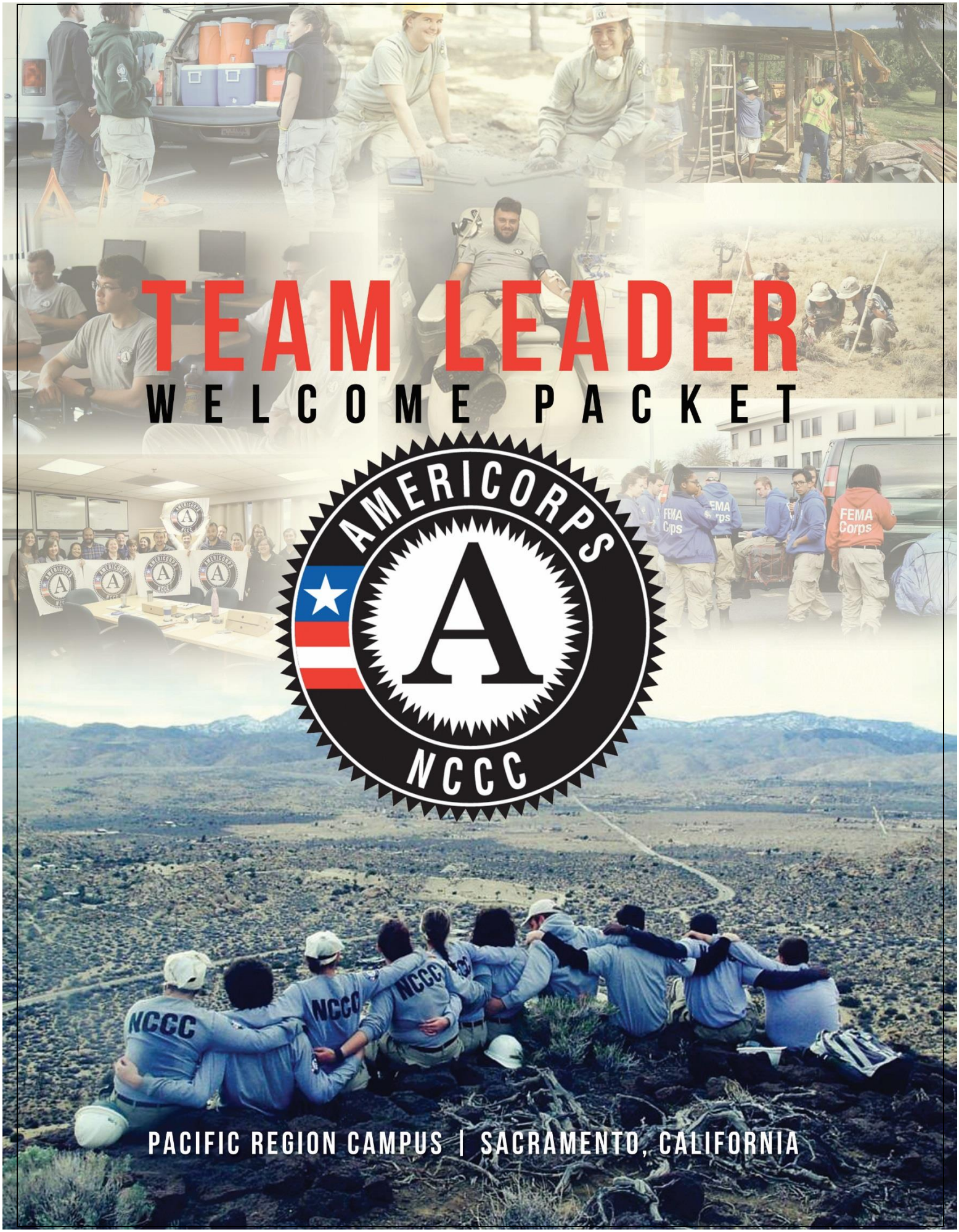
# TEAM LEADER

## WELCOME PACKET

AMERICORPS NCCC




PACIFIC REGION CAMPUS | SACRAMENTO, CALIFORNIA

# CLASS XXIII

# TEAM LEADER
# WELCOME PACKET

# IMPORTANT INFORMATION
## ABOUT YOUR WELCOME PACKET

This Welcome Packet contains information vital to your success as an AmeriCorps National Civilian Community Team Leader at the Pacific Region Campus.

**★★PLEASE READ THIS PACKET FROM COVER TO COVER.★★**

It includes information about what to pack, how to travel to the Pacific Region Campus, and what to expect when you begin to settle into our community.

Please pay special attention to the "Guide to Completing Forms" section at the end of this packet. It contains a list of paperwork that you must complete and submit to secure your position in the program. Make sure to read pages 49-51before filling out the forms and sending them in. If you miss the deadline for turning in these forms, you may lose your place in the program.

**Forms may be found in the same email you received this Welcome Packet.**

## ★ THANK YOU! ★

**AmeriCorps National Civilian Community Corps**
Pacific Region

May 2016

Dear Team Leader:

Congratulations on your selection to the AmeriCorps National Civilian Community Corps (AmeriCorps NCCC)! You have a very exciting and challenging ten months ahead of you. The commitment you are about to make is both commendable and admirable. It is a commitment to serve the Nation as a member of a team deployed to a variety of projects in a number of different communities across the country. The person who chooses service with this program is an adult who is mentally, emotionally, and physically able to receive a great deal of responsibility and willing to challenge themselves to do the utmost with the tasks given them. This will require you to work collaboratively with your teammates, have patience with each other, and be respectful of the differences you will encounter. The experience is an intense one…living and working with a group of people coming from many different backgrounds while addressing challenging problems in our society. It is also a rewarding experience in that your team will become like a family, you will form life-long friendships, foster growth in the communities you serve, and you yourself will grow from the experience.

The staff at the Pacific Region Campus has been working hard to prepare for your arrival and is excited about the coming Corps year. The Region staff is a dedicated team of individuals here to support each team during the course of the program and to ensure the safety and well-being of all of the members. In order to ensure the program provides a safe, healthy, and nurturing experience for everyone, all members will be expected to follow our AmeriCorps NCCC code of conduct. Be advised that life within this residential program will be structured so study the Member Handbook; it is a master reference for the Corps experience.

The enclosed packet provides information regarding arrival date and time, how to make travel arrangements, what to pack, what to expect, etc. It will answer many of the questions you may have, so please read through the material carefully, **and be sure you return the highlighted items, as directed**. We will be in contact with you throughout the next few months. If there are any questions I can answer, feel free to contact me at: mcarpenter@cns.gov and be sure to identify yourself as a member of Class XXIII. Again, congratulations on your selection to serve the country through AmeriCorps NCCC! We look forward to meeting and working with you!

Sincerely,

Moira Carpenter
Region Director

3427 Laurel Street, McClellan, California, 95652 • (916) 640-0300 Fax: (916) 640-0308

## AmeriCorps National Civilian Community Corps

Pacific Region

**Important Thanksgiving & Winter Break Schedule Information**

As the start of your service year approaches, below is important scheduling information regarding the coming holiday season.

**Thanksgiving**: Thursday, November 24 and the day after Friday, November 25, 2016 are days off depending on the Project Sponsor's schedule. **Members should not make travel arrangements until the Team Leader confirms the schedule with the Project Sponsor**.

**Winter Break**: Team Leaders and Corps Members may depart from campus: Thursday, December 22, 2016 no earlier than 5:00 p.m. Team Leaders only will return to campus: Monday, January 2, 2016 no later than 10:00 p.m. Corps Members must return to campus: Wednesday, January 4, 2016 no later than 10:00 p.m.

**If you are considering traveling during the break**, please keep these four major points in mind:

1. The break schedule is not set in stone. Due to the nature of our service work, it may be necessary for us to alter these dates to accommodate Disaster Response and last minute project changes.

2. Permission to take breaks is predicated on your team's specific living situation. Depending on the security of the location, the number of Members staying at the housing, or the number of van driver's available, breaks may not be granted.

3. Departure locations will vary according to project location. You are advised to use caution when pre-booking flights before you know your project site location. For Thanksgiving, you will depart from and return to your project site (if your project schedule allows). For Winter Break, you will depart and return to campus.

4. AmeriCorps NCCC will not pay for personal travel. Cost of travel for personal time is the responsibility of the member. AmeriCorps NCCC is not responsible for reimbursing any member for the cost of tickets which are not used or any associated ticket change fees due to sudden changes in deployment.

**Schedule during Training**: During Corps Training Institute (CTI), your first four weeks on campus, you can expect a minimum of five days of training per week consisting of 40 hours or more Monday – Friday. Additionally, there will be several weekend days used for additional training and scheduled All-Corps activities.

**Schedule during Projects**: On projects, teams will usually work a five-day work-week consisting of 40 hours or more with two days of non-duty time. However, specific schedules depend on the nature and specifications of the projects. Non-duty days are woven into the program schedule for the morale, welfare, recreation, and relaxation of the members. However, non-duty days are neither mandatory nor a compensatory right or benefit.

If you have any questions, please feel free to email Erin Mommsen, Assistant Member Support Specialist at amommsen@cns.gov or contact her by phone at (916) 640-0356.

Moira Carpenter
Region Director

**AmeriCorps National Civilian Community Corps**
Pacific Region

May 2016

Dear Team Leader,

Congratulations on becoming an AmeriCorps NCCC Team Leader! This packet is full of helpful information that will help you prepare for your upcoming adventure. In the following pages you will find answers to most of the questions you may already have, as well as important items that you may not have even begun to think about, so please read thoroughly and carefully. As you are preparing for your life out here in sunny Sacramento, California please feel free to contact me with any questions and/or concerns that you may have. You may also find helpful information on our Facebook page.

Support Team Leaders arrive September 1, 2016 and Team Leaders arrive September 7, 2016. In-processing activities will begin the same day, details are in this packet.

