



*Your organization's logo*

Sub Grantee/Organization name

AmeriCorps Program

HOST SITE AGREEMENT

Program Year

This agreement is entered into between the Sub Grantee/Organization and Host Site (herein after referred to as the host site) for the Sub Grantee/Organization AmeriCorps Program for the Program Year (i.e. 2012-13). Sub Grantee/Organization agrees to provide assistance as indicated in this agreement in exchange for the Host Site's cooperation in supervising and mentoring AmeriCorps member(s)<sup>1</sup> to provide services and achieve documented impact<sup>2</sup> as indicated in this agreement. The following is understood and agreed to by the parties:

**Article 1: The Sub Grantee/Organization AmeriCorps Program Roles and Responsibilities are:**<sup>3</sup>

As the legal grantee of Nevada Volunteers, Sub Grantee/Organization will:

1. Meet the AmeriCorps Goals as set by the grantor (Nevada Volunteers)
  - a. 100% enrollment rate for member slots
  - b. 90% retention rate for enrolled members
  - c. Meet Performance Measure targets as outlined in the AmeriCorps grant.
2. Employ an AmeriCorps Program Director to oversee the program and assist Host Site representatives and members throughout the program year. (The Program Director will be the representative of Sub Grantee/Organization AmeriCorps Program with respect to all references to Sub Grantee/Organization AmeriCorps Program herein, unless otherwise specified). The AmeriCorps Program Director will:
  - a. Lead and manage recruitment of AmeriCorps members for placement at Host Sites;
  - b. Plan and conduct member Team Meetings [Insert specific calendar of meetings] and provide mentoring and coaching for members as needed;
  - c. Coordinate all AmeriCorps trainings as required by the grant and publish a training schedule for the year;

---

<sup>1</sup> Supervision and mentoring of the AmeriCorps member's verbiage provides an opportunity to discuss the two goals of AmeriCorps programs. To support the organization with increased capacity and to develop the member's pathway to opportunity (i.e. professional development).

<sup>2</sup> Host sites should understand the Performance Measurement process and data documentation required by the members.

<sup>3</sup> Your organization may want to place the Host Site Role and Responsibilities first.

- d. Oversee and assist the coordination of Community Service Events (a minimum of 3 events per year) required for AmeriCorps members;
  - e. Schedule [define # of Host Site visits and participants] with each Site Supervisor and Executive Director during the first and third quarters;
  - f. Be responsible for all grant reporting including tracking Service Logs, submitting Quarterly Reports and all other programmatic reporting required by Nevada Volunteers and the Corporation for National and Community Service;
  - g. Be responsible for management of members, as it relates to the overall AmeriCorps Program, maintain members' files as required by the grant and oversee any disciplinary actions that may be necessary;
  - h. Be a liaison for Host Sites regarding any AmeriCorps issues and provide training on all aspects of Host Site responsibilities;<sup>4</sup>
  - i. Other support as needed, if justifiable as a reasonable cost pursuant to the AmeriCorps grant.
3. Provide a Financial staff member (other than the AmeriCorps Program Director) to manage the fiscal aspects of the AmeriCorps grant. These aspects include:
    - a. Payment of AmeriCorps members' living allowances upon receipt of Service Logs that are approved/signed by the AmeriCorps Member, the Host Site Supervisor, and AmeriCorps Program Director;
    - b. Payment of mileage reimbursements [if relevant] for members' service-related authorized travel, up to [provide limit if limited -200 miles per month] per Full-Time member. All mileage reimbursements must be approved by the AmeriCorps Program Director;
    - c. Initial registration and maintenance of worker's compensation and other grant required benefits;
    - d. Submit quarterly Budget Reports and all other fiscal reporting as required by the AmeriCorps grant.
  4. Provide AmeriCorps Gear for all members.
  5. Complete an annual site audit as required by OMB Circular A-133.

## Article II: Host Site Roles and Responsibilities:

1. Assist Sub Grantee/Organization AmeriCorps Program in meeting the program goals as set out by the Grantor (Nevada Volunteers): 100% enrollment of member slots; 90% retention of enrolled members; meet performance targets as outlined in the AmeriCorps grant.
2. Provide enough service opportunities for member(s) to accumulate the minimum required service hours over the grant year.<sup>5</sup>
3. Ensure that members are spending no more than 20% of their time on training activities and no more than 10% of their time on approved fundraising activities. The number of hours spent on each activity should be clearly documented on service logs (provided by Sub Grantee/Organization).
4. Provide adequate resources to fulfill the individual goals and program objectives of the members, as well as the goals of the Sub Grantee/Organization and AmeriCorps. These resources may include, but are not limited to: administrative support, the use of a computer, telephone, fax machine, supplies, postage, copier and office space
5. The Host Site will pay Sub Grantee/Organization a Member Service Year Site Fee for each member serving at their site at the rate of \$Amount /member type per grant year. Sub Grantee/Organization will invoice the Host Site at the beginning of the grant year with half payment due by Date and the balance due by Date.<sup>6</sup>
6. Identify a Site Supervisor to provide daily, direct supervision of the member(s).

