

Course to College AmeriCorps
HOST SITE AGREEMENT

1. HOST SITE INFORMATION:

Main Contact Name

Email Address

Phone Number

Mailing Address

Worksite Address (if different from mailing address)

2. **NON DISCRIMINATION & REASONABLE ACCOMODATION:** Host Site is responsible for assisting Program Director with ensuring compliance with AmeriCorps policies pertaining to discrimination and reasonable accommodations for individuals with disabilities. The discrimination and reasonable accommodation procedures are located in Attachment “B” of this document.

3. **IOWA COLLEGE AID ROLES AND RESPONSIBILITIES:** In order to ensure a strong and effective program, Iowa College Aid will provide organizational support to the program overall and to the respective host sites. In this role, Iowa College Aid will:

Provide Fiscal and Administrative Oversight

- a. Provide Living Allowance Stipend to members and handle all fiscal responsibilities.

Coordinate Member Recruitment and Enrollment

- a. Recruit, interview and place members in consultation with the host sites. As grant administrator, Iowa College Aid reserves the right to have final approval in refilling any positions.
- b. Enroll members and conduct criminal history checks, to be initiated and funded by the program.

Coordinate AmeriCorps related Member Training and Orientation

- a. Instruct and train members in program procedures, disaster training, conflict management, team building and proper use of program forms and procedures.
- b. Provide orientation to placement site.

4. HOST SITE ROLES AND RESPONSIBILITIES:

To comply with AmeriCorps guidelines and partnership goals, all host sites must designate a host site supervisor for each building. Site supervisors should be whomever coordinates Course to College programming at the high school. Site supervisors will provide consistent supervision of the AmeriCorps member(s) and oversee the following:

Provide Fiscal and Administrative Oversight

- a. Monitor and approve AmeriCorps team members' timesheets as required by Volunteer Iowa;
- b. Ensure member timesheets are reviewed and approved no later than 1 day after the timesheet is due;
- c. Ensure members are on track to meet AmeriCorps service hour requirements;
- d. Participate in AmeriCorps site supervisor trainings, orientations, regular supervisor check-ins and periodic in-depth site visits and/or conference calls focusing on member activities, financial documentation and member supervision as requested by the Program, Volunteer Iowa and/or CNCS;
- e. Participate in any program monitoring conducted by CNCS or Volunteer Iowa, including Site Supervisor Focus Groups;
- f. Ensure that member activities are in alignment with the program design and as outlined in the Member Service Agreement;
- g. Ensure that member activities do not include any prohibited activities or non-duplication or displacement as defined in AmeriCorps Regulations and listed in Attachment A;
- h. Communicate with the Program Director on member and program activities through the monthly host site check-ins, bi-monthly webinars and as needed for member disciplinary reasons (within 24 hours of an occurrence);
- i. Participate and comply with all program evaluations, performance measure tracking and data requests, as needed, and assist the member(s) in these efforts in order for the program to meet all grant requirements.

Coordinate Member Recruitment, Enrollment, Retention

- a. Actively partner with Iowa College Aid in recruiting, screening and selection of members, including refilling of any positions, as needed.
- b. As grant administrator, Iowa College Aid reserves the right to have final

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- approval in refilling any positions.
- c. In the event of non-recruitment and/or non-retention, the host site organization is not guaranteed placement of a member(s) for the remainder of the grant year and potentially future service years;
- d. Member retention is a factor in continued grant funding.
- e. If the organization would like to hire the member for additional work, they may do so, but only after the member's service term has ended.

Support Member Training, Discipline, Professional Development, and Data Collection

- a. Provide adequate training, space, equipment and supervision to ensure safe and effective service. This includes an organizational e-mail address and computer access;
- b. Work with the member and program to assist in meeting reasonable accommodation requests for member(s);
- c. Serve as a mentor;
- d. Actively advance your AmeriCorps Member's professional development;
- e. Be present and available to support the member's service to ensure member retention;
- f. Regularly review the AmeriCorps member's work, provide feedback and direction at scheduled check-ins with the member;
- g. Release members as needed for mandatory AmeriCorps activities, such as required Days of Service;
- h. Conduct mid-term and end-of-term professional performance reviews with AmeriCorps member(s);
- i. Contact and inform Program Director of any problems involving the member(s) within one (1) business day after an occurrence so that all occurrences can be documented in the member's file; and
- j. Consult with the Program Director regarding any disciplinary action that may be required so that the Program Director may take the appropriate disciplinary action.
- k. Comply with all program performance measure tracking and data requests as needed and assist member(s) in these efforts in order for the program to meet all grant requirements.
- l. Work with the member to provide program with volunteer logs on a monthly basis.

