The purposes of the site partnership application are to determine an agency’s eligibility to partner with Volunteer Maryland, assess the feasibility of the proposed volunteer program within the Volunteer Maryland program model, define the scope of the partnership, and determine the role of the AmeriCorps Member at the Service Site.

**Instructions**

This application has four sections which must be fully completed. It should take two to three hours to complete the application. Please take a few minutes to review Appendix B at the end of this document about the limitations of AmeriCorps member service activities before beginning your application.

**In addition to the completed application, please attach the following documents:**

1. **Organizational Chart**
2. **Financial Statement:** *(one of the following)*
   * Copy of your agency’s most recent audit report, or,
   * Most recent 990 form, or,
   * Profit and Loss Statement, or other statement of financial position
3. **Complete the** [**Volunteer Maryland Pre-Partnership Survey**](about:blank) **through Google Forms** Follow the link or copy/paste: [**https://forms.gle/7GAHBwy5vsBKqqfg6**](about:blank)
4. [**Completed AmeriCorps Member Position Description**](#PositionDescription) **in Appendix A**

**Submit application and all documents to Nathan Cabrera, Volunteer Maryland Outreach Manager, at** [**nathan.cabrerar@maryland.gov**](about:blank)**.** *Please direct any questions to Nathan by email or phone (410-697-9285).*

**Definitions List**

|  |  |
| --- | --- |
| **AmeriCorps member** | AmeriCorps members have agreed to serve with Volunteer Maryland to do a year of national service at your organization meeting critical community needs by recruiting and managing volunteers. Members receive a modest stipend and education award upon successful completion of their service. |
| **Background Check Requirements** | A condition of the Volunteer Maryland partnership is that Site Supervisors undergo a two-part background check process, including an FBI fingerprinting background check. Site Supervisors are required to complete these checks through Volunteer Maryland’s process. |
| **Capacity Building** | Tasks and activities to create, expand or strengthen systems or processes in order to increase an organization’s ability to function effectively, more efficiently, or with a bigger scale or reach to meet its mission. |
| **Community Need** | The clear and demonstrable community need that the Service Site will address with direct service volunteers. |
| **Direct Service** | Provides immediate solutions to help people in need. These can include activities like tutoring, removing invasive species, performing manual labor, mentoring, or counseling. |
| **Proposed Funding** | Funding for the VM Partnership that has been requested, but at this time is not approved or secured, from a funding source. |
| **Secured Funding** | Funding for the VM Partnership that has been secured and will be available at the start of the service year. |
| **Service Site** | The organization/location where the AmeriCorps members will be serving their service year. |
| **Site Supervisor** | The staff member selected by the Service Site to supervise the AmeriCorps member. |
| **Volunteer Program** | The program that will be supported or managed by the AmeriCorps member while serving at your organization. |

**SECTION I: APPLICANT INFORMATION**

|  |  |
| --- | --- |
| Name of Organization/Legal Applicant: | Click or tap here to enter text. |
| Physical Street Address: | Click or tap here to enter text. |
| Mailing Address: | Click or tap here to enter text. |
| City/State/Zip: | Click or tap here to enter text. |
| County: | Click or tap here to enter text. |
| Main Telephone: | Click or tap here to enter text. |
| Website URL: | Click or tap here to enter text. |
| Facebook Page (if applicable): | Click or tap here to enter text. |
| Twitter Handle (if applicable): | Click or tap here to enter text. |
| Legal Applicant Federal I.D. Number: | Click or tap here to enter text. |
| State Legislative District: | Click or tap here to enter text. |
| U.S. Congressional District: | Click or tap here to enter text. |
| Executive Director: | Click or tap here to enter text. |
| Executive Director’s Line: | Click or tap here to enter text. |
| Name of Application Writer: | Click or tap here to enter text. |
| Writer’s Title: | Click or tap here to enter text. |
| Writer’s Direct Line: | Click or tap here to enter text. |
| Writer’s Email: | Click or tap here to enter text. |
| Name of Site Supervisor: | Click or tap here to enter text. |
| Site Supervisor’s Title: | Click or tap here to enter text. |
| Site Supervisor’s Direct Line: | Click or tap here to enter text. |
| Site Supervisor’s Email: | Click or tap here to enter text. |

**Type of Organization**

All VM Service Sites must be a government agency or a non-profit*.*

**Government agency *(specify only one type)*:**

Federal

State

County

City

School

OR

**Non-profit (501c3) *(specify only one type)*:**

Local

State

National

International

**Cash Match**

**The cash match is $8,700.** The cash match is due in full on the AmeriCorps first day of service; **September 15, 2021**.