Attached in the email with this welcome packet is a link for five (5) forms that you must complete and return in 10 days. *Follow the instructions carefully for* ***how to complete your forms*** *and make sure to* submit forms *together.*

This step is CRITICAL – it is what secures your place as a Team Leader at our campus.

- Transportation Selection Form
- Consent for Release of Information
- Acknowledgement of Receipt of Welcome Packet
- Emergency Contact Information
- Coordination of Benefits
- Member Profile Form, completed online

The AmeriCorps NCCC Pacific Region staff is looking forward to an exciting 11 months with you. Again, congratulations and please do not hesitate to contact me with any questions.

See you soon!

Norma Martinez
Member Support Specialist

3427 Laurel Street, McClellan, California, 95652 • (916) 640-0300 Fax: (916) 640-0308

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# About the National Civilian Community Corps

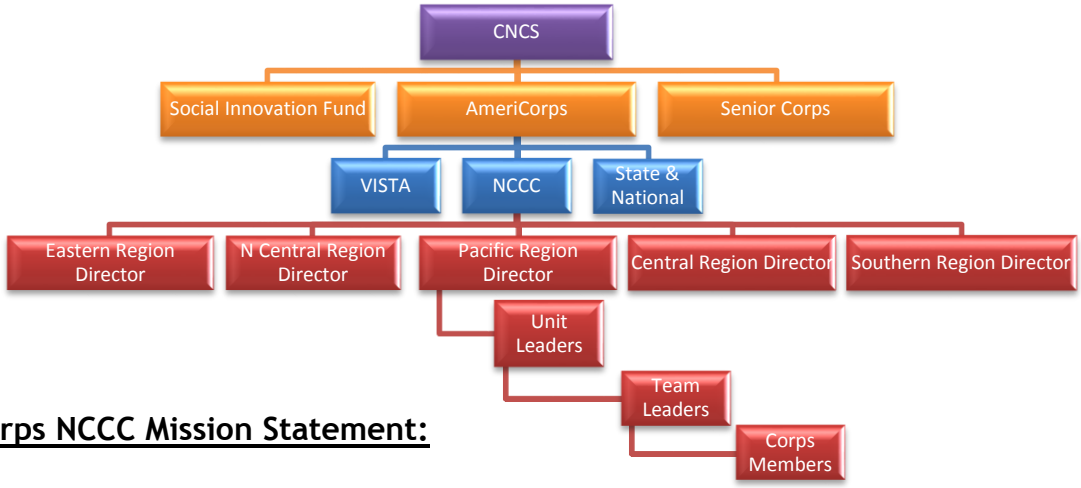
## AmeriCorps NCCC Overview

AmeriCorps National Civilian Community Corps (NCCC) is a residential national service program for men and women between the ages of 18 and 24. Approximately 1,200 members participate nationwide each year.

For 10 months members will work on teams of 10-12 members to meet urgent community needs through projects that assist in rural and urban development, energy conservation, infrastructure improvement, disasters, as well as environmental stewardship and conservation. AmeriCorps NCCC has responded to every national disaster since the program began in 1994. Projects operate through partnerships with non-profit organizations, state and local agencies, and other community and faith-based groups. Teams will work on a series of different projects, including hurricane recovery efforts on the Gulf Coast, allowing members to experience a variety of service experiences as well as different communities and cultures.

Members are based out of one of five campuses, located in Denver, CO; Sacramento, CA; Baltimore, MD; Vinton, IA; and Vicksburg, MS. Members receive training in CPR, first aid, leadership, team building, and disaster services, in addition to many other topics throughout the year.

The Corporation for National and Community Service (CNCS) oversees Learn and Serve America, the Senior Corps, and all AmeriCorps programs. The three branches of AmeriCorps are AmeriCorps VISTA (Volunteers in Service to America), AmeriCorps NCCC, and AmeriCorps State & National. You'll learn much more about the different AmeriCorps programs during your 10 months with us!




## AmeriCorps NCCC Mission Statement:

The mission of AmeriCorps NCCC is to strengthen communities and develop leaders through team-based national and community service.

## The AmeriCorps Pledge:

I will get things done for America, to make our people safer, smarter, and healthier.
I will bring Americans together to strengthen our communities.
Faced with apathy, I will take action.
Faced with conflict, I will seek common ground.
Faced with adversity, I will persevere.
I will carry this commitment with me this year and beyond.
I am an AmeriCorps member, and I will get things done.

*As a Team Leader, you will recite both the Mission Statement and the AmeriCorps pledge.*

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## A Commitment to Service

The NCCC program is an entity of the public trust – it is paid for entirely through taxpayers' money. Consequently, our objective is to always carry ourselves in a manner that warrants the respect, trust, confidence, and resources the people of this country have invested in us. The NCCC program is structured; it has rules and high standards for its participants and its employees. Before accepting the position offered to you, please evaluate and be certain of your willingness to comply with set standards, rules, and living conditions. If you change your mind about participating, please notify the campus immediately so that another applicant may be offered your position.

If you do accept the challenge to join us, please know that community service is not always fun. We all know that our country has issues that need to be addressed. We want you to think of your 10 months with NCCC as a commitment that you have made to serve the communities of this nation; to be fully engaged and to see the program through to its end; to be a part of the solution to some of our nation's most challenging problems; to put others ahead of your personal needs. Through your service you will make a real difference in the communities that build our country; it will be an experience you will never forget, and which may change your life from this point forward.

## Getting Things Done

We take our motto of "getting things done" very seriously. Past experience and research from noted professors and public policy makers show that getting things done involves much more than simply going out and doing service. We encounter complex social issues that oftentimes cannot be solved by simply completing the short-term service that is assigned to us.

We may question how we can help communities commit to the long-term responsibility for and maintenance of their own neighborhood environments and underperforming schools. We may contemplate how we can build affordable housing in cities to lessen the number of homeless people. The erosion of wetlands and the disappearance of wildlife make us question how we can teach communities to care for our precious natural resources.

Thinking about these large problems can feel overwhelming. However, by dedicating 10 months to national service, you have provided a solution for the first part of this problem – community involvement. During your time as a Team Leader your work will make a real difference, and those who benefit will not forget what you did for them. We may have a long way to go, but the way to get there is through learning, understanding, and evaluating some of these hard issues. NCCC strives to build a community of critically minded thinkers who do not simply get things done, but, more importantly, get things done thoughtfully through actions that are informed and prepared.

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## THE PACIFIC REGION STAFF

Moira Carpenter, Region Director
Nicole Shala, Deputy Region Director for Operations
James Moran, Deputy Region Director for Unit Leadership
Tanya Gipson-Nahman, Deputy Region Director for Programming
Alicia Alexander, Program Office Program Associate
Erin Blobaum, Assistant Program Director/Training
Dustin Brown, Unit Leader
Amanda Cochran, Associate Resource Manager
Michael Coleman, Unit Leader
Debbie Creamer, Counselor
Zak Donetskov, Support Services Specialist
Sandra Erickson, Community Relations Specialist
Lauren Goudeaux, Program Associate for Region Director
James Griffin, Assistant Program Director
Joel Harmon, Residence Coordinator
Carrie Hess-Greene, Counselor
Andrew Jacobs, Resource Manager
Katie Keane, Member Development Associate
Anna Lawrence, Assistant Program Director
Amber Manko, Unit Leader
Norma Martinez, Member Support Specialist
Reynaldo Martinez, Unit Leader
Larry Meade, Assistant Program Director
Erin Mommsen, Assistant Member Support Specialist
Scott Murphy, Fleet Manager
Jeanine Oien, Unit Leader
Jesse Pluim, Assistant Community Relations Specialist
Ben Richey, Unit Leader
Kayla Robles, Logistics Assistant
Griff Ryan-Roberts, Unit Leader
Masa Sugie, Unit Leader
Megan Timmens, Programs Office Program Associate
Deanne Young-Reeves, Assistant Program Director

# GETTING TO CAMPUS

## Arrival Date

Support Team Leaders will travel and report campus on **September 1, 2016**.

Team Leaders will travel and report campus on **September 7, 2016**.

## Travel

Your transportation to and from the Campus at the beginning and end of the program will be provided for you. Please be sure to complete, sign and submit your ***Transportation Selection Form*** that you received as a separate attachment with the email that contained this welcome packet. If your forms are not received on time, properly completed, and signed we cannot confirm your spot at the Campus. Return your Transportation Selection form, along with the other required forms to Norma Martinez no later than **10 days after receiving this packet.**

**Your contact for travel-related questions is:**
Norma Martinez Phone: (916) 640-0307 E-mail: nmartinez@cns.gov

### Friends and Family Helping You Move?

If your friends or family members are accompanying you to the campus, please note that overnight guests are not allowed on campus. However, there are plenty of hotels and motels in the area.

