



Campus Agreement

Pennsylvania Campus Compact

AmeriCorps Community Fellows Program 2011-2012

Program Requirements: The following section outlines the requirements and expectations of Community Fellows, host campuses, and Pennsylvania Campus Compact, with regard to the AmeriCorps Community Fellows Program.

Community Fellows will:

- Be full- or part-time undergraduate or graduate students on host campuses that have received a Community Fellows award from Pennsylvania Campus Compact;
- Serve 300 hours in one calendar year in the areas of college access and success. Activities may include, but are not limited to:
 - Providing academic support to K-12 at-risk students;
 - Mentoring K-12 at-risk students;
 - Serving in a college success program, focused on at-risk college students;
 - Volunteering in a college access program;
 - Providing workshops for at-risk students in: career awareness, study skills, or college admissions process;
 - Exposing at-risk students to the college environment via campus tours, sitting in on classes, or meeting with faculty;
 - Serving in a public high school guidance department;
 - Providing one-on-one counseling on the financial aid process (including FAFSA) and/or college application process;
 - Providing any of these supports to veterans seeking to attend college;
 - Supporting a service-learning course that focuses on any of these areas;
 - Coordinating and supporting volunteers who serve in any of these areas.
- Serve at least 50% of their time in the project focus area outlined above and receive no more than 10% of their hours through fundraising, 20% through training, and 20% through additional service activities, such as MLK Day and other national days of service;
- Receive academic credit only if the service is no more than 20% of their grade for the class. Therefore, it is acceptable for a member to log hours that are also a part of a service-learning course (or internship) where the service component is 20% of their grade, but it is not appropriate for a member who is student teaching to log their hours and receive academic credit (since their time in the classroom is typically 75% of their student teaching grade);
- Commit to completing all 300 hours of service by **August 19, 2012**;
- Complete all necessary AmeriCorps paperwork, including: Enrollment Packet Cover Sheet, AmeriCorps Enrollment Form, Member Contract, National Service Criminal History Check Verification Form, AmeriCorps Exit Form, and other mandatory AmeriCorps paperwork;
- Successfully complete a FBI Criminal Background Check, Pennsylvania State Police Criminal Registry Check, Childline Child Abuse Clearance, and National Sex Offender Registry Search;
- Complete hour logs for all service-related activity in the MyServiceLog system by the deadline set by the campus administrator and/or PACC staff;
- Maintain regular communication with the campus administrator and PACC staff, as appropriate;
- Receive a Minimum-Time AmeriCorps Education Award, of up to \$1,208, pending final federal budget appropriations upon successful completion of service;
- Attend (optional) Community Fellow regional trainings;



- Participate in national days of service including Martin Luther King Day, National Volunteer Week, Youth Service Day, and Make a Difference Day.

Community Fellows Host Campuses must:

- Recruit their own Community Fellows;
- Disseminate, collect, and send all member paperwork to PACC and keep copies on file on campus;
- Conduct and cover the costs of all required background checks;
- Send complete, correct member enrollment packets to PACC no later than **June 15, 2011**;
- Verify through documentation that all members are eligible for the AmeriCorps program, including proof of age, citizenship, and attainment of high school diploma;
- Oversee member hour tracking in MyServiceLog and approve all member hours in the system by the 15th of each month;
- Orient their members to the AmeriCorps Community Fellows program;
- Provide Community Fellows with assistance in identifying their community partner and any necessary on-site orientation and related ongoing training for their Community Fellows;
- Provide on-the-job transportation and other project support;
- Sign a Campus Agreement with PACC;
- Track, analyze, and report outcomes in the following areas: Number of at-risk students engaged in a college readiness or access program; number of students who show increased interest in attending college; and the number of students who make concrete plans to attend college;
- Submit semi-annual progress reports to PACC;
- Evaluate their member(s) mid-term and end-of-term, using the format provided by PACC;
- Communicate regularly with PACC staff;
- Attend the annual Campus Administrators Orientation hosted by PACC on March 31, 2011;
- Allow the member to work on special service initiatives such as Martin Luther King Day of Service;
- Ensure member compliance with AmeriCorps Prohibited Activities;
- Provide copies of media coverage of events or articles that feature campus-community collaboration related to the Community Fellows' work.

PACC and the Corporation for National Service will:

- Support the host campus by enrolling Community Fellows in the eGrants system, assisting in tracking hours in MyServiceLog, and maintaining member files, as required by AmeriCorps Rules and Regulations;
- Provide a one-day Campus Administrators Orientation on **March 31, 2011**;
- Provide training opportunities for Community Fellows, such as the Jenzabar Best in Class Student Leadership Conference hosted by PACC in November 2011;
- Provide oversight and coordination of the Community Fellows program through the AmeriCorps Program Director at Pennsylvania Campus Compact;
- Visit sites annually to assist campuses in self-assessing their progress towards goals;
- Provide other technical assistance as needed to campus projects and Community Fellows;
- Manage the disbursement of Education Awards for all Community Fellows.



The undersigned agrees to the contents of this document.

Print Name of Campus Administrator

Signature of Campus Administrator

Institution

Date

Meghan Oakley-Henning

AmeriCorps Program Director

A handwritten signature in black ink, appearing to read 'Meghan'.

Signature of AmeriCorps Program Director

March 14, 2011

Date

Return this agreement by **April 15, 2011** to:
Pennsylvania Campus Compact
One College Avenue, PO Box 4508
Grantham, PA 17027