<sup>4</sup> You should have a clear and consistent method of how you train your host sites on its responsibilities

<sup>5</sup> Outline this by member type: Full Time 1700, Part time 900, Quarter Time 450, Minimum Time 300

<sup>6</sup> This should outline amount of payment, when invoices will be made and payment expect AND if any refund will take place if a member exits early. This can be done here or on last page #17.

- a. The Host Site is responsible for member mileage reimbursement, for approved service related travel, in amounts above those covered by Sub Grantee/Organization AmeriCorps Program (site section above);
- b. Site Supervisor duties are detailed in the position description, the responsibilities of which are incorporated herein by reference. Signed, original copies of the position description are to be in the file with the AmeriCorps Program Director.
- c. Participating in the recruitment and interview process with member applicants and coordinating with the AmeriCorps Program Director in member placement at the Host Site;
- d. Attendance at Pre-Service Orientation training on (date)<sup>7</sup>
- e. Attend member Graduation Ceremony, (date).
- f. Participate in quarterly/two site supervisor meetings<sup>8</sup> with The AmeriCorps Program Director during the grant year; one after 90 days of member service, and one during the third quarter.
- g. Providing site specific training necessary for the members to successfully provide service that is above and beyond the training provided by Sub Grantee/Organization AmeriCorps Program including, but not limited to, Host Site orientation for new members and introductions to Host Site staff and explanation of Host Site policies;
- h. Providing daily supervision and assistance to members in the implementation of their service plan in the form of direct, daily supervision to assure that they are making adequate progress toward their individual and community service, community building and member development objectives, as well as meeting the performance measures as outlined by the grant;
- i. Approving and signing members' service logs each reporting period. By signing each service log, the site supervisor is certifying that the member's hours are accurate. Service logs must reflect time spent on training, fundraising and program activities. Logs are due every other [insert day] following the two week time documented on the service log;
- j. Conduct and complete two member evaluations – one at 90 days of service (due)<sup>9</sup> and a Final evaluation at the end of the member's service (forms provided by Sub grantee Organization). Site Supervisors must submit signed original 90 day and final evaluation forms for each member to Sub Grantee/Organization AmeriCorps Program using forms provided by the AmeriCorps Program Director.
- k. Provide adequate data to allow members to complete statistic forms to document their service impact and approve completed statistic forms on a quarterly basis (due dates: January, April, July and at the end of the member's service year);<sup>10</sup>
- l. Complete Program Report forms, provided by the AmeriCorps Program Director, on a quarterly basis (due dates: January #, April #, July #, and at the end of the member's service year) and submit to the AmeriCorps Program Director;
- m. Act as an informational relay between Sub Grantee/Organization AmeriCorps Program and the Host Site, and assuring that members in violation of the terms of their Member Service Contract are disciplined in a manner consistent with that agreement. All disciplinary actions (verbal or written) must be handled in conjunction with the AmeriCorps Program Director, documented, with the documentation to be kept in the member's file with Sub Grantee/Organization. All disciplinary actions MUST involve the AmeriCorps Program Director. Host Sites cannot terminate members for any reason.

<sup>7</sup> A good practice to insure host site understanding of rules and expectations

<sup>8</sup> Set-up a schedule for site visits or telephone check-in with both the host site supervisor and member together and separate to insure issues can be addressed in advance. This should be outlined in the agreement

<sup>9</sup> A specific due date assist you in managing the program and documenting non compliance with expectations

<sup>10</sup> Again, due dates insure you can meet grant requirements. Documentation of statistical source should be maintained

7. The Site Supervisor and the Host Site are responsible for direct supervision of the AmeriCorps member(s) during their service hours. The host site is responsible for ensuring that the AmeriCorps member(s) participate in safe, productive and appropriate activities that will insure no undue harm comes to the member(s) or host site clients and staff. The host site acknowledges that the Sub Grantee/Organization is not responsible for direct supervision of the AmeriCorps member(s) during service hours.
  - a. Additionally, host site recognizes and accepts responsibility for accompaniment of AmeriCorps members with access to vulnerable population prior to Sub Grantee Organization notification that member has cleared full criminal background check.<sup>11</sup>
8. Permit members to attend all training sessions required by Sub Grantee/Organization AmeriCorps Program including but not limited to AmeriCorps Team Meetings every Friday for the first two months of service, and the 1st and 3<sup>rd</sup> Friday of each month thereafter. Permit members to attend other Sub Grantee/Organization meetings as necessary.
9. Ensure that members will not engage or participate in any of the following member restricted activities:
  - 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 candidates, political platforms, 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 proselytizing;
  - h. Providing a direct benefit to a for profit entity, a labor union, a partisan political organization, an organization engaged in the religious activities described in the preceding sub clause unless Grant funds are not used to support the religious activities, or a non-profit that engages in lobbying, a non-profit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26;
  - i. Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive;
  - j. Other activities as the Corporation determines will be prohibited, upon notice to Sub Grantee/Organization AmeriCorps Program.
10. Ensure that members are not assigned to activities that would result in displacement for a paid worker, or that would normally be done by a paid worker<sup>12</sup>.
11. Ensure that members are provided with meaningful service opportunities and if there are administrative or clerical activities assigned, they are directly related to the members direct service activities as described in the position description<sup>13</sup>
12. Ensure that members immediately receive necessary first aid and transportation to the nearest place of proper treatment upon the occurrence of injury. The Host Site acknowledges that certain circumstances and situations may occur during AmeriCorps member(s) service hours that result in

