

#### **4j. Changing Member Terms of Service and Refilling Slots**

Requests for changing member term of service (filled or unfilled AmeriCorps positions) must occur through your AmeriCorps Program contact. Please contact them immediately if you believe you will need to change the term of service for a position. Programs may not change a member's term of service without prior authorization from Nevada Volunteers.

The following conditions, established by the Corporation, must be adhered to by all AmeriCorps programs regarding refilling of member positions (National Policy FAQ part D):

- Programs may replace any member who terminates service before completing 30% of his/her term provided that the member who terminates is not eligible for, and does not receive, a pro-rated education award.
- Only fully enrolled member service categories may be refilled. For example, you may only refill a full-time position if all of your other full-time positions are filled.
- Programs may not refill the same position more than once.