

4i. Member Status

If you need to suspend or exit a member early, please notify your AmeriCorps Program contact before changing the member status. If your program suspends or exits a member early, whether for cause or for compelling personal circumstances, the reason for the suspension or exit must be documented in the member file. Regardless of the sensitivity of the issue, programs are required to maintain acceptable supporting documentation of this information in the member files, or separate medical file, which should be secured and confidential. Nevada Volunteers has created a [Member Change of Status Form](#) for your use to help ensure all step of member status changes are documented. This form should be placed in the member's file while whenever a member changes status. For information on changing a member's status in eGrants, see the tutorials on the Knowledge Network. For members who are serving in the Armed Services Reserves please review this [policy](#) on member status while serving.