*This is a basic template that programs can add to; there is no one size fits all template for all AmeriCorps programs. A majority of these items are required, check with your Program Officer before removing any components.*

**Basic Information**

|  |  |
| --- | --- |
| Member Name |  |
| Program Year |  |
| Start Date |  |
| End Date |  |
| Service Term | [ ] FT (1700hrs) [ ] TQT (1200hrs) [ ] HT (900hrs)[ ] RHT (675hrs) [ ] QT (450hrs) [ ] MT (300hrs) |
| Is this a returning Member? | [ ] Yes [ ] No  |
| If yes, previous term(s) |  |

# Eligibility and Enrollment

|  |  |  |
| --- | --- | --- |
| [ ]  | Government-Issued Identification | Document: |
| [ ]  | Proof of Citizenship/Eligibility | Document: |
| [ ]  | Proof of Age | Document: |
| [ ]  | Parental Consent Form (if app) | Date: |
| [ ]  | NSCHC – NSOPW | Date of Adjudication: |
| [ ]  | NSCHC – State Of Service (WA) | Date of Adjudication: |
| [ ]  | NSCHC – State of Residence (if app) | Date of Adjudication: |
| [ ]  | NSCHC – FBI Check | Date of Adjudication: |
| [ ]  | Member Invited/Selected  | Date: |
| [ ]  | eGrants Member Portions Completed | Date: |
| [ ]  | Program Certifies NSCHC in eGrants | Date: |
| [ ]  | Citizenship/Eligibility Verified in eGrants | Date: |
| [ ]  | SSN Verified in eGrants | Date: |
| [ ]  | eGrants Program Portions Completed | Date: |
| [ ]  | Enrollment Finalized in eGrants | Date: |

|  |  |  |
| --- | --- | --- |
| eGrants Start Date: |  | These three official dates must match. The official start date in eGrants is the primary system of record that all other dates must align with. |
| MSA Start Date: |  |
| Date of First Hours: |  |

# Other Paperwork

|  |  |  |
| --- | --- | --- |
| [ ]  | Application Materials |  |
| [ ]  | W-4 |  |
| [ ]  | Signed Member Service Agreement |  |
| [ ]  | Position Description |  |
| [ ]  | Media Release |  |
| [ ]  | Health Insurance Enrollment/Waiver |  |
| [ ]  | Performance Review(s) |  |
| [ ]  | Signed Timesheets |  |
| [ ]  | Documentation of CPC Exit (if app) |  |
| [ ]  | Serve WA End of Term Addendum |  |