Agreement

- ∇ Our organization agrees that the designated supervisor will meet these supervisory responsibilities.

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Site supervisor information

(Site supervisors should be whomever coordinates Course to College programming.)

Site Supervisor Name and Title:

E-Mail Address:

Phone Number:

Mailing Address:

(Optional) Cell Phone:

5. SERVICE TERM: The AmeriCorps Member position options include:

Reduced Full Time (1200 hours)

- Reduced Full Time Members are required to complete a minimum of 1200 service hours and must remain in service for the full service term as outlined in the Member Service Agreement in order to successfully fulfill part of the AmeriCorps program requirements.

Half Time (900 hours)

- Half-Time Members are required to complete a minimum of 900 service hours and must remain in service for the full service term as outlined in the Member Service Agreement in order to successfully fulfill part of the AmeriCorps program requirements.

Quarter Time (450 hours)

- Quarter-Time Members are required to complete a minimum of 450 service hours and must remain in service for the full service term as outlined in the Member Service Agreement in order to successfully fulfill part of the AmeriCorps program requirements

Minimum Time (300 hours)

- Reduced Full-Time Members are required to complete a minimum of 300 service hours and must remain in service for the full service term as outlined in the Member Service Agreement in order to successfully fulfill part of the AmeriCorps program requirements.

Members must complete the required service hours and remain in service for the full service term to successfully complete their term of service. Members are only entitled to full member benefits when they have successfully completed their full term of service. With this in mind, it is critical that host sites provide appropriate opportunities for members to meet their contractual service hours.

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- ∇ Our organization agrees that we will accommodate these minimum service term responsibilities.

Agreement

- ∇ Our organization agrees to host the following Member position(s):

Reduced Full Time (1200 Hours): NUMBER

Half-Time (900 Hours): NUMBER

Quarter-Time (450 Hours): NUMBER

Minimum-Time (300 Hours): NUMBER

6. BRANDING: The Corporation for National and Community Service (CNCS) provides funding for AmeriCorps programs and should be credited accordingly. Requirements include:

- Logo. Use the designated AmeriCorps program logo (to be provided), on any relevant public communications pertaining to this project.
- Signage. Host sites will be provided with appropriate signage to publicly promote the site's involvement with Course to College AmeriCorps and are required to have this displayed.
- Training. Host sites will be provided with additional guidelines on AmeriCorps program branding, web presence and communications as part of the host site training.

Agreement

- ∇ Our organization agrees to meet these branding responsibilities.

7. EXCLUSIONS: Listed below are those areas that are not required as part of the Host Site Agreement:

Fees. Host sites are not required to pay a fee or other charges for this service year.

Match. Host sites are not required to provide a match for this service year.

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Other in-kind expectations. Beyond the requirements as outlined in “a” of section 4 under the heading Support Member Training, there are no additional in-kind contributions expected for this service year.

Background Check. The AmeriCorps program does not require host site supervisors to undergo additional background checks procedures other than what is required by their own organizations.

8. DURATION OF THE AGREEMENT: The term of this Agreement shall be one (1) year from the Effective Date established in Section 10.

9. TERMINATION OF THE AGREEMENT: This agreement may be terminated by mutual agreement between the host site organization and Iowa College Aid if either party is in default or fails to comply with the terms and conditions as set forth in this agreement.

10. SIGNATURES: Iowa College Aid and the Host Site acknowledge by their signatures that they have read, understood, and agreed to all terms and conditions of this agreement. The Host Site understands that adherence to this agreement will be used as one of the factors when considering site selection for the following year.

Iowa College Aid

Host Site

Signature of Authorized Representative

Signature of Authorized Representative

Title

Title

Date

Date

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Attachment A:

Prohibited Activities, Non-Duplication and Non-Displacement

- A. 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, § 2520.40, § 2520.45).
- 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-
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. 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
 - v. An organization engaged in the religious activities described in paragraph (7) of this section, unless Corporation assistance is not used to support those religious activities;
 - 9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
 - 10) Providing abortion services or referrals for receipt of such services; and
 - 11) Recruiting volunteers for prohibited or unallowable activities.