List Funding Source: Click or tap here to enter text.

Proposed

Secured

*PLEASE NOTE: If the cash match is paid from federal funds, the Service Site must provide all of the following:*

|  |  |
| --- | --- |
| Name of Federal Agency | Click or tap here to enter text. |
| Federal Agency Grant or Contract Number | Click or tap here to enter text. |
| CFDA number (or N/A if a contract) | Click or tap here to enter text. |
| Documentation that Federal Agency approved the use of its funds as match for AmeriCorps. | *(Attach to application or provide with cash match.)* |

**History with Volunteer Maryland and AmeriCorps**

Is your organization a past or current Volunteer Maryland Service Site?  Yes  No

* What year(s)? Click or tap here to enter text.

**Past Year Highlights and Continuation Goals**

If you answered ‘yes’ to the above question: please provide a description of the progress made during the partnership year and your goals for the upcoming partnership year.

Please include examples from the past service year of:

* AmeriCorps member accomplishments
* Volunteer program improvements
* Specific ways an additional year will build volunteer program capacity

Click or tap here to enter text.

**How did you learn about Volunteer Maryland?**

Volunteer Maryland staff

Current or former Volunteer Maryland AmeriCorps member

Current or former Volunteer Maryland Service Site

In person Information Session

Virtual Information Session

Internet/Social Media

Other Click or tap here to enter text.

**SECTION II: AGENCY OVERVIEW**

**Overview of Agency**

1. **Please provide your mission statement and a brief history:**

Click or tap here to enter text.

1. **Describe the Community Need met by your agency. What is the critical unmet need in your community or client population that will be addressed by direct service volunteers during the Volunteer Maryland partnership?**

Click or tap here to enter text.

1. **Describe your current programs and services:**

Click or tap here to enter text.

1. **What services do your volunteers provide?**

Click or tap here to enter text.

1. **What programs will the AmeriCorps Member be working in?**

Click or tap here to enter text.

1. **What services will the AmeriCorps Member working with? Please be specific.**

Click or tap here to enter text.

1. **How will the AmeriCorps member’s service improve the effectiveness or efficiency of your volunteer program?**

Click or tap here to enter text.

**Key Players**

Please identify those staff members within your organization who will be working closely with the AmeriCorps member.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email** | **Title** | **Role** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Site Supervisor |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Background Check Requirement**

The designated Site Supervisor must undergo a National Sex Offender Public Registry Check, State Criminal Registry Check, and a national search by submitting fingerprints to the Federal Bureau of Investigation. The background check process through vendors specified by Volunteer Maryland. We will provide specific instructions later.

**I have read and understand that the Site Supervisor must successfully complete the Volunteer Maryland background check process as a requirement of the partnership**:

 *Yes* *No*

**Office Environment and AmeriCorps Member Expectations**

***Accessibility***

**1. Is your Service Site accessible by public transportation?**

*Yes*  *No*

*If yes, how is it accessible by public transportation?*

Click or tap here to enter text.

**2. Will the ACM need their own transportation in order to complete volunteer coordinator duties at the site?**

 *Yes* *No*

**3. Is your building and office space accessible for people with physical disabilities?***(Please consider physical accessibility from parking to your building, into the building, and into and around the office.)*

 *Yes* *No*

**Coordinator Work Space Requirement**

Volunteer Maryland’s AmeriCorps Members will need a professional space to do their work. This space **needs** to **include a computer with access to the internet** to post volunteer opportunities and communicate with Volunteer Maryland to submit reports. Please verify that your organization will be able to provide the following:

Computer

 Internet Access

 Service Site-issued Email Address

 Office Phone (or Cell Phone)

 Desk

 Printer Access

***If internet is an issue at the site, please explain:***

Click or tap here to enter text.

***Site Related Travel***

The AmeriCorps Member will need access to free or reimbursed parking while on-site. Volunteer Maryland requires they be reimbursed for travel costs incurred for site-related travel (i.e. travels to volunteer fairs or multiple sites). There is no set amount for this item but should reflect the anticipated amount of travel expected for the AmeriCorps Member.

