



AmeriCorps Washington

Planning Grants – Policies/Procedures & Volunteers

May 26 – 10am

Please sign-in via the chat box:

- Organization/Program
- Name(s)
- What is your most frequently-used/recently-used emoji?

Learning To Date

Previous Content

- AC 101/Locating/Reviewing/Reading AmeriCorps Guidance
- Theory of Change/Logic Models/Performance Measures/Data
- Member Benefits/Eligibility/Recruitment/Selection
- Prohibited Activities/Orientation/Training/Supervision
- Position Descriptions/MSA/Time Tracking
- Files/Enroll/Exit/Slots/Performance

Today's Agenda

- **Policies/Procedures**
- **Volunteer Plan**

Next Up (*June 9*)

- AmeriCorps – Initiatives/Events/Brand



Questions to Consider

- How will the program ensure a diverse and inclusive AmeriCorps team?
- How will the program encourage esprit de corps among the AmeriCorps team?
- How will the program prepare AmeriCorps members for Life After AmeriCorps?
- If using host sites, what role will they have in member development?
- Are position descriptions free of prohibited activities and perception of “other duties?”
- How will the member service agreement be introduced (and signed on or before the first day of service)?
- Is the time tracking system paper or electronic? If electronic, does it meet AmeriCorps requirements?
- **Does the program have a criminal history check policy that meets AmeriCorps requirements?**
- **Will members be allowed to teleserve? Does the teleservice policy meet AmeriCorps requirements?**
- **Is volunteer engagement a program component? What activities will volunteers be engaged in?**
- **How does this new knowledge change the budget/match in order to run a successful program?**



Policies/Procedures

- **National Service Criminal History Check**
- **Member Teleservice**

- Non-Discrimination
- Prohibited Activities
- Reasonable Accommodation
- Drug-free Workplace
- Grievance procedures
- Breach of Personally Identifiable Information (PII)
- AmeriCorps member safety “safeguards”
- Site selection criteria and process
- Recordkeeping
- Member eligibility documentation
- Member leave
- Member selection, evaluation, and termination
- Standards of member conduct, attendance requirements
- Requirements of sites for progress reporting, raising and documenting match and promoting AmeriCorps identity



NSCHC Policy/Procedure

- Required AmeriCorps NSCHC E-Course Training – Annual
 - access through Litmos (Learning Management System)
- Use Truescreen (NSOPW, State of Service, State of Residence)
- Use FieldPrint (FBI)
 - [Manual](#)
 - will also post
- **Write a DETAILED policy and procedure step by step.**
 - [AmeriCorps NSCHC P&P Checklist](#)
 - will also post



Teleservice Policy/Procedure

- *To teleserve or not to teleserve???*
- Members should generally be providing direct services in the community; rather than remotely.
- Teleservice – like all service – should have appropriate documentation, supervision and oversight.
- Meaningful/Rare teleservice must include:
 - Written program authorization
 - Communication plan between supervisors & members
 - Expectations of activities to be accomplished
 - Mitigation of time/attendance abuse
 - Strong supervision/validation of activities
 - Verification of hours claimed
- **Write a DETAILED policy and procedure.**
- **Develop forms.**



Volunteer Plan

- Serve WA Standard...(from the RFGA)

“There is an expectation that all programs engage AmeriCorps members in recruiting and/or managing community volunteers unless there is a significant and compelling justification as to why this is not a feasible part of the AmeriCorps program design.

Applicants should keep in mind that AmeriCorps members can engage with volunteers in ways that fall outside of the assigned primary service activity. For example, AmeriCorps members could plan a volunteer event on National Days of Service such as the 9/11 Day of Service and Remembrance and/or the Martin Luther King Jr. (MLK) Day of Service.”

- *Waiver available in rare cases.*



Volunteer Plan

- What will the members' role be in volunteer mobilization, training and/or management?
- What will be the role of volunteers in the program?
- Are volunteers involved on an episodic or ongoing basis?
- How will the program track volunteers and volunteer hours? (Required data reporting, unless approved waiver.)
 - Ensure volunteer counts are unduplicated.



Questions?



“Homework”

- *Continue reviewing and reading AmeriCorps guidance documents*
- *Continue developing ToC, LM, PMs, Data Plan, Host Sites, Strategic Partners, Member Benefit/Eligibility Systems, NSCHC Systems, Member/Site Recruitment*
- *Continue Member Orientation/Training/Supervision Plan (if using host sites, also develop for sites)*
- *Continue Position Descriptions/MSAs/Time Tracking (if using host sites, also develop for sites)*
- *Continue Member File Checklist/Process*
- *Continue Member Performance Review Process*
- **Begin to Build Policies & Procedures**
- **Identify Volunteer Plan**
- **Update budget framework**



Deliverables

LAST CALL!...

- NSCHC Certificate/Vendor Set-Up/Staff “test” Checks
- Member Recruitment Plan
- Member Orientation/Training/Supervision Plan
- Member Position Description/Member Service Agreement

Submit to **Robyn** anytime (through end of May for all member/site deliverables) for general feedback.

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Closing