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- 12) Such other activities as the Corporation may prohibit.
 - i. Raising funds for his/her living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
 - ii. Writing grant applications to the Corporation or to any other Federal Agency.
 - iii. An AmeriCorps member may spend no more than ten percent of his or her originally agreed upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities;

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-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

Fundraising. AmeriCorps members may raise resources directly in support of your program's service activities. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

- 1) Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
- 2) Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- 3) Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- 4) Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
- 5) Seeking donations from alumni of the program for specific service projects being performed by current members.

B. NONDUPLICATION AND NONDISPLACEMENT. In addition, programs should be mindful of the nondisplacement and nonduplication requirements:

1. Nonduplication: Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides
2. Nondisplacement:
 - a. 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 by such employer of a participant in a program receiving Corporation assistance.
 - b. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
 - c. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

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- d. A participant in a program receiving Corporation assistance 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.
- e. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that:
 - i. Will supplant the hiring of employed workers
 - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- f. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
 - i. Presently employed worker;
 - ii. Employee who recently resigned or was discharged;
 - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - v. Employee who is on strike or who is being locked out

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Attachment B: Non-Discrimination Policy

*This program is available to all, without regard to **race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion**. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:*

Volunteer Iowa

200 East Grand Avenue
Des Moines, IA 50309
Phone: 1-800-308-5987 or
515-725-3095
americorps@iowaeda.com

or

CNCS
Office of Civil Rights & Inclusiveness
250 E Street, SW
Washington, D.C. 20525
(202) 606-7503 (voice)
(202) 606-3472 (TTY)
eo@cns.gov
<http://www.nationalservice.gov/>

Public Notice of Non-discrimination. The grantee must notify members, community beneficiaries, applicants, program staff, and the public, including those with impaired vision or hearing, that it operates its program or activity subject to the non-discrimination requirements of the applicable statutes. The notice must summarize the requirements, note the availability of compliance information from the grantee and CNCS, and briefly explain procedures for filing discrimination complaints with CNCS.

Reasonable Accommodation for Members with Disabilities

AmeriCorps encourages individuals with disabilities to participate as national service providers through the AmeriCorps programs. AmeriCorps prohibits any form of discrimination against persons with disabilities in recruitment, as well as in service. As a program that receives federal funds, the Program complies with the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

No qualified individual with a disability shall, by reason of disability, be excluded from participation in or be denied the benefits of the program, services, or activities of the program, or be subjected to discrimination by the program. Nor shall the program exclude or otherwise deny equal services, programs or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. According to the ADA, the term “disability” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the individuals major life activities, a record of having such an impairment, or being regarded as having such an impairment. “Major life activities” means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

A “qualified individual with a disability” is an individual with a disability who with or without reasonable accommodations meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the program. Reasonable accommodations may include modifying rules, policies, or practices; the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services.

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The program shall make reasonable accommodations in policies, practices, or procedures when the accommodations are necessary to avoid discrimination on the basis of disability, unless the program can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity, and/or impose an “undue hardship”. A reasonable accommodation may include: making facilities readily accessible to and usable by individuals with disabilities; job restructuring; part-time or modified schedules; acquisition or modification of equipment or devices, training materials, or policies; etc.

Members may request reasonable accommodations by completing the Reasonable Accommodation Request form and submitting it to the program director.

Confidentiality: Information provided regarding her/his disability, by a potential Member or a Member shall be kept confidential, except that appropriate supervisors, managers, and safety and health personnel may be informed regarding any restrictions in service duties or necessary accommodations. Government personnel may be provided information in compliance with various laws and regulations.

Self-Identification: A potential Member or a Member with a disability is not required to disclose information about any physical or mental limitations, whether or not you believe it will interfere with your capability to perform the essential functions of the position sought or held. If you would like, however, for the program, to consider any special arrangements to accommodate a physical or mental impairment, you may identify that impairment, describe the functional limitations that result from that impairment, and suggest the type of accommodation that you believe would be appropriate. Medical verification of the condition may be requested for the member to be protected under Section 504 of the Rehabilitation Act.

Grievances: An individual whose request for an accommodation was denied may use the grievance procedure outlined in the Member Service Agreement to appeal the decision and/or file a complaint with the Corporation for National and Community Service Equal Opportunity Office within forty-five days of the decision or forty-five days from when the member becomes aware of the decision.