**.

Absence & Lateness Policy

1. Members must notify their site supervisor of any lateness or absence. However, notification does **not** excuse absence or lateness.
2. Sites are required to maintain **sign-in sheets** for members and keep up-to-date attendance records.
3. Lateness will **not** be tolerated at the service site, convenings, or group projects.
4. Attendance at all **convenings and service projects is mandatory**.

Time-Off Requests & Breaks

1. Members must obtain approval from their site supervisor for any time-off requests, including vacations, court appearances, and medical or dental appointments.
2. If a member requests **more than three (3) days off** or misses more than three days of service, the CORE Susquehanna office must be notified.
3. Members are entitled to breaks. If serving **more than 6.5 hours**, a **15–30-minute break is required**.
4. Any **“service lunch” breaks** must be approved in writing by the CORE Susquehanna office.
5. In cases of **unplanned leave** (e.g., illness, bereavement), members must follow their site's absence procedure and notify the CORE Susquehanna office.

Training & Service Projects

1. Training and service projects are integral to the AmeriCorps experience. **Attendance at all scheduled CORE convenings and events is required.**
2. Members **may not** count hours at a partner/service site on convening or service project days unless they attend the required convening or project.

Disciplinary Action for Unauthorized Absences

1. **Verbal & Written Warning** – Issued by the site supervisor.
2. **Meeting with Site Supervisor & Member Coordinator** – To discuss concerns and reinforce expectations.
3. **Corrective Action Plan (CAP)** – Developed with the Member Coordinator and Program Director for repeat offenses.
4. **Release from Term of Service** – If issues persist despite previous corrective actions.

Corrective Action Plans (CAP)

A **Corrective Action Plan (CAP)** will be created if a member's performance or compliance remains a concern.

- A meeting will be held with the **member, site supervisor, and CORE staff** to address the issues and create the CAP.
- The CAP will document concerns, the member's explanation, expectations, actions taken, and next steps.
- The plan must be **signed by all parties** and will be placed in the member's permanent file.
- Members must **fail two CAPs** before reassignment or release from service is considered.

Member Onboarding & Retention

- Each member receives a **Site Orientation Form** during their initial orientation. It is the responsibility of both the member and site supervisor to **review, sign, and return** this form to the CORE office.
- As per the **Partner Site Agreement**, site supervisors are required to meet with members **weekly** to discuss:
 - Service activities and projects
 - Concerns or challenges
 - Goals and professional development
- Site supervisors should provide **timely, regular, and constructive feedback** to support members' growth.
- AmeriCorps is designed as a **professional and personal development** program. Sites are encouraged to provide **at least 20 hours** of professional development training for their members.

Reporting Member Injury

If a member is injured while serving, their **health and well-being are the top priority**.

Serious Injuries:

- If an injury requires an **ambulance or emergency medical attention**, call emergency services **immediately**.

Non-Emergency Injuries:

- To ensure medical expenses are covered by **Union-Snyder Community Action Agency** or **PCOMP insurance**, the member must use an approved **Workers' Compensation Panel** healthcare provider.
- The **injury must be reported** to the CORE Susquehanna Program Director.
- A **PCOMP Compensation Claim form** must be completed and submitted.
- Members receive a **Workers' Compensation Panel** list and a **Work-Related Injury Procedure** form at orientation.

Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- 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:
 - i. A business organized for profit.
 - ii. A labor union.

- iii. A partisan political organization.
 - iv. 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 this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in paragraph (g) of this section unless Corporation assistance is not used to support those religious activities.
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive.
- j. Providing abortion services or referrals for receipt of such services
- k. Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
- l. Election and Polling Activities. AmeriCorps member may not provide services for election or polling locations or in support of such activities; and
- m. Such other activities as the Corporation 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 any of the above activities on their personal time.

Restrictions on the Use of AmeriCorps Assistance

Nonduplication

AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of the program. And, unless the requirements of paragraph (f) of 45 CFR 2540.100 are met, AmeriCorps 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.

Nondisplacement

1. 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.

2. An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. 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.
5. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that --
 - a. Will replace the hiring of employed workers; or
 - b. 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 --
 - a. Presently employed worker.
 - b. Employee who recently resigned or was discharged.
 - c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
 - d. Employee who is on leave (terminal, temporary, vacation, emergency, or sick).
 - e. Employee who is on strike or who is being locked out.

Fundraising

An AmeriCorps member may spend no more than ten percent of his or her originally-agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities.

1. AmeriCorps members may not raise resources directly in support of the AmeriCorps program's service activities
2. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:
 - a. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read.
 - b. Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
 - c. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.
 - d. 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.
 - e. Seeking donations from alumni of the program for specific service projects being performed by current members.
3. AmeriCorps members may not:
 - a. Raise funds for living allowances or for an organization's general (as apposed to project) operating expenses or endowment.
 - b. Write a grant application to the Corporation or to any other federal agency.