### Lodging Suggestions

***(There are many other hotels to choose from; these are just a few suggestions.)***
These are from 5 – 15 minutes from campus. Our address: 3427 Laurel Street, McClellan, CA 95652

⇨ *Please call to confirm current rates and other information which might have changed* ⇦

| | |
|---|---|
| **Lions Gate Hotel**<br>3410 Westover<br>McClellan, CA 95652<br>**Phone:** 916-643-6222<br>**Price:** $ call<br><br>Swimming Pool, Fitness Center, Wheelchair Accessible, Meeting Facilities<br>**(In same office park - closest to Campus)**<br>www.lionsgatehotel.com | **La Quinta Inn Sacramento North**<br>4604 Madison Ave<br>Sacramento, CA 95841<br>**Phone**: 916-348-0900<br>**Price:** $ call<br>Swimming Pool, Wheelchair Accessible, Motel, Hotel<br><br>http://www.lq.com/lq/index.jsp<br>**2 miles, about 5 mins.** |
| **Crowne Plaza**<br>5321 Date Ave<br>Sacramento, CA 95841<br>**Phone**: 916-338-5800<br>**Price**: $ call<br>Swimming Pool, Pets Allowed, Fitness Center, Wheelchair Accessible<br><br>www.crowneplaza.com<br>**2 miles, about 5 mins.** | **Residence Inn by Marriott**<br>2410 W El Camino Ave<br>Sacramento, CA 95833<br>**Phone:** 916-649-1300<br>**Price:** $ call<br><br>Swimming Pool, Pets Allowed, Fitness Center, Wheelchair Accessible<br>http://www.marriott.com<br>**12 miles, about 20 mins.** |

**Hilton Garden Inn**
2540 Venture Oaks Way
Sacramento, CA 95833
**Phone:** 916-568-5400
**Price:** $99.00 - $179.00
*Call for more current pricing*

Swimming Pool, Wheelchair Accessible, Broadband Access, Hot Tub, Hotel
www.hiltongardeninn.com
**12 miles, about 20 mins.**

**Super 8 Motel**
2654 El Centro Rd
Sacramento, CA 95833
**Phone:** 916-920-4451
**Price:** $49.99 - $69.99
*Call for more current pricing*

Wheelchair Accessible, Inn/Lodge
www.super8.com
**11 miles, about 20 mins.**

**Fairfield Inn & Suites**
2730 El Centro Rd
Sacramento, CA 95833
**Phone:** 916-923-7472
**Price:** $ call

Wheelchair Accessible, Broadband Access, Hotel
http://www.marriott.com
**12 miles, about 20 mins.**

## TRAVEL OPTIONS

**Air**

- If the trip to our campus is over 50 miles, a bus ticket or an airline ticket will be purchased for you.
- The NCCC campus **will purchase the ticket for you** and contact you with your travel information. The campus arranges travel so that we may arrange a shuttle schedule as well as pay the government rate for the ticket.

**Please *DO NOT* make your own flight reservations, *DO NOT* purchase your own airline ticket, and *DO NOT* attempt to change your airline reservation.**

- You will receive an electronic ticket (e-ticket) not a paper ticket. It will be sent to you by email.
- Your itinerary (e-ticket) will be emailed to you approximately two weeks before your arrival. Since you will not receive a paper ticket – you will need to present a valid photo ID at the ticket counter to receive your boarding pass/ticket.
- I recommend that you contact the airline a day or two before your flight to inquire about recommended pre-flight arrival times to the airport as well as any luggage limits. The general recommendation is to arrive two hours prior to your flight, to allow time for checking in, clearing security, and boarding your plane.
- NCCC is not responsible for any additional charges by airlines for exceeding baggage limits/weights, so please check with the airline before heading to the airport.

**Bus**

- If the trip to our campus is less than 50 miles, you may be instructed to purchase a bus ticket and receive reimbursement shortly after you arrive.
- If we decide that you will arrive by bus, we will contact you with further instructions.

**Personal Vehicle**

- If you choose to drive your personal vehicle to Sacramento please plan to arrive and begin in-processing between 10:00 AM and noon on:
  Support Team Leader: September 1, 2016
  Team Leader: September 7, 2016.
- The NCCC campus will reimburse you for the mileage you drive from your home of record to the campus at a rate of **.54¢ per mile, up to a maximum of $275**. Mileage will be calculated using the Rand-McNally Road Atlas. Additional travel costs (hotels, etc.) are at your own expense.
- If you bring your vehicle you must possess and present a copy of a valid driver's license (one that will not expire while you are here), copy of current registration, a safety inspection sticker if required by your state, and proof of insurance.
- Please be aware that you cannot drive your vehicle to projects and that we are not responsible for damage, theft or loss. There is a parking lot on campus where your vehicle can remain while you are away on project assignments.
- Should you experience any complications or personal emergencies that might prevent you from arriving before 12:00 PM please call Norma Martinez at 916-640-0307.
- See driving directions on page 8.

## ARRIVAL IN SACRAMENTO, CALIFORNIA

- **Sacramento International Airport** - Air travelers will fly into Sacramento International Airport on:
  - Support Team Leaders September 1, 2016
  - Team Leaders September 7, 2016

  You will be met by AmeriCorps NCCC representatives. When you arrive, follow the signs to "Baggage Claim." Please check-in with the representative before getting your luggage.

- **Greyhound Bus Station** - Please look for AmeriCorps NCCC representative that will be there to pick you up.

- **Drivers** - Drivers should plan their trip to safely arrive on Campus between 10:00 AM and noon on September 1, 2016 for Support Team Leaders and September 7, 2016 for Field Team Leaders. Follow the directions provided on the next page to check in at Building 922.

## Travel Timeline

- **DUE IMMEDIATELY – FORMS** Mail or fax (916-640-0303) the **Transportation Selection Form (along with the other forms)** to the campus within **10 days** after you receive this Welcome Packet. *The mailing date of welcome packets is tracked.* You must complete and return your forms on time or you may lose your spot at the campus.

- **Approximately one to two weeks before your scheduled arrival** you will receive your travel arrangements and itinerary by e-mail (**email is the quickest & preferred method**) or by US mail and/or tickets for bus via US mail or UPS. For you to receive this information in a timely fashion, please make sure that your contact information is up-to-date, contact Norma Martinez, Member Support Specialist, and email any changes at nmartinez@cns.gov.

- **Approximately one to two weeks before your scheduled arrival** you will receive your NCCC duffel bag.

- **Approximately a week before your arrival,** you may receive a call and/or email from a staff member who will share any last minute information with you and be available to answer your questions.

- Travel and arrival date: **Support Team Leaders** arrive September 1, 2016 and **Team Leaders** arrive September 7, 2016. Remember if driving your own car you must arrive between 10:00 AM and noon.

- **Within 10 - 15 days of arriving** – You will receive reimbursement for mileage. If you traveled more than 50 miles in your personal vehicle to get to the airport or bus station you will be reimbursed for that as well. This distance is calculated by Rand McNally's shortest distance at .54¢ per mile. You will also be reimbursed for the first checked bag at the rate the airline carrier charges. Over weight/limit fees will not be reimbursed. Remember to keep your receipt to submit for reimbursement.

### PLEASE KEEP YOUR CONTACT INFORMATION CURRENT

- It's important that you keep your contact information updated in your portal account so that we are able to reach you. If you have a change, please update your portal and also send your change of contact information by email to Norma Martinez, at nmartinez@cns.gov.
- Email is the quickest way to receive your e-ticket as well as information or updates.

Driving Directions to the Pacific Region Campus
3427 Laurel St., McClellan, CA 95652
(916) 640-0307 (916) 640-0308/0318 Fax

*Be sure to review your trip with a map to familiarize yourself with the metropolitan area.*

**From the North:**
Take **I-5 SOUTH** towards Sacramento, CA.
Exit **I-80 EAST** towards Reno.
Exit Watt Avenue. Turn left (north) at stoplight.
Follow approximately one mile. You will see signs to McClellan Business Park. Turn left on **Palm Ave.**
Turn right on **Skvarla** (first right).
Building 943 is on the right. You will see signs directing you to the proper place to begin your in-processing.

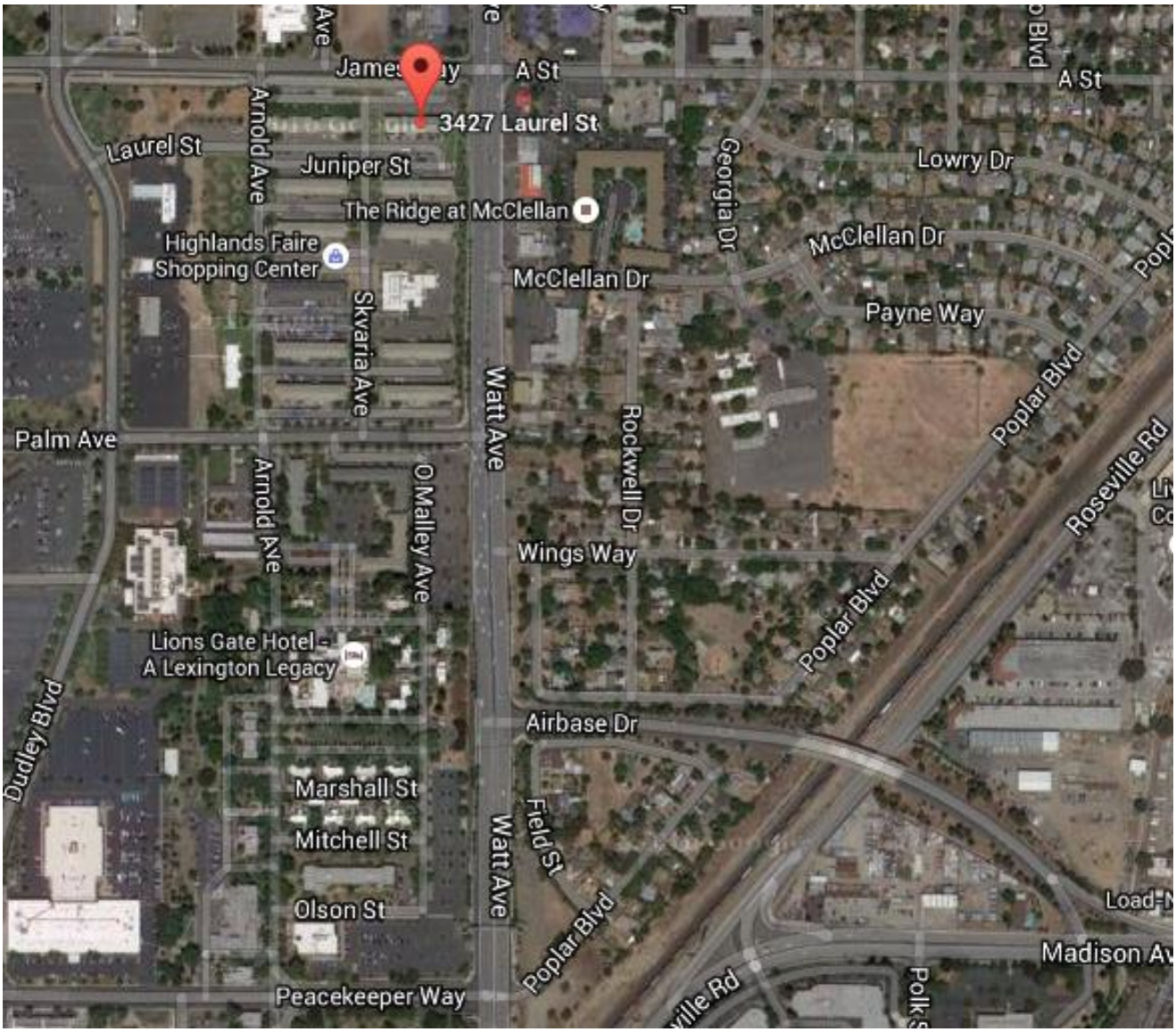
**From the South:**
Take **I-5 North** towards Sacramento, CA.
Exit **I-80 EAST** towards Reno.
Exit Watt Avenue. Turn left (north) at stoplight.
Follow approximately one mile. You will see signs to McClellan Business Park. Turn left on **Palm Ave.**
Turn right on **Skvarla** (first right).
Building 943 is on the right. You will see signs directing you to the proper place to begin your in-processing.

