

2g. Host-Site Recruitment

Programs that utilize host sites for placement of AmeriCorps members are expected to monitor host sites for compliance and to ensure a high-quality member experience. Effective host site management policies can include written site agreements in which both parties attest to their roles and responsibilities in the partnership. Agreement should cover the responsibilities of the site supervisor related to member oversight; evaluation and training; the member activities that are prohibited; the disciplinary procedures and the role of the supervisor in member discipline and termination; and financial and performance obligations on the part of the site, including when and under what circumstances these obligations would terminate or be reduced. These agreements should be reviewed and reissued on at least an annual basis and revised as needed. Depending on the scope and nature of the project, additional items may be covered in the written site agreement. Here is a [sample Host Site Agreement for your reference](#).

AmeriCorps programs are encouraged to utilize a written site selection process (45 CFR 2522.450-.475) for continuous improvement and to maximize the mutually beneficial relationship between the organization and its sites. Programs must ensure that the site selection plan incorporates the criteria required by regulations (quality, innovation, sustainability, quality of leadership, past performance and community involvement).