1. **On-Site Parking (pick one)**

*Free*

 *Reimbursed (*indicate monthly cost*) $* Click or tap here to enter text.

1. **Site –Related Travel Cost Reimbursement**

Amount $ Click or tap here to enter text. (per mile, per mo.)

***Hours***

Volunteer Maryland AmeriCorps Members are required to serve 40 hours per week.

1. **What would the normal office hours for the AmeriCorps member?**

Click or tap here to enter text.

1. **What, if any, hours other than a standard business week would the AmeriCorps member be expected to serve at your site?**

Click or tap here to enter text.

***Volunteer Maryland AmeriCorps Member’s Place in Organization***

1. **The AmeriCorps member will serve in which program(s) or service(s)? Be specific.**

Click or tap here to enter text.

1. **Will the AmeriCorps member manage all existing volunteers? If not who will manage these volunteers?**

Click or tap here to enter text.

***Office Culture & Environment***

1. **Please describe your office culture and work atmosphere.**

Click or tap here to enter text.

1. **Is there anything beyond a “typical” office environment and inherent to performing the AmeriCorps Members’ duties at your site?**

Click or tap here to enter text.

**SECTION III: VOLUNTEER SERVICE AND PROGRAM**

Please complete the chart below, fully describing the types of volunteer services and number of volunteers that apply to the Volunteer Maryland application and partnership. ***Responses must be provided in the chart.***

* 1. **Types of Volunteer Service(s):** Describe the***service activities*** the volunteers will perform in order to address the community need you identified earlier in the application. Please refer to the limitations for AmeriCorps members provided in the appendix at the end of this document.
  2. **Number of Volunteers:** If applicable, how many existing volunteers do you have performing these types of volunteer services? How many new volunteers are needed for each activity proposed? What is the total number of new volunteers needed?

|  |  |  |
| --- | --- | --- |
| 1. **Volunteer Activity or Service** | **(b)Number of Existing Volunteers** | **(b)Number of New Volunteers Needed** |
| *Example:*  *Tutoring (reading) – tutors work with students in grades k-5 on reading strategies and fluency. Tutors meet with students two days per week for 90 minutes each session.* | *None (new program)* | *25 new volunteer tutors* |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***TOTALS:*** | Click or tap here to enter text. | Click or tap here to enter text. |

**General Liability Insurance**

Does your agency currently have general liability insurance for its volunteers? (This is a Volunteer Maryland partnership requirement.)

Yes  No

**Volunteer Program Focus Area and Performance Measures**

Each Volunteer Maryland Service Site must address at least one of the AmeriCorps [focus areas.](about:blank#:~:text=Guided%20by%20the%20Serve%20America,and%20Veterans%20and%20Military%20Families.) Though the proposed volunteer program may work across multiple issues, provide a variety of services, and/or serve a number of different client groups, **volunteer activity must work toward at least one of the outcomes below**. Volunteer Maryland can help with your focus area selection. These will be discussed during a site visit if your application is accepted.

**Focus Area** *(select one or more)*

 Disaster Services

 Economic Opportunity

 Education

 Environmental Stewardship

 Healthy Futures

 Veterans/ Military Families

***Focus Area: Disaster Services***

|  |  |
| --- | --- |
| **Outcome:**  *Our organization addresses the following* | individuals report increased disaster readiness (support in disaster preparedness, response, recovery, or mitigation) |
|  |

***Focus Area: Economic Opportunity***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome:**  *Our organization addresses the following: check all that apply* | individuals improve their financial knowledge | individuals transition into safe, healthy, affordable housing | individuals secure employment | individuals improve their job readiness |
|  |  |  |  |

***Focus Area: Education***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome:**  *Our organization addresses the following: check all that apply* | children demonstrate gains in school readiness | students improve academic performance | students graduate from high school on time | students enroll in post-secondary education/training |
|  |  |  |  |
| students improve academic engagement or social-emotional skills | students increase attendance | students decrease disciplinary incidents (referrals, suspensions/ expulsions, criminal or gang involvement) | individuals earn a post-secondary degree or technical certification |
|  |  |  |  |