**From the East:**
Take **I-80 WEST** towards Sacramento and San Francisco.
Exit Watt Avenue. Turn right (north) at stoplight.
Follow approximately one mile. You will see signs to McClellan Business Park. Turn left on **Palm Ave.**
Turn right on **Skvarla** (first right).
Building 943 is on the right. You will see signs directing you to the proper place to begin your in processing.

**From West:**
Exit **I-80 EAST** towards Reno.
Exit Watt Avenue. Turn left (north) at stoplight.
Follow approximately one mile. You will see signs to McClellan Business Park. Turn left on **Palm Ave.**
Turn right on **Skvarla** (first right).
Building 943 is on the right. You will see signs directing you to the proper place to begin your in-processing

Pacific Region Campus
3427 Laurel Street, McClellan, CA  95652
(916) 640-0307

Click for directions from google maps



## FREQUENTLY ASKED QUESTIONS ABOUT GETTING TO CAMPUS

***Q: Are there limits to the personal belongings I can bring?***
A: Yes. You may bring only what will fit in the duffel bag that we have supplied to you. The duffel bag will be mailed to you approximately 2 weeks before your scheduled arrival to campus. You may also bring a school-sized back pack. You must also bring a padlock for the duffel bag; this will be used after your arrival on campus. You must still ensure that your duffel bag meets airline weight limits and regulations for checked baggage. Check with the specific airline for more guidance, as you will be responsible for any additional costs for exceeding baggage weight. You will receive reimbursement of the baggage fee for your duffel bag (if a fee is charged). While on SPIKE travel each member of your team is limited to items that will fit into your red bag (issued at in-processing). The red bag measures approximately 22" h x 10"d x 15" w.

***Q: May I write on my duffel bag?***
A: Yes. The duffel bag is yours to keep. Please write your name on it, personalize it. Also, there will be many bags that aren't yours – feel free to decorate this bag in a way that will allow you to recognize yours quickly (nothing rude/obnoxious).

***Q: May I send my belongings before I arrive on campus?***
A: No. Members may bring only what will fit in the duffel back that was supplied by NCCC. This is because everyone will be required to vacate their dormitory room when deployed to their first project. Members will pack most everything that they are not able to bring with them on spike, in the green duffel bag. Duffel bags will then be kept in a storage locker at the campus.

***Q: Is there anything special I need to have on hand with me upon my arrival at campus?***
A: Yes. When you check in upon arrival you will be asked to provide a valid driver's license or photo ID. If you have a valid driver's license you are also required to bring a current driving record/history. Be sure to have this information readily available at in-processing. High school or College transcripts are optional, but you are encouraged to bring for your own records.

***Q: I'm not interested in becoming a van driver for my team; do I still have to bring my driving record?***
A: Yes. Everyone that possesses a valid drivers' license is required to bring their 3 year driving record. It is ok to order an unofficial or unattested driving record.

## HIGHLIGHTS FROM THIS SECTION

- Your **Transportation Selection Form** and the other forms are due **10 calendar days after receiving this packet**. Please wait at least 5 business days to receive an email confirmation that you forms were received.
- You will not receive your travel information until approximately 1 to 2 weeks before your travel day! Don't panic…We promise we will get you here!
- Email is the quickest way to receive your e-ticket as well as information or updates; please be sure to provide a current email address.
- If you bring a personal vehicle, you will not be reimbursed until after you arrive on campus.
- You may bring only what will fit in the duffel bag that was sent to you.
- Don't forget to have your documents ready to hand in at in-processing.

## WHAT TO EXPECT ON ARRIVAL

**Arrival Day – In Processing**

**Support Team Leaders arrive September 1, 2016**
**Team Leaders arrive September 7, 2016**

*This schedule is subject to change*

| | |
|---|---|
| **10:00 AM - 4:00 PM** | **Arrival of Team Leaders – Bldg. 922**<br>Begin in-processing. |
| **2:30 PM – 4:00 PM** | **Lunch – Bldg. 922**<br>A bag lunch will be provided.<br>**Welcome and Introductions** |
| **4:00 PM - 4:30 PM** | **Orientation to Team Leader Training** |
| **4:30 PM - 6:30 PM** | **All-Staff and Team Leader Dinner – Bldg. 943**<br>If you miss dinner, there will be extra meals set aside for late arrivals. |

**Welcome/In-Process stations:** In-Processing will be held throughout Building 922 and you will be guided through each station by staff.

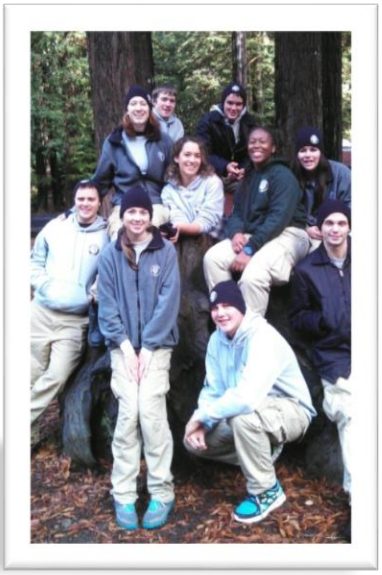
We will take a photocopy of your current driver's license and collect your driving record.

In-processing will require your attention and we thank you for your patience in advance. Upon your arrival to Campus, if you arrived from the airport or by bus you may unload your duffel bag in a designated location near the residence halls. You will then be guided to check-in at the first station in Building 922, where you will receive your in-processing checklist. You will proceed through each station on the list. Among the stations are (this also is subject to change):

1. A short orientation. You will receive an orientation folder with helpful information.
2. Room assignments. We will verify your name, give you your room assignment and keys, and receive a short orientation on dormitories & facilities from the Support Services Specialist,
3. Uniform fitting and issue, boot sizing, and issuance of other gear
    a. Please be aware that these items are paid for with tax payer money and you are responsible for taking care of your issued gear; should you leave the program for any reason before graduation you will be required to return all items issued and may be held accountable for missing items.
4. NCCC Identification card. We will take your picture for your id card and verify your date of birth.

- **Moving into your room.** After you receive your room key you will be able to start moving your items into your room. If you arrived from the airport or by bus you will go back to where your luggage was unloaded and stored when you were first dropped off. If you drove to the Campus, you can now unload your items from your car.

To help make in-processing go as smooth as possible, please read page 49-51 thoroughly, then complete and return the forms listed below. If you have any questions you may contact Norma Martinez at 916-640-0307 or nmartinez@cns.gov.



***All forms should be returned within 10 calendar days.***
These forms come as a pdf attachment in the email you received with this welcome packet.

- Transportation Selection Form
- Emergency Contact Information
- Media Consent for Release of Information
- Acknowledgement of Receipt of Welcome Packet
- Incoming Member Survey
- Health Coverage Questionnaire
- Member Profile

**Please choose only one method to submit your forms.**

If sending by mail: NORMA MARTINEZ, MSS
AMERICORPS NCCC
3427 LAUREL STREET
MCCLELLAN, CA 95652-1014

If sending by fax: 916-640-0303 or -0308

If submitting by email: nmartinez@cns.gov

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# PREPARING FOR NCCC

## Packing List

**Documents/other**
Please have these items readily available for in-processing, within first few days of arrival.

- **Current Driving Record** (past three years)
- **Valid driver's license or other state issued form of identification.**
- **Pair of extra thick socks for boot fitting**

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**ALL ITEMS MUST FIT IN THE NCCC DUFFEL BAG**

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**Clothing & Footwear (Suggested Items)**
- **A few outfits** of casual (everyday) clothes – pants, shirts, dresses, etc. You will mainly wear these on weekends and in the evening after work.
- **Personal undergarments** (including sports bras for females)
- **Thermal underwear** (silk or polypropylene highly recommended – not cotton)
- **Jacket, winter coat, gloves, hat** (not for working in; we will provide cold weather gear for work)
- **Workout clothes** (up to 5 days/week in training, 3 days/week during the rest of the year)
- **Athletic shoes**
- **Other shoes: hiking, casual, dress** (must be closed-toe and closed-heel to wear with uniform when work boots are not required)
- **Socks:** athletic, casual, dress, and especially thick wool socks to wear in steel-toed work boots
- **Bathrobe & flip flops:** You will share a communal shower room
- **White**, **gray**, or **black** long-sleeved, plain shirts to wear under your uniform on cold days
- **Other clothing of your choice -** what you would normally wear during various seasons, but on a smaller scale

**NOTE:** Space is limited in the dorms and members are limited to bringing only what will fit in the NCCC duffel bag. You will be wearing your uniform during training and on workdays during your service year. While some casual clothing items are useful, you will not need to bring an extensive wardrobe. Weekends and evenings are normally the only times you will be out of uniform. Also, do not bring large amounts of bulky or expensive personal items.