---

<sup>11</sup> Document that your host sites now there accompaniment requirements and how they will recived notice when that is no longer required.

<sup>12</sup> Displacement should be clearly explained to Host sites. It is not appropriate for member service to be what would be a “normal” staff duty

<sup>13</sup> Time should be spent explaining what this means and why this is important in terms of allowable or unallowable activities.

medical/dental care and treatment. The Site Supervisor and the Host Site are responsible for ensuring that members immediately receive necessary first aid and transportation to the nearest place of proper treatment upon the occurrence of injury. Furthermore, the Host Site acknowledges that the Sub Grantee Organization AmeriCorps Program does not provide health insurance for less than full time AmeriCorps members. Sub Grantee Organization covers Worker's Compensation. The Host Site hereby holds harmless Sub Grantee Organization and releases Sub Grantee Organization from any and all liabilities incident to the AmeriCorps member(s) involvement and participation in service activities of the Host Site.

13. Ensure that members are not engaged in any at risk activities that are outside the approved position description of the member. [In accordance with Section 19 of the Safety, Health and Welfare Act 2005, the Host Site (as the organization that controls the workplace to any extent) must identify the hazards in the workplaces under its control, assess the risks to safety and health at work presented by these hazards (i.e. carry out a risk assessment), and prepare a written safety assessment, (i.e. the Host Site must examine and write down these workplace risks and what to do about them). Ultimately, assessing risk means that anything in the Host Site's workplace(s) that could cause harm to an AmeriCorps member must be carefully examined. This allows the Host site to estimate the magnitude of risk and decide whether the risk is acceptable or whether more precautions need to be taken to prevent harm. The Host Site acknowledges its responsibility to ensure that AmeriCorps members are not engaged in any at-risk activities that are outside the approved position description of the member.
14. Host Sites acknowledge that members cannot transport clients or community members in their personal vehicles. Host site will ensure that AmeriCorps members do not drive agency vehicles or provide transportation to clients in their personal vehicles. Special exceptions may be made for agencies that provide adequate insurance and training for their AmeriCorps members. Approval is required by the AmeriCorps Program Director.<sup>14</sup>
15. Ensure that members do not participate in the following fundraising activities:
  - a. Raising funds for his/her living allowance.
  - b. Raising funds for an organization's operating expenses or endowment.
  - c. Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
  - d. Writing grant applications for funding provided by any other federal agencies.
16. The Host Site will acknowledge the presence of AmeriCorps members serving at the site with a visible AmeriCorps sign displayed at the member's primary service site.
17. The Host Site understands that any photograph, audio recording, video or film taken of the Host Site in conjunction with AmeriCorps or Sub Grantee/Organization AmeriCorps Program can be used by the Commission and/or Sub Grantee/Organization AmeriCorps Program without the Host Site's express permission. The Host Site foregoes any rights to royalties in conjunction with photographs, audio recordings, video or film.
18. If Sub Grantee/Organization AmeriCorps Program releases a Member from service for any reason the AmeriCorps position may remain vacant for the remainder of the term.
19. Ensure that members are treated as equal members of the staff and receive the appropriate respect.

### **Article III. Amendments to this Agreement**

This agreement may be changed or revised with the written consent of both parties.

---

<sup>14</sup> It is your responsibility to insure that members are not placed at risk because of host sites not formally taking on liability for actions, like driving, which are part of service \*not commute. You should have documentation from your host site

**Article IV. Authorization**

Host Site and Sub Grantee/Organization AmeriCorps Program hereby acknowledge by their signatures that they have read, understood, and agreed to the terms of this document.

**Host organization**

---

Name Host Site Executive Director

Date

---

Site Supervisor Signature

Date

---

Print Site Supervisor Name and Title

**Sub Grantee/Organization**

---

Sub Grantee/Organization Executive Director

Date

---

AmeriCorps Program Director Signature

Date