***Focus Area: Environmental Stewardship***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Outcome:** *Our organization addresses the following: check all that apply* | acres of parks or public land are treated | acres of parks or public land are improved | miles of trails/rivers are treated | miles of trails or rivers are improved | individuals report a change in behavior or intention to change behavior to better protect the environment |
|  |  |  |  |  |
| housing units or public structures are weatherized or retrofitted to improve energy efficiency | housing units or public structures reduce energy consumption or reduce energy costs | Individuals receive education or training in environmental stewardship and/or environmentally conscious practices | individuals increase knowledge of environmental stewardship and/or environmentally conscious practices |  |
|  |  |  |  |

***Focus Area: Healthy Futures***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome:**  *Our organization addresses the following: check all that apply* | individuals report improved capacity for independent living | individuals report increased food security | individuals increase health knowledge | individuals report a change in behavior or intent to change behavior to improve their health |
|  |  |  |  |
| individuals have improved health | individuals have improved access to medical care | pounds of food provided |
|  |  |  |

***Focus Area: Veterans and Military Families***

***Our organization serves Veterans and/or military families in the following; check all that apply***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome:**  *Our organization addresses the following: check all that apply* | individuals improve financial knowledge | individuals transition into safe/affordable housing | individuals secure employment | individuals improve job readiness |
|  |  |  |  |
| individuals earn a post-secondary degree or technical certification | individuals report improved capacity for independent living | individuals report increased food security | individuals increase health knowledge |
|  |  |  |  |
| individuals report a change in behavior or intent to change behavior to improve their health | Individuals improve health | Individuals improve access to medical care |  |
|  |  |  |  |

**Volunteer Program Budget**

Please complete the chart below. Indicate estimated amounts for the volunteer program and if the items will be cash or in-kind contributions.

|  |  |  |
| --- | --- | --- |
| ***Item*** | ***Amount ($)*** | ***Cash or In-kind?*** |
| **Volunteer training supplies** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Marketing Materials** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Volunteer Recognition materials and events** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Other** | Click or tap here to enter text. | Click or tap here to enter text. |

Preliminary Volunteer Program Needs Assessment

**Volunteer Program Development Assessment**

*Each element below refers to your existing volunteer management system for volunteers (not including Board Members or fund raisers). For each element, select the statement(s) that describe your volunteer program needs and provide any additional information as requested.* ***Comments are optional.*** *This information will be used to complete the Volunteer Maryland partnership proposal and will be essential in the development of the Volunteer Maryland AmeriCorps Members’ position description and work plan.*

**Volunteer Program Vision Statement** – *Please note: this is not your agency’s vision statement, but a statement specific to the volunteer program. The volunteer program vision statement connects the volunteers to the clients served and the community addressed by the agency.*