**Other**
- **Dishware:** Plate, bowl, cup, fork, spoon, butter knife, cup and water glass. **We will not provide any dishware for meals**; you will have a couple of days after arriving on campus to purchase your set or you may bring it with you.
- **Bedding:** Sheets, blankets & pillow. Linens should fit a standard twin-sized bed.
- **Alarm clock:** a portable one that you may bring on SPIKE is best.
- **Personal toiletries:** deodorant, shampoo, soap, toothbrush & toothpaste, hair dryer, shaving cream and razor, etc.

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**Keep in mind that most of these items may be purchased after your arrival at campus.**

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**Other Suggested items**

- **Long distance phone card, and/or cell phone with charger**
- **Towels & washcloths**
- **Eyewear:** sunglasses, extra pair of glasses, contacts, contact solution (contacts are not covered under the health plan)
- **Hangers**
- **Soft or collapsible laundry hamper and laundry detergent**
- **Medications**
- **Writing utensils and notebook**
- **Water bottle (highly recommended)**

You may purchase some of these items after you get here. Members will have access to the Base Exchange, within walking distance from the dormitories.

**Optional Items**

- **E-mail address:** You will typically have Internet access while on campus, and sometimes on SPIKE. **Team Leaders will each get a new email address to be used for work purposes.**
- **A "Club" or other security device for your car:** Highly recommended if you will bring your personally owned vehicle.
- **Extra set of keys for your car**
- **Insect Repellent / Sun Block**

**The following items are not allowed due to a concern for your safety and that of the community:**

- Hot plates, microwaves, broilers, rice steamers, or cooking appliances
- Alcoholic beverages/paraphernalia
- Drugs or drug paraphernalia
- Pets (not even fish, only rocks)
- Candles or incense
- Space heaters
- Weapons (knives longer than 3", guns, or anything that could be used as a weapon)

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## UNIFORMS

You are required to wear a uniform. Uniforms are issued to Team Leaders and Corps Members as a part of in-processing. Uniforms must be worn properly and at all times when on duty. Duty times include all service days, training days, team, unit, and community meetings, while on desk or driver duty, or any other time when representing AmeriCorps NCCC. Corps Members will be issued the following garments:

1 pair of black BDU pants
2 pairs of tan BDU pants
2 pairs of khaki shorts
1 long-sleeve polo shirt
1 short-sleeve polo shirt
1 black fleece vest
2 short-sleeve green T-shirts with AmeriCorps NCCC emblem
2 long-sleeve green T-shirts with AmeriCorps NCCC emblem
1 hooded sweatshirt with AmeriCorps NCCC emblem
1 pair of steel toed work boots
1 black belt
1 black wool scull cap
1 tan fisherman's cap
*1 red backpack for traveling
*1 winter parka
*1 pair coveralls
*1 rain suit (as needed)

***These items must be returned at the end of your term of service.***

***Please be aware that these items are paid for with tax payer money and you are responsible for taking care of all your issued uniform items and gear. If you are dismissed or leave before your term of service officially ends, all items you received from NCCC must be cleaned and returned. You will be held financially accountable for missing items. Otherwise, you may keep your uniform items (with the exception of those with asterisks) at the end of the year.***

The normal uniform consists of a gray T-shirt or sweatshirt (either of which can be worn as an outer garment) and the BDU pants or coveralls. The type of project will determine which uniform is to be worn. On special occasions, the specific uniform to be worn will be designated.

Safety considerations will always prevail in determining the type of footwear to be worn. On construction or trail building work projects, normally the steel-toed boots will be worn. When working in an educational setting, for example, you may wear personal footwear as long as it is closed-toe and closed-heel. Sandals are not permitted at any time while in uniform. Socks must be plain white, gray, or black only. When in uniform, only NCCC-issued headgear may be worn.

You may receive other accessories during in-processing, such as bandanas, safety goggles and more. Specific guidelines about how to wear the uniform will be discussed during Corps Training Institute (CTI), and can be found on pages 28-29 of the Member Handbook (you will get a copy at campus).

### HIGHLIGHTS FROM THIS SECTION

- You will need to provide your own place setting for meals.
- Cooking utensils are provided for you on campus and at spike sites.
- Bring a couple pair of extra thick socks to prevent blisters when first wearing your steel-toed boots. Wool socks are highly recommended and will keep you most comfortable in various weather conditions you will encounter on projects.
- You will participate in physical training exercise, so don't forget to pack comfortable workout clothes!

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## Required Documents to Bring

**We will collect these documents from you at in processing**

- A valid driver's license or state issued photo ID
- Vehicle registration (if you plan to keep your car on campus)

**Three Year Driving Record**

**Team Leaders are required to be van driver certified which also requires that you have a valid driver's license and submit a clean, current driving record when you arrive.**

Most driving records can be obtained by calling or visiting the website of the department of motor vehicles in your state (you may also find your state motor vehicle department at: onlinedmv.com). There may be a small fee involved. ***This can often take several weeks to obtain. Please do not procrastinate***. When requesting your driving record, ask for your driving history for the **past three years.**

## Banking

All AmeriCorps NCCC members are required to set up direct deposit in order to receive their living allowance. Funds are automatically deposited into your account on designated dates; you will receive a schedule of these dates when you arrive on campus. Members may access their funds through automatic teller machines, bank cards, check writing, or other banking services i.e. teller services.

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**TASK YOU CAN COMPLETE BEFORE COMING TO CAMPUS**

Please log into your web portal account now on the **My AmeriCorps Web Portal** and enter your bank account and W-4 tax information prior to arriving at campus.

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If you do not presently have a checking account or desire to establish a new account once you arrive on the campus, there are banking institutions in the local community.

*Another option is purchasing a pre-paid credit card (places such as Target and Wal-Mart offer these) and using this card for your direct deposit.* ***Before you purchase any card, be sure that the card can be used for direct deposit****. It's a good idea to check with the merchant if you are not sure. If you have questions, contact Norma Martinez at 916-640-0307.*

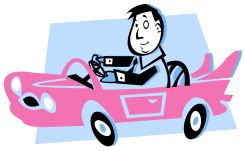
**You will not receive your first paycheck until approximately three weeks after you arrive, provided you have entered correct banking information. As a suggestion, this is not required; y**ou should have about $150 - $200 available to you to cover expenses until your direct deposits have begun.
****** See page 30 for more specifics on your living allowance.

## VEHICLE REGISTRATION

***Members who are planning to keep their cars at campus.***

Privately owned vehicles (POV) must be registered with the campus personnel. Members driving to campus with a private automobile must have the following information to register their vehicle:

- A valid driver's license
- Current vehicle registration
- Proof of insurance
- A safety inspection sticker, if your state requires it



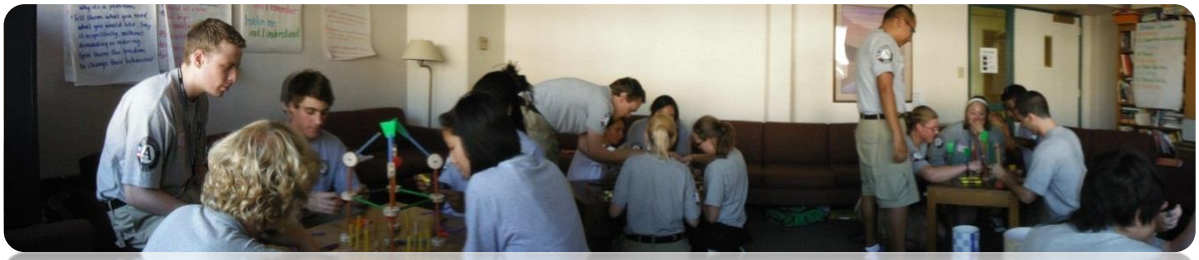
## THE NEXT FEW DAYS: THE BEGINNING OF TEAM LEADER TRAINING (TLT)

After In-Processing and orientation, the first few weeks will be devoted primarily to Team Leader Training (TLT) and preparation for the arrival of Corps Members. This five-week period is an intensive training program designed to prepare you for community service and develop a sense of community, rules, and team spirit.

**Please note that during this four week training period time off will not be allowed.**

**A SAMPLE DAY DURING CTI** *(subject to change)*

| | | | |
|---|---|---|---|
| 5:25 AM | | | Assemble (muster) for Physical Training |
| 5:30 | - | 6:30 | Physical Training |
| 6:30 | - | 7:45 | Shower, Breakfast, Prepare for Day's Activities |
| 8:00 | - | 12:00 | Morning Training (classes, workshops, team activities, etc.) |
| 12:00 | - | 12:45 | Lunch |
| 12:45 | - | 5:00 | Afternoon Training |
| 5:00 | - | 6:30 | Dinner |
| 6:30 | - | 9:00 | Evening Meetings and Activities |



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## MANDATORY DRUG SCREEN

***THIS IS A DRUG FREE PROGRAM! ANYONE TESTING POSITIVE FOR AN ILLICIT DRUG DURING THE INITIAL SCREENING WILL BE IMMEDIATELY RELEASED FROM THE PROGRAM!***

Upon arrival, you will undergo the following:

- Urine test for diabetes
- Urine drug screening
- Vaccination for tetanus/diphtheria. If you have had a tetanus vaccination within the last 7 years ***please bring a copy of your immunization records***.
- Skin test for tuberculosis (TB).

### HIGHLIGHTS FROM THIS SECTION

- These are the items you will need to bring with you for arrival day and in-processing:
  - Driver's License or valid photo identification
  - Current driving record, 3 year history
  - Vehicle registration information (If you plan to keep your vehicle here)
  - Documentation of tetanus shot if you have had one. If you have not or do not have documentation, we will provide the shot for you.
- You will have the opportunity to sign up for a new account with a local bank if you need a bank account or you do not wish to use your current bank account.
- There is also the option of buying a debit card that can be used with direct deposit; before making the purchase you should confirm that it may be used for direct deposit.
- Members are allowed to bring their vehicle (POV) to the campus. However, we are not responsible for personally owned vehicles being broken into or stolen from the parking lot. **You must bring with you to campus proof of insurance, registration, and a valid driver's license.**
- You will undergo a drug screening test upon arrival. Also, random drug testing will occur throughout the 10 months of service. Anyone testing positive on any occasion will be immediately dismissed from the program.

