

4c. Member Service Agreements (Member Contracts)

As described in the AmeriCorps Terms and Conditions, programs are required to have members sign a member service agreement, or contract, that, at a minimum, stipulates the following:

- Member position description
- The minimum number of service hours and other requirements necessary to successfully complete the term of service and to be eligible for the education award
- The amount of the education award being offered for successful completion of the terms of service in which the individual is enrolling
- Standards of conduct, as developed by the grantee or subgrantee
- List of prohibited activities
- Requirements under the Drug-Free Workplace Act (41 U.S.C. 701 et seq.)
- Suspension and termination rules
- The specific circumstances under which a member may be released for cause
- Internal Grievance Procedure (note that the Member Service Agreement must include the Internal Grievance Procedure developed by the subgrantee and approved by Nevada Volunteers)
- Other requirements as established by the grantee

Programs should ensure that the service agreement is signed before commencement of service so that members are fully aware of their rights and responsibilities. Nevada Volunteers has a [Member Service Agreement Template](#) for your use.