Exists and no revisions needed (*Please be prepared to provide copy to VM.)*

Exists and revisions needed (*Please be prepared to provide copy to VM.)*

Volunteer Maryland Coordinator will create or revise

A staff member will create or revise

Not needed

Comments: **Click or tap here to enter text.**

**Volunteer Program Evaluation Process and Evaluation Documents**

Exists and no revisions needed (*Please be prepared to provide copy to VM.)*

Exists and revisions needed (*Please be prepared to provide copy to VM.)*

Volunteer Maryland Coordinator will create or revise

A staff member will create or revise

Not needed

Comments: **Click or tap here to enter text.**

**Volunteer Program Policies and Procedures Manual**

Exists and no revisions needed (*Please be prepared to provide copy to VM.)*

Exists and revisions needed (*Please be prepared to provide copy to VM.)*

Volunteer Maryland Coordinator will create or revise

A staff member will create or revise

Not needed

Comments: **Click or tap here to enter text.**

**Volunteer Program Tracking System** (volunteer hours, contact information, demographics, etc.)

Exists and no revisions needed (*Please be prepared to provide copy to VM.)*

Exists and revisions needed (*Please be prepared to provide copy to VM.)*

Volunteer Maryland Coordinator will create or revise

A staff member will create or revise

Not needed

Comments: **Click or tap here to enter text.**

**Volunteer Application(s)**

Exists and no revisions needed

Exists and revisions needed

Volunteer Maryland Coordinator will create or revise

A staff member will create or revise

Not needed

Comments: **Click or tap here to enter text.**

**Volunteer Position Description(s)**

Exists and no revisions needed

Exists and revisions needed

Volunteer Maryland Coordinator will create or revise

A staff member will create or revise

Not needed

Comments: **Click or tap here to enter text.**

**Volunteer Recruitment Materials**

Exists and no revisions needed (*Please be prepared to provide copy to VM.)*

Exists and revisions needed (*Please be prepared to provide copy to VM.)*

Volunteer Maryland Coordinator will create or revise

A staff member will create or revise

Not needed

Do you have a written recruitment plan? **Click or tap here to enter text.**

Comments: **Click or tap here to enter text.**

**Volunteer Screening Materials** (interview script, reference check form, etc.)

Exists and no revisions needed

Exists and revisions needed

Volunteer Maryland Coordinator will create or revise

A staff member will create or revise

Not needed

Comments: **Click or tap here to enter text.**

**Volunteer Orientation Agenda and Materials**

Exists and no revisions needed

Exists and revisions needed

Volunteer Maryland Coordinator will create or revise

A staff member will create or revise

Not needed

Comments: **Click or tap here to enter text.**

**Volunteer Training Agenda and Materials**

Exists and no revisions needed

Exists and revisions needed

Volunteer Maryland Coordinator will create or revise

A staff member will create or revise

Not needed

Comments: **Click or tap here to enter text.**

**Volunteer Performance Evaluation Process and Documents**

Exists and no revisions needed

Exists and revisions needed

Volunteer Maryland Coordinator will create or revise

A staff member will create or revise

Not needed

Comments: **Click or tap here to enter text.**

**Volunteer Recognition Plan and Materials**

Exists and no revisions needed

Exists and revisions needed

Volunteer Maryland Coordinator will create or revise

A staff member will create or revise

Not needed

Comments: **Click or tap here to enter text.**

**Pre-Partnership Survey**

In order for Volunteer Maryland to access a before and after change within your program, please use this [**link**](about:blank)or copy and paste this URL (**https://forms.gle/7GAHBwy5vsBKqqfg6**) to your browser and complete the **Volunteer Maryland Pre Partnership Survey**.

**Partnership Application Signatures**

*In submitting this partnership application to become a Volunteer Maryland (VM) Service Site, we attest that all information provided is true to the best of our knowledge. (Electronic signatures are accepted.)*

Click or tap here to enter text.Click or tap here to enter text.

*Signature of Legal Applicant Director Date*

Click or tap here to enter text.Click or tap here to enter text.

*Signature of the Site Partnership Application Writer Date*

Click or tap here to enter text.Click or tap here to enter text.

*Signature of the Service Site Supervisor Date*

***Thank you for applying to become a Volunteer Maryland Service Site!***

 

**Appendix A: Position Description**

**Volunteer Maryland AmeriCorps Member**

**at** Enter Service Site Name

**Instructions:** Please review and complete the proposed AmeriCorps member position description by filling in highlighted sections.

**PURPOSE AND SCOPE:**

This is an 11 month, full-time (40 hours/week) position as a member of the Volunteer Maryland (VM) AmeriCorps program serving as a Volunteer Coordinator at  **Enter Service Site Name**. Volunteer Maryland AmeriCorps Members, ACM’s, are responsible for building capacity and developing and implementing a volunteer program as agreed to in the VM site partnership negotiations that occurred in spring, 2021. The member’s activities will target increasing the Service Site’s effectiveness, efficiencies and/or expand the Service Sites reach or scope. The outcome will be an increase in capacity for the Service Site to serve their identified community. The VM service year will begin on September 15, 2021 and conclude on August 2, 2022; Volunteer Coordinators are expected to complete 1,700 hours of service during the term.