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# CORPS LIFE

## Your Contact Information

Even though you will be traveling and changing locations on a frequent basis, we strongly encourage you to keep in touch with family and friends. Here is how they can reach you.

## Mail

This will be your address for your 10 months of service. Family and friends may address items to you as follows:

**YOUR NAME, CLASS 23 TL [TEAM #-you will get team information after arrival]**
**AmeriCorps NCCC**
**3427 Laurel Street**
**McClellan, CA 95652**

It is recommended that you get in the habit of paying your bills online or over the phone. Due to a minor delay in your receipt of mail from our sorting process, especially when you are on SPIKE, you may not receive bills as quickly as you do at home. Also, due to the size of our organization, the U.S. Postal Service will not forward mail to you from here to your next address at the end of the program, even if you submit a forwarding order. It is also recommended that you do not forward mail via the postal service from your current residence to the address above, as items may get lost or delayed. You will need to call all institutions from which you regularly receive mail and change your address with each of them at the beginning and end of the program.

## SPIKE Mail

Of course you will not always live on campus in Sacramento. However, you may consider the above address as your mailing address for the full 10 months. Once a week, most of the mail received at the above address will be sent to you wherever your team is serving, with the exception of packages. Only in the case of an emergency (money, medications) will packages be forwarded to SPIKE sites, due to the added cost of re-shipping. All mail that is not forwarded to SPIKE sites will be held for you until you return to Sacramento for transitions between projects.

## Emergency

In the event of an emergency you may be contacted through your Team Leader and/or Unit Leader. These contact numbers will be provided to you upon your arrival. It will be your responsibility to communicate these phone numbers to necessary family members.

## NCCC Staff

The Pacific Region Staff can be reached between the hours of 8:00 AM and 5:00 PM Pacific Time Monday – Friday at 916-640-0300.

## Cell Phones

Personal cell phones are permitted, but you are required to keep them turned off during trainings, work hours, and team meetings.

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## About the Sacramento Campus

McClellan Park is the site of the AmeriCorps National Civilian Community Corps (AmeriCorps NCCC) Pacific Region Campus. The Pacific Region Campus is located in Northern Sacramento, about a twenty minute drive from the California State Capitol. AmeriCorps NCCC Members serving at the Pacific Region Campus may work on projects in California, Alaska, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming as well as the Pacific territories.

The residence halls, with a maximum capacity of approximately three to four people to a room, consist of two, three-story dormitories which house Team Leaders and Corps Members. Every two rooms share a private shower and toilet.

Just across the parking lot from the dormitories is Building 922, which houses the administrative staff offices, meeting rooms, training rooms and storage areas.

When on campus, Members prepare and eat most of their meals at a dining facility located a short walk from the dormitories. Personal autos are welcome on campus, with ample parking immediately outside the dorms. Public transportation is available and accessible.

## About McClellan Business Park

McClellan Park is the home of the AmeriCorps NCCC Pacific Region campus. It is located 13 miles from downtown Sacramento, where you will find many local landmarks including the California State Capitol, Old Sacramento (which has the largest concentration of historic buildings in California), and many museums. The city also hosts the Sacramento Kings basketball team, and the Triple-A Baseball Team, the River Cats. The campus is also a two hour drive to beautiful Lake Tahoe and Reno, Nevada to the east, as well as San Francisco and the Napa wine country to the west.

Since the 1930s, McClellan Air Force Base had been synonymous with its Air Force legacy as an aircraft repair, maintenance, and operations depot. On August 30, 2000, the Sacramento County Board of Supervisors approved a plan to convert the base from military to civilian use. In July 2001, the Air Force Base closed and McClellan Business Park began full-fledged operation. The AmeriCorps NCCC Pacific Region campus, which moved from San Diego to Sacramento in August 2001, is one of over 150 organizations and businesses that currently occupy the 3,065 acre property with more anticipated in the final plan. Additional information may be obtained at: www.mcclellanpark.com.

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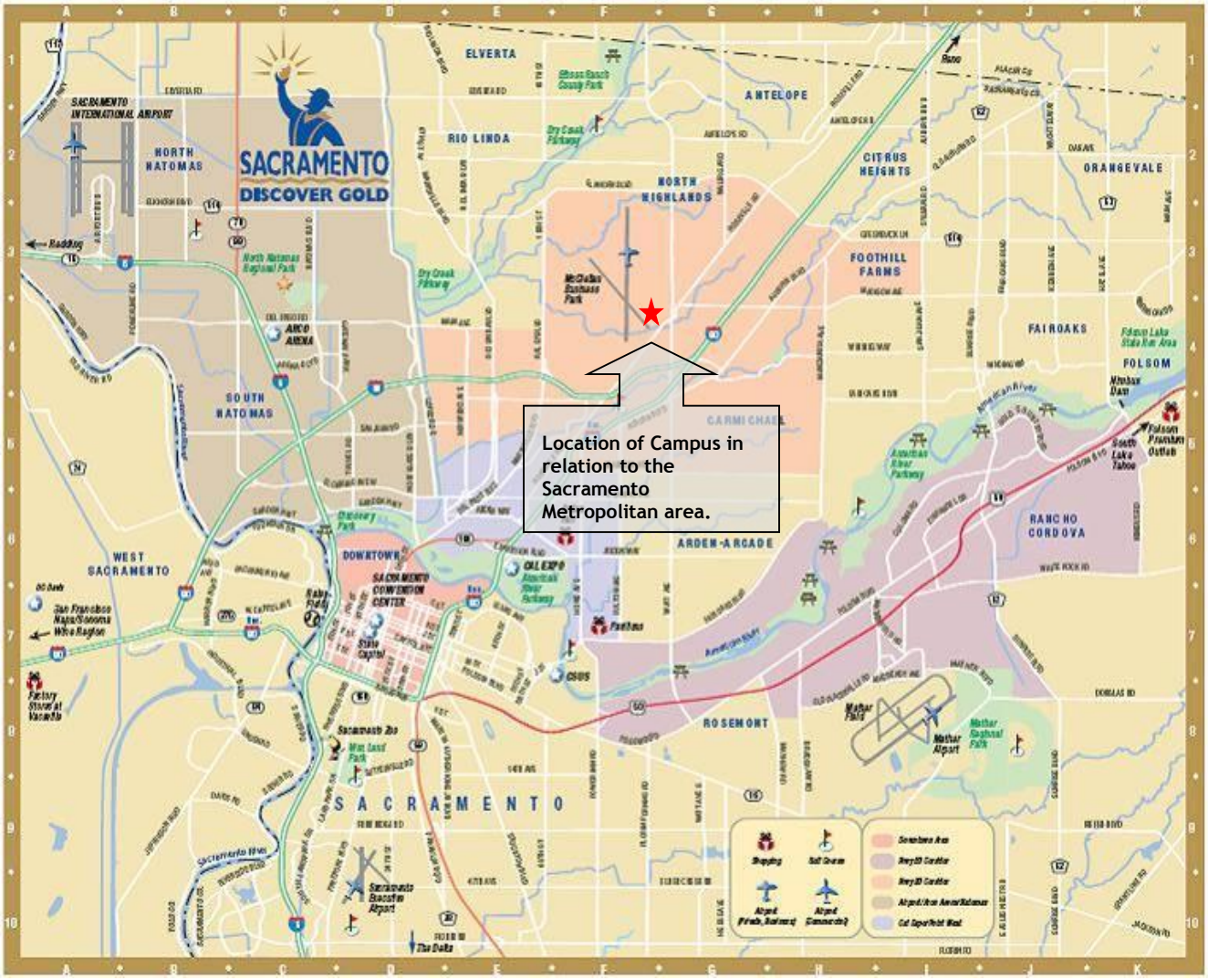
# Sacramento Area Map




More information may be found at:
[http://portal.cityofsacramento.org/Visitors](http://portal.cityofsacramento.org/Visitors)

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## GETTING AROUND

Sacramento has a public transportation system. These include Sacramento Regional Transit and Light Rail systems. The nearest bus stop is less than one block from the dormitories. The nearest Light Rail station is approximately one mile away. System operating times and routes are available online at the Sacramento RT website: http://www.sacrt.com/

SACRAMENTO REGIONAL TRANSIT General RT information please call: (916) 321-BUSS (2877) or for the hearing impaired: TDD 483-HEAR (4327)

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## Residence Halls

The housing is very similar to a college dormitory. You and 2-3 roommates will share a room that has a small closet, a wardrobe cabinet, a secretary/dresser cabinet, lamps, end tables, and twin or bunk beds (furniture may vary from room to room). The rooms have a small refrigerator and a sink. You and your roommates will share a bathroom and a shower with another three or four person (same gender) room. There is a TV lounge, computer lab, a game room, and a laundry in each dorm building. Each room has heating and cooling, fire sprinklers, and smoke detectors.

You are expected to adhere to all community rules and regulations. This includes daily cleaning of your room and common areas. All rooms are subject to both regular and random cleanliness inspections (for health and sanitation purposes). This means that rooms must be maintained and inspection ready at all times.

The rooms are not large and you will be sharing yours with 2-3 other people. You will be issued uniforms and other gear, so it is suggested you do not bring too much extra gear with you. Also, you will be moving in and out of rooms throughout the year. You may want to bring items such as sporting/recreation equipment, and/or a small music player. Cars are welcome at the campus, though you may not drive your own vehicle during duty hours or to project locations.

There is a 10:00 PM to 6:00 AM quiet hours policy, as well as a policy of no overnight guests, or unaccompanied guests. Everyone is expected to be respectful of the buildings, furnishings, and their fellow dorm mates.

