



## VOLUNTEER IOWA PROGRAM START FORMS

<p><b>HOST SITE AGREEMENTS</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Name and contact information of partner/host site organization</li> <li><input type="checkbox"/> Duration of agreement</li> <li><input type="checkbox"/> Number/slot type/position of members assigned</li> <li><input type="checkbox"/> Expectations of recruitment/selection AND/OR Consequences of nonrecruitment or nonretention of member</li> <li><input type="checkbox"/> Ensures that site understands the consequences and ramifications of hiring members before they have successfully completed their terms (Non-compete Agreement?)</li> <li><input type="checkbox"/> Outlines site expectations for retention efforts, and understands this is a factor in continued funding</li> <li><input type="checkbox"/> Names/number/position of staff assigned to supervise members</li> <li><input type="checkbox"/> Site must ensure that member activities are those outlined in the Member Service Agreement/Position Description</li> <li><input type="checkbox"/> NSCHC requirements for host site staff</li> <li><input type="checkbox"/> Training expectations for site staff</li> <li><input type="checkbox"/> Site role in member training</li> <li><input type="checkbox"/> Site role with member timekeeping and term management</li> <li><input type="checkbox"/> Site role with member discipline</li> <li><input type="checkbox"/> Site role in member performance review</li> <li><input type="checkbox"/> Site role in data collection/reporting</li> <li><input type="checkbox"/> Site Branding requirements include on-site signage at the front door and web presence. Signage at the site must include both "AmeriCorps Program" and "AmeriCorps Members" (AmeriCorps logos may not be altered without written approval from CNCS)</li> <li><input type="checkbox"/> Site Branding requirements also include press releases that relate to the grant, member activities and program outcomes</li> <li><input type="checkbox"/> Expectations for communication and notifications to program director</li> <li><input type="checkbox"/> Other expectations of site supervisors</li> <li><input type="checkbox"/> Host site fee or other charges</li> <li><input type="checkbox"/> Host site match requirements</li> <li><input type="checkbox"/> Agreement contains an acknowledgement of the required match documentation, (i.e. site supervisor time sheets)</li> </ul> <p><i>(continued next page)</i></p>		
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<b>HOST SITE AGREEMENTS</b> continued	<ul style="list-style-type: none"><li><input type="checkbox"/> Other in-kind contributions expected of site</li><li><input type="checkbox"/> Verification that match sources are nonfederal or of permission to use federal match</li><li><input type="checkbox"/> Site evaluation criteria and guidelines</li><li><input type="checkbox"/> Host site acknowledges and agrees to participate in any program monitoring conducted by CNCS or Volunteer Iowa, including Site Supervisor Focus Groups.</li><li><input type="checkbox"/> Acknowledge to release member for team meetings and/or service projects, events, etc.</li><li><input type="checkbox"/> Prohibited Activities</li><li><input type="checkbox"/> Nonduplication and Nondisplacement language</li><li><input type="checkbox"/> Nondiscrimination and reasonable accommodation requirements</li><li><input type="checkbox"/> Remedies for default or failure to comply with agreement</li><li><input type="checkbox"/> Agreement contains an acknowledgement of the required match documentation, (i.e. site supervisor time sheets)</li><li><input type="checkbox"/> Agreement contains an acknowledgement that the program will have the final say in refilling any positions</li></ul>		
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