**SITE SPECIFIC PROJECT SCOPE:**

The Volunteer Maryland AmeriCorps Member will aim to recruit at least Click or tap here to enter text volunteers who will be a part of our **List the program(s) where the volunteers recruited will serve.**

The AmeriCorps Member will also work with staff to create or revise the following volunteer program elements ([review the Needs Assessment](#Needs)):

**Enter volunteer program needs listed on the Needs Assessment**

**BENEFITS:**

VM AmeriCorps members receive a living stipend of $15,100 *(pending funding)*, health insurance if they are not already covered. They may also qualify for a child care allowance. Other benefits include mileage reimbursement for site-related travel, student loan deferment, professional training, valuable networking opportunities, working with a dedicated team of AmeriCorps members and staff, and making a real difference in a local community. After completion of a successful service year, members receive an education award of $6,345 through the Segal AmeriCorps Education Award- CNCS. May access over 600 national service employees through AmeriCorps Alumni services. Some members may qualify for Public Service Lean Forgiveness, per Consumer Financial Protection Bureau

[https://www.consumerfinance.gov/ask-cfpb/what-is-public-service-loan-forgiveness-en-641/](about:blank)

**DUTIES:**

1. Develop a written work plan and timeline for implementation.
2. Develop program materials such as a policy and procedure manual, volunteer position descriptions, promotional fliers or brochures, and screening, training, and evaluation tools.
3. Recruit volunteers. Outreach methods may include: presentations to faith, business, and/or community groups; staffing information booths at community events; and utilizing the media.
4. Screen volunteers as necessary; procedures might include interviews, reference checks, and criminal background checks.
5. Develop and facilitate orientation and training for volunteers.
6. Supervise volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts, etc.
7. Maintain accurate records of volunteer participation.
8. Evaluate progress made in achieving the program’s goals; report on progress in statistical and narrative reports for Volunteer Maryland.
9. Develop community partnerships to support the volunteer program.
10. Serve as public ambassador for the Service Site, Volunteer Maryland, and AmeriCorps.

* Participate in VM and AmeriCorps training, service projects, and other activities.
* ACMs may be assigned other volunteer program duties during the course of the service year by the Service Site Supervisor.
* Note: The AmeriCorps member will not be allowed to perform duties that violate the AmeriCorps Prohibited Activities or fall outside of the program goals
* Note: Volunteer Maryland AmeriCorps members may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits as a result of the use of a VM AmeriCorps member (or any Nationals Service member). An organization may not displace a volunteer by using a VM ACM in a program.
* List additional duties (subject to review by Volunteer Maryland) here.

**SELECTION PROCESS:**

To participate in Volunteer Maryland, applicants must submit a written application. Staff will review the application, with special emphasis placed on the writing sample, invite the applicant to interview if appropriate, conduct two reference checks, and complete a criminal background investigation. After an applicant has been tentatively matched, the three-part criminal history check will be initiated. Individuals will not be allowed to begin training until all results are received and verified by the program.

**ENROLLMENT REQUIREMENTS: (45 CFR § 2522.200)**

* To serve as a Volunteer Maryland AmeriCorps member, an individual must:
  + **be at least 17 years of age**
  + **have a high school diploma or its equivalent**
  + **be a citizen, national, or lawful permanent resident alien of the United States;**
  + **satisfy the national service criminal history check** 
    - **of the national sex-offender registry**
    - **state repository check (Maryland and state of residence),**
    - **and FBI fingerprint check;**
  + **complete pre-service training requirements**
* Must be able to provide document of: (no later than the first day of training)
  + - **Age,**
    - **Education, and**
    - **Citizenship**
      1. The following are acceptable forms of certifying status as a U.S. citizen or national:
      2. A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the US Virgin Islands, American Samoa, or the Northern Mariana Islands;
      3. A United States passport
      4. A report of birth abroad of a US citizen (FS-240 issued by the State Department;
      5. A certificate of birth-foreign service (FS 545) issued by the State Department.
      6. A certification of report of birth (DS-1350) issued by the State Department
      7. A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or
      8. A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.
    - The following are acceptable forms of certifying status as a law permanent resident alien of the United States:
      1. Permanent Resident Card, INS Form I-551
      2. Alien Registration Receipt Card, ISN Form I-551
      3. A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or
      4. A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.
    - If primary documentation is not available, the program must obtain written approval from the corporation that other documentation is sufficient to demonstrate the individual’s status as a US citizen, US national, or lawful permanent resident alien.

Criminal history checks will be initiated before the start of service; an individual will be ineligible if s/he is required to register on the National Sex Offender Registry, has been convicted of murder, or fails to disclose any previous conviction. Other convictions or pending charges will be evaluated on a case-by-case basis in accordance with program policy.