***Note: AmeriCorps NCCC is not responsible for personal items.***

**Inside a dormitory room**

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## Phones

Each dormitory building has three courtesy phones for Corps Members' use. Only outgoing calls can be placed. *We recommend you bring a calling card*. You will be given numbers for your family to contact you in case of emergencies. Cell phones may be brought and used only during non-duty hours. They may not be used, unless authorized, during duty hours. Team Leaders are issued government cell phones shortly after arrival.

**LOUNGE & COMPUTER LABS IN DORMITORIES**

**CORPS MEMBERS ARE FULLY EXPECTED TO KEEP COMMON AREAS CLEAN**

There are washers and dryers for you to use for free. You are responsible for providing your own laundry supplies and for keeping the laundry room tidy.

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## Dining Facility

While on campus, Members will prepare and eat most of their meals in the dining/meeting facility located in Building 943 near the dormitories. Food is paid for by NCCC funds, which the Team Leader handles. **Members with special eating requirements/dietary needs should be prepared to supplement their special diet needs on their own.** Members may choose to eat outside of the provided dining facility at their own expense. The campus is less than one mile from various fast food and other restaurants. When you are on spike or on a local project, you will usually prepare your own meals with food purchased for the team. SPIKE food expenses are also taken care of by NCCC.

**Building 943 where**
**Members prepare & eat meals with their teams.**

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## Safety & Sanitation

We want to maintain a safe and healthy living environment for all members and Team Leaders. AmeriCorps NCCC members are responsible for maintaining a safe and sanitary residential living environment.

Members are responsible for the cleanliness of their private rooms on a daily basis. In order to make sure that members are maintaining their rooms, room inspections are enforced and conducted randomly. Inspections are an overall check for the health, safety, and cleanliness of each room.

Unit Staff will manage discipline for failed inspections. Inspections will be completed by a two-person staff team to ensure the security and privacy of personal property.

Room inspection standards are as follows:

- Bed: neatly made
- Desk: neat and orderly
- Floor: clean; no clothing, trash or debris
- Refrigerator: no spoiled foods or odors
- Sink/vanity/mirror area: clean and neat; vanity uncluttered
- Trash containers: empty and clean
- Prohibited items include: candles, incense, flammable materials, hot plates, broilers, rice steamers, illegal drugs or any paraphernalia, ashtrays, alcoholic beverages and/or containers, pornography, or weapons
- Fire and/or Safety Hazards include: Extension cords (surge protector type multi-outlet cords are authorized, but there can be no more than one to an outlet), electrical cords, piles of clothing, open, unwrapped food or food containers, electrical appliances such as coffee makers, hair dryers, irons, etc. plugged in when not in use
- No clothes or scarves over lamps
- Nothing can be attached to or hanging from the ceiling or in windows

## Drug and Alcohol Policy

**The Pacific Region Campus facilities, project sites and government vehicles are drug and alcohol-free**. Use of alcohol by anyone on Campus, in the residence halls, SPIKE housing sites, work sites or in a government vehicle, or at any time while in uniform, **regardless of age**, will result in disciplinary action, including possible suspension or dismissal from the program. **Responsible** use of alcohol is permitted only if you are at least **21 years of age**, not on duty, and you are away from NCCC property and project sites. Underage alcohol use is against the law and will not be tolerated. NO alcohol paraphernalia is permitted to be displayed in any dorm rooms or other housing sites and could lead to disciplinary action if such items are present.

Smoking or other tobacco use is not permitted in or near the entrances of the residence halls, dining facility, or the administration building. There is a designated smoking area outside the buildings, on non-Campus property. Tobacco use (including smoking, chewing, and other forms) is not allowed on project sites or in NCCC vehicles.

AmeriCorps NCCC has zero tolerance for illegal drug use. You will undergo a drug screening upon arrival as part of a physical exam. Urinalysis drug screening will also occur randomly throughout the 10 months of service. Urinalysis testing and searches of Campus facilities can also be done if probable cause exists. Anyone testing positive for illegal drugs will be immediately dismissed from the program. Drug paraphernalia found in a person's possession could also lead to dismissal from the program.

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## Security and Visitors

Caution and awareness are critical to your safety. Your safety is of the utmost importance to us. The dormitories have a full time Residence Manager on staff and each night there will be a Team Leader on call (duty).

Members are allowed to bring a car or motorcycle to the campus. We are not responsible, however, for personally owned vehicles being broken into or stolen from the parking lot. Members with personal vehicles are also encouraged to purchase a "Club" or other theft deterrent for their vehicles, as their vehicles will be left in the parking lot for long periods of time while they are on SPIKE.

Guests may not stay overnight in the residence halls. However, there are many hotels/motels near the campus where family or friends can stay. All visits must be worked around your work schedule.

## Physical Fitness

Physical training (PT) is required and an important part of the AmeriCorps NCCC experience. PT will be required four times per week during Team Leader Training and Corps Training Institute (CTI), and a minimum of three times per week after CTI. After CTI, PT activities will usually be determined by the PT Coordinator and monitored by the Team Leader. We have a small fitness room in the dorms. At their own expense, Corps Members may obtain access to the gym and exercise facilities at a commercial fitness center, located approximately four blocks from the dormitories.

The Pacific Region Campus challenges Corps Members to improve their physical condition during the program by conducting periodic baseline fitness assessments. In CTI Corps Members will have their first baseline test which includes a 1.5 mile run, sit-ups and push-ups. Members will run a timed 1.5 mile run, do as many sit-ups in two minutes and push-ups in two minutes as they can do, and then take a sit and reach flexibility test. The test will be repeated at mid-year and end of year, so members can measure their improvement.

## Free Time

If there aren't any team or Corps obligations (i.e. working on the project site, team meetings, training sessions, all-Corps events, etc.) unscheduled time is free. There is generally free time after dinner and on weekends. NCCC Members will be expected to adhere to all community rules and regulations. However, the schedule is subject to change and Corps Members must remain very flexible throughout the program.

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# BENEFITS

## Living Allowance

Members receive their living allowance every two weeks. The allowance is $520.80 (before taxes). You will receive your first allotment approximately three to four weeks after you arrive on campus. **Direct deposit is mandatory**. **Visit the My AmeriCorps Web Portal and enter your banking information prior to coming to campus.**

You will receive a complete schedule of living allowance pay dates during in-processing. Your personal finances are your responsibility. If there is a payroll error, it is your responsibility to keep track of your paychecks and balance, and to work with your bank and the Member Support Specialist to resolve the situation.

It is recommended (**not required**) that you have about $150 - $200 available to you to cover expenses until your direct deposits have begun. Please plan accordingly for your first month in Sacramento.

## Health Care

As a member, you are entitled to an exclusive health care plan designed by the Corporation for National and Community Service and administered by Seven Corners, Inc. The AmeriCorps healthcare plan provides you with 24 hour health care coverage effective upon your entry into AmeriCorps NCCC. Your health care benefits will automatically terminate at midnight on the date you exit the program.

*The AmeriCorps benefits plan is not health insurance. Under the Affordable Care Act (ACA) guidelines, you may be required to purchase **health insurance**.* Please visit the government health insurance marketplace at www.healthcare.gov for more information if you do not already have health insurance.

**Only you** are covered under the AmeriCorps health plan – dependents are not covered. Coverage includes payment for most medical and surgical costs, hospitalization, prescription drugs, and certain emergency dental, emergency vision, and maternity care. You will be responsible for the *$5.00 co-pay for each medical office visit*. Pre-existing medical conditions are not covered.

The AmeriCorps health care plan provides a prescription drug program in combination with your health care benefits. Catamaran is our prescription drug plan administrator. Your AmeriCorps identification card also serves as your prescription drug card. There is $5.00 co-pay for each prescription filled at a pharmacy. While pre-existing conditions are not covered, your pre-existing prescriptions will be covered.

More information including your Member Health Care Guide and Health Care Card will be provided during Corps Training Institute (CTI). **However, we strongly encourage you to visit https://www.sevencorners.com/gov/americorps prior to your arrival.** At this website you may view the Member Health Care Guide which outlines your benefits and how to use them. Once you have gone to the website, click on the **Forms** link on the left-hand side then choose the Member Health Care Guide option. You may also find further information on your health benefits in the AmeriCorps NCCC Member Handbook; you will receive a copy of this at the campus.

***It is important to note that there are exclusions to your covered benefits.***

**Benefits are not paid for pre-existing conditions**. A pre-existing condition is any condition or illness for which medical treatment was given, or a diagnosis was made, on or before the effective date of coverage. Please visit the website to get complete information on the exclusions.

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## Education Award

After members complete their full term of service, earned **1,700** hours of service, as well as fulfill other program requirements, you will receive an Education Award. This award may be applied to future schooling tuition, or to existing qualified student loans. Additional information on how you access this award and places you can use it will be distributed near the end of the program.

***Please refer to the AmeriCorps NCCC Member Handbook pages 36-43 for more information. You will receive the handbook shortly after you arrive.***

## Forbearance of Qualified Student Loans (federally backed loans)

Loan forbearance is an in-service benefit, therefore it is not available until after you have reported to campus and have been activated in the AmeriCorps portal.

Members who enter AmeriCorps NCCC with a *qualified student loan* are eligible to apply for forbearance. If you hold a qualified student loan in your name upon entering the program and wish to place the loan in forbearance, you may process your request through the My AmeriCorps portal. You will have an opportunity to do this after you arrive on campus.

If you have loan payments that are due before coming to campus, you will need to make your payments until you are able to apply for forbearance. **We suggest you contact your lender prior to the start of your term of service to verify qualification for forbearance through AmeriCorps NCCC.**

***You may refer to the AmeriCorps NCCC Member Handbook for further details.***

**WHAT IS FORBEARANCE?**

**Forbearance** means you do not have to make payments on your student loan(s) while you are serving in AmeriCorps NCCC; though interest will accrue on your loan(s). However, if you complete the program and earned an education award, the Corporation for National and Community Service Trust will pay the interest that accrued during the 10 months of your AmeriCorps NCCC service.

You will have the opportunity to apply for the accrued interest payment via the My AmeriCorps portal after graduation. The interest payment will be made directly to your lender.

