

## AmeriCorps Education Awards Program Site Monitoring Tool

Grantee: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Name and Title of Person Conducting Visit: \_\_\_\_\_  
 Date of Visit: \_\_\_\_\_  
 Program Staff Interviewed: \_\_\_\_\_

### I. Program Requirements

	Observation/ Briefing	Document Examination
1. Director/Site Supervisor familiarity with A*C program requirements/prohibited activities.		
2. Formal agreement/Memo of understanding between site and Parent Organization ? between site and subordinate service sites ?		
3. Service Hour Tracking Mechanism		
4. Networking with Commission and other National Service programs.		
5. Appropriate Service Activities		
6. Data on member activities and accomplishments		
7. Timely reporting to the Corporation		
8. Member Enrollments		
9. Member Training and Supervision		
10. AmeriCorps Identity		

**Comments**

**Items for Follow Up**

## II. Member Files

Programs are required to maintain Member Files for each current and former member. Some of the documents listed on the Checklist below will not be applicable to every program and every member within a program. In addition, some parent organizations maintain the member files for their sites. In such circumstance, the site director should still be familiar with the process the site used to gather and submit the necessary information. Absent some indication of systematic shortcomings, reviewing a sample of files, rather than all files will suffice for this monitoring purpose.

Checked _ of _ member files.	Yes	No	Comments/Documentation/Follow-Up
1. Member application			
2. Member enrollment form			
3. Documentation of Eligibility <ul style="list-style-type: none"> <li>• Age</li> <li>• Citizenship Status (see regs.)</li> <li>• High School Diploma/GED</li> </ul>			
4. Parental consent ( <i>if member is under 18</i> )			
5. Signed Member contract <ul style="list-style-type: none"> <li>• Position description</li> <li>• Grievance Procedure</li> <li>• Term of Service</li> <li>• Performance Standards</li> <li>• Standards of Conduct</li> <li>• Other Program Requirements</li> </ul>			
6. Documentation of criminal background check ( <i>if applicable</i> )			
7. Time and activity logs, signed by member and supervisor.			
8. End of Term/Exit Form			
9. Change of Status Form ( <i>if applicable</i> )			
10. Loan Forbearance Request form			
11. Documentation of Compelling Circumstances ( <i>if applicable</i> )			