# SKILLS, ATTITUDES & ABILITIES NECESSARY:

1. Skilled at taking initiative, problem solving, and working independently, to be able to develop and implement a volunteer program.
2. Skilled at building interpersonal relationships, to work effectively as part of a team (at the Service Site and with their cohort), and to manage volunteers.
3. Strong verbal skills, to communicate effectively with staff, volunteers, and community groups.
4. Skilled at written communication, to develop program materials and reports.
5. Committed to the concept of national service and to making a difference in his/her community.
6. Basic computer literacy, to be able to produce program materials and track volunteer hours.
7. Have own, or have access to, transportation to and from VM trainings, events, and Service Site-related activities.
8. Able to respond to organizational change productively and maintain positive attitude.
9. Have an open mindset and focus on possibilities thinking.

**ORIENTATION AND TRAINING:**

Volunteer Maryland provides approximately 20 days of training in program development, volunteer management, marketing, communication, leadership skills, history of National Service, AmeriCorps prohibited activities and unallowable activities. VM’s training schedule meets the AmeriCorps requirements as per 45 CFR **§** 2520.50. Training is held the first two weeks of the service year, with monthly training days throughout the rest of the year. Additional training opportunities are also available through AmeriCorps, service sites and Volunteer Maryland. The Site Supervisor provides orientation to the VM AmeriCorps member service site.

**SUPERVISION:**

The Site Supervisor provides day-to-day supervision. The Site Supervisor will evaluate performance in accordance with the agency’s policies. In addition, Volunteer Maryland’s Director and Program Manager provides overall supervision to all VM AmeriCorps members. VM Program Manager and Site Supervisors share transparent communication regarding progress and challenges during the service year.

**EVALUATION & REPORTING:**

The Site Supervisor and VM Program manager will complete an evaluation of the member approximately half way through the service year (February). The AmeriCorps member will complete a self-evaluation at the same time. The Site Supervisor will meet with the AmeriCorps member to discuss evaluation, both member and Site Supervisor will sign and submit evaluation to VM Program Manager. The VM Program Manager, will contact each AmeriCorps member to review and discuss VM evaluation. At the completion of the service year, the same process is completed, and the VM Program Manager compiles and delivers evaluation to member. The ACM is required to submit monthly reporting, a work plan at the beginning of the service year and a mid and final report. Additional deliverables are required throughout the service year, a deliverable schedule is provided on the first day of service.

**VOLUNTEER SERVICE**

Each Volunteer Maryland AmeriCorps member is encouraged to volunteer as part of their service year. The volunteer activity **cannot** be within any of the prohibited activities, and should be discussed with their Site Supervisor prior to engaging in the volunteer activity. The ACM may volunteer at their site. The ACM may claim up to five percent (5%) on their timesheet for volunteer activities. If the volunteer activity is fundraising, the ACM will need to include these hours under fundraising on their timesheet.

**HOURS:**

Volunteer Maryland AmeriCorps Members are required to serve approximately 40 hours each week. **The office hours will be Click or tap here to enter text.** Volunteer Maryland training days are typically 10:00 am – 4:00 pm.

**LOCATION:**

The AmeriCorps Members’ office will be located at **Click or tap here to enter text.**. VM training locations will be held at locations throughout Maryland. Please note: locations may not be accessible by public transportation.

**Prohibited Activities**

AmeriCorps members may not engage in the below activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed below on their initiative, on non-AmeriCorps time, and using non-federal funds. Individuals should not wear the AmeriCorps logo while doing so. AmeriCorps members will not be allowed to take part in the following prohibited activities:

\*\*\*While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

**1**. Attempting to influence legislation;

**2**. Organizing or engaging in protests, petitions, boycotts, or strikes;

**3**. Assisting, promoting, or deterring union organizing;

**4**. Impairing existing contracts for services or collective bargaining agreements;

**5**. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

**6**. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

**7**. 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 proselytization;

**8**. Providing a direct benefit to—

a. a business organized for profit;

b. a labor union;

c. a partisan political organization;

d. a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

e. an organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;

**9**. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;

**10**. Providing abortion services or referrals for receipt of such services; and

**11**. Such other activities as CNCS may prohibit. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

**12**. Such other activities as the CNCS or GOSV may prohibit.

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|  | **Appendix B:**  **AmeriCorps Member Service Limitations** |  |

AmeriCorps programs are designed to give members the opportunity to serve in meaningful ways that meet critical community needs. AmeriCorps members are not employees and their service is regulated by the federal government. The limitations and restrictions placed on member service activities and the service activities of the volunteers they recruit, manage, and train should be considered throughout the application process.

These limitations and restrictions are in place to protect AmeriCorps members and to ensure that AmeriCorps programs are fulfilling the mission of AmeriCorps to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

Please take the following limitations on service activities into consideration when writing your application and envisioning how a Volunteer Maryland AmeriCorps member will be serving in your site’s volunteer program. The following information is an overview and a reference guide meant to help sites as they plan for a partnership with Volunteer Maryland and is not exhaustive of all regulations, please see more in the [**code of federal regulations here**](about:blank#_top). The limitations and restrictions apply to both the AmeriCorps member serving at your site and to the volunteers that they are responsible for recruiting, managing, and training. Please feel free to reach out to Volunteer Maryland with any questions.

1. **Members can only perform duties and activities outlined in their Position Descriptions. They must not displace or duplicate employees or duties assigned to other employees.**
   * Members can only perform the activities outlined in the approved member Position Description. This document is reviewed and approved by the site and Volunteer Maryland after a site’s application is approved. It is based on the volunteer program activities and goals outlined in the site application.
   * AmeriCorps members are a short term resource and are not intended to replace staffing needs. The partnership is intended to make meaningful and sustainable change to the volunteer program of a Service Site. The member’s goal for the service year is to leave the volunteer program better than they found it and that the systems and changes implemented will continue on after the member leaves.
   * Member activities and duties cannot displace employees or prevent employees from receiving promotions.
   * Members must follow the duties and activities outlined in their approved position descriptions and cannot perform duties assigned to other employees. This includes the duties of current employees as well as employees on leave or employees who leave the organization.
2. **The volunteers that members recruit and manage must perform direct services to the community.** 
   * Volunteers recruited, managed, and trained by the AmeriCorps member must provide direct service to the people, communities, or environment served by the Service Site. Examples are tutoring, mentoring, financial coaching, invasive species removal, etc. In short, member and volunteer activities cannot be solely intended to support the administration or operations of the organization.
   * Simply providing information about services in the form of pamphlets, handouts, social media posts, etc. do not constitute direct service for a Volunteer Maryland partnership.
   * Additionally, the main activity of members or the volunteers that members recruit cannot be simply referring individuals to federally funded assistance programs (this includes state assistance programs funded in part by the federal government). [42 USC § 12634(d)]
3. **Fundraising is a Limited Activity for members and the volunteers they recruit and manage**. [**[45 CFR §§ 2520.40 -.45]**](about:blank)
   * Fundraising includes soliciting donations, holding fundraising events, and writing grants.
   * **Members cannot fundraise or recruit volunteer to fundraise for capital campaigns, general operating funds, funds to support AmeriCorps member living stipends**.
     + They cannot write a grant application to AmeriCorps / The Corporation for National and Community Service or to any federal government agency.
   * **Members can spend a limited amount of time fundraising or recruiting volunteers to fundraise in support of the volunteer program, volunteer projects, or programming with volunteers and clients.**
     + They can spend up to ten percent of their time (approximately 170 hours for a member who completes their service) on these efforts. Allowable fundraising activities include seeking donations of books for a tutoring program, writing a grant proposal to secure resources to support volunteer training, or securing supplies to help build homes for low-income individuals.
4. **These are Prohibited Activities for members and the volunteers they coordinate.**
   * This is just an overview, please review the [full list of Prohibited Activities.](about:blank#se45.5.2520_165) Members cannot participate in the following activities while accruing service hours or representing themselves as an AmeriCorps member. They also cannot recruit, train, or manage volunteers to participate in these activities. Members can participate in these activities on their own time as private citizens (they may not wear the AmeriCorps logo while doing so).
     + Political advocacy or attempting to influence legislation.
     + Protests, petitions, boycotts or strikes.
     + Assisting promoting, or deterring union organizing.
     + Religious or Worship Activities: Engaging in religious instruction or conducting worship services, constructing or operating facilities devoted to religious instruction or worship. Any programming or activities that include a mandatory religious instruction component.
     + Directly benefiting a for-profit business, labor union, or partisan political organization.
     + Conducting a voter registration drive.
     + Providing abortion services or referrals for abortion services.