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## Child Care Allowance

A child care allowance is available to custodial or joint-custodial parents. The allowance is to pay for expenses related to day care. Members who qualify for this benefit will need to complete the necessary forms and provide proof of dependent children (i.e. birth certificate). Please contact Norma Martinez at 916-640-0307 or nmartinez@cns.gov prior to your arrival if you are interested in applying for this benefit. You may find more detailed information about the Child Care Allowance application process at http://www.americorpschildcare.com/ or call 1-855-886-0687.

## Personal Days

Members receive **3 paid personal days** – days that you can take off when you would normally be working on a project. The use of personal days must be pre-approved by your the Unit Leader. Corps Members wishing to use their personal days must complete a Leave Request Form and submit it to their Team Leader at least two weeks prior to the day/days being requested.

Members also receive **2 paid days off to use for "Life After AmeriCorps" activities**. Members should use the same process as that for personal days to request "Life After AmeriCorps" days. Any additional time requested will be without pay and at the Region Director's discretion.

Sick days do not count as personal leave days. Members are responsible for making up the service hours they miss while on leave.

## Vacations/Holidays and Training Calendar

There are several paid breaks during your term of service. The residence halls will remain open during the breaks for members who decide to stay on campus. Travel & transportation to and from the airport at these times is at your own expense. (**The full Class XXIII calendar is not yet available at the time of this packet's publication, but will be distributed to incoming members as soon as it is finalized.)**

AmeriCorps NCCC observes official Federal Holidays. However, members may work on various holidays due to the schedules of project sponsors, cost effectiveness of SPIKE travel, or disaster relief.

During the course of the year there will be mandatory "**All Corps Service Days**" that occur on Saturdays. On All Corps Service Days the whole Corps participates in a selected service project.

***Please note that disaster relief is a high priority for AmeriCorps NCCC. You may be required to respond to a disaster at any time during your 10 months of service, which may alter any published calendars.***

## Class XXIII Training Calendar - 2016

| | |
|---|---|
| **Support Team Leader Arrival** | **September 1** |
| **Team Leaders Arrival** | **September 7** |
| **Corps Member Arrival on Campus** | **October 12** |
| **CTI** | **October 12- November 4** |
| **Induction** | **November 4** |
| **First SPIKE Deployment** | **November 7** |

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## Frequently Asked Questions about Corps Life

***Q: How are roommates assigned?***
A: Roommates are assigned randomly. Only same gender matches are made for all rooms. **You will not receive your room assignment until you arrive on campus.**

***Q: May I decorate my room?***
A: The hanging of pictures and posters is permitted on the interior of your room only. These items need to be in good taste and limited so as not to cause a fire hazard or damage to walls. Details will be provided during training.

***Q: Will I be allowed to take time off during CTI for a family event?***
A: No. Unfortunately there is limited flexibility for time off during Corps Training Institute (CTI). During this essential time period, Corps Members receive training and critical competencies that enable them to be eligible to serve in the AmeriCorps NCCC program. After completion of CTI, Corps Members participate in a formal Induction Ceremony, which symbolizes the successful completion of the training. As a result, time off during CTI is extremely rare and discouraged.

***Q: Will there be any free time?***
A: You will have free time when there are no team or Corps obligations – i.e., working on the project site, training, service learning activities, team meetings, or other all-corps events. There is often free time after work and on weekends, although during training you'll generally have six-day weeks, and some evening sessions. Projects may frequently go beyond an eight-hour work day, and may have unique work schedules (i.e. Tues – Sat., working from 11:00am – 9:00pm), and you will have to be flexible to the needs of the project.

***Q: Will I be given any personal or sick days?***
A: You are allotted five personal days, to be used for any occasion (after the conclusion of CTI), and two "Life After AmeriCorps" days, to be used with permission to plan for the future, take tests, or go on job interviews. You will be issued sick days on an as-needed basis due to illness or medical treatment. **It will be up to you to make up any hours not worked due to the use of personal leave or sick leave.** If you need to take more than three personal days, you need prior approval from the Region Director and you will not be paid for these extra days off.

***Q: Will there be any breaks?***
A: Yes, there will be breaks. **The exact dates of these breaks will be announced when they are available.** All travel at these times will be at your own expense. All residence halls and project housing will remain open - you are not required to leave. **Please remember that you may be called to a disaster relief operation during any of these breaks.**

***Q: Will I have holidays off?***
A: AmeriCorps NCCC observes Federal Holidays indicated on the pay schedule calendar in your Handbook. You may be asked to work or travel on these days depending on the schedule of your project and the cost effectiveness of travel or lodging. A general rule on project is that if the sponsoring organization works, NCCC serves those days, also.

***Q: Can I take classes at night or work a part-time job?***
A: No. The varying service projects and schedules, including projects that will be located in states throughout the region (SPIKES) will prevent you from committing to responsibilities involved with outside classes or part-time jobs.

***Q: What are AmeriCorps NCCC disciplinary standards?***
A: The NCCC Handbook includes all NCCC rules, policies, and procedures, which are intended to benefit our Corps Members and the community organizations we serve. **The NCCC Member Handbook** will be distributed at campus. We will review this during the initial training period; however, **you are ultimately responsible for understanding the policies and knowing their appropriate consequences if not followed.**

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***Q: Will I be issued any supplies?***
A: You may be issued a sleeping bag, sleeping mat, and a backpack to use while on a SPIKE. Work-related items, such as gloves, earplugs, tool belts, safety goggles, will also be issued out as needed. *Please be aware that these items are paid for with tax payer money and you are responsible for taking care of your issued gear; should you leave the program for any reason before graduation you will be required to return all items issued and will be held financially accountable for missing items.*

***Q: What about my hair, jewelry and piercings?***
A: Hair color must be **a natural looking color (i.e. it may be dyed, but not pink, green, blue, etc.) and not spiked or in a mohawk.** The only visible jewelry allowed while in your AmeriCorps NCCC uniform is bracelets, watches, and stud-type earrings or hoops smaller than a dime. **Facial piercings are not allowed.** Any jewelry worn in the ears must be **studs only - no open plugs, bars, or dangling earrings**. This is for safety concerns. Necklaces may be worn, but they must be worn under the shirt. Visible necklaces (including choker-style) are not allowed. Some information regarding uniforms is on page 16, and a full overview of uniforms will be covered when you arrive.

***Q: How will I receive my living allowance?***
A: The living allowance is paid to members by direct deposit only. You will receive an allowance of $520.80 (before tax) bi-weekly on **Fridays**. **The first living allowance payment is made approximately three weeks after your arrival.** Your living allowance will be deposited directly into your bank account provided you have entered your banking information in your portal account on time and have entered it correctly. It is recommended that you set up your direct deposit before coming to campus. You may enter your **bank account information through your portal account.** We will also have representatives from a local bank on campus to help you open a new account if necessary.

***Q: Will I have medical benefits?***
A: You will have limited health care coverage, it is not insurance. Health coverage is provided by CNCS and administered by Seven Corners, Inc. for injuries and illness that occur during service year. Hospitals will take care of serious problems; otherwise, a local clinic will provide for urgent health care needs. **Pre-existing conditions are not covered. It is recommended that individuals with pre-existing conditions retain other health insurance to cover medical costs related to those pre-existing conditions.** Members will pay a $5.00 co-pay for doctor office visits. You may use a private doctor as long as they are part of the First Health network, otherwise you may have to pay for the visit at your own expense. There is $5.00 co-pay for each prescription filled at a pharmacy.

## HIGHLIGHTS FROM THIS SECTION

- **All NCCC facilities, housing, project sites and government vehicles are drug and alcohol-free**. Possession or use of alcohol by anyone, regardless of age, will result in appropriate disciplinary action, including possible suspension or dismissal from program.
- Your will receive your roommate assignment when you arrive. These assignments may change at any time.
- The exact dates of your breaks will be announced when they are available.
- You will receive your first living allowance payment by direct deposit approximately three weeks after you arrive. Please be sure you have entered your direct deposit information in the portal and plan accordingly for your first month in the program.
- **Pre-existing conditions will not be covered by your AmeriCorps health plan.** It is recommended that individuals with pre-existing conditions retain other health insurance to cover medical costs related to those pre-existing conditions.
- You will receive your education award, and information on how to use it, at the end of your service.
- Cell phones are permitted on campus, but you may not use them for personal calls during on-duty hours.

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# MEMBER DEVELOPMENT & TRAINING

## Service Learning

Many members arrive on campus with the desire to begin their community service immediately, enthusiastic to get the year underway. However, preparation and training are essential so that you and the communities you serve will have the best possible experience. It is also important that you understand how participation in the NCCC program relates to the larger goals of active citizenship and community engagement.

The method that we use to facilitate this understanding is called service learning. Service learning is a methodology through which members acquire the knowledge and skills needed to perform community service projects and gain an in-depth understanding of the value and impact of their work. Through ongoing reflection, service learning encourages participants to consider why certain needs and issues exist in a community and in what ways service projects address those needs and issues. This critical thinking will also help you to recognize how the knowledge, skills, and awareness gained in the NCCC will enable you to continue to help solve community problems long after your term of AmeriCorps service is complete.

AmeriCorps NCCC incorporates service learning into projects in many ways. The training given prior to a project is only one example. Your service learning experience will continue to evolve throughout the duration of your project. Not only will your practical skills develop, but you will learn more about the organization with which you are working and, ideally, connect with the community in which you are living.

At the conclusion of an NCCC project, each team writes a project portfolio. The portfolio will capture what your team has learned and accomplished on its service project. The experience you will have with a project promises to leave you enriched in many ways, contributing to your personal and intellectual growth.

## Training

Team Leader Training (TLT) is an initial four-week training period designed to prepare Team Leaders for their upcoming year of service. During this intensive training, you will receive instruction on how to do your best work in a safe and professional manner. The objective of TLT is to orient you to the culture, procedures, and policies of the NCCC. TLT will also provide you with skills that will enable you to do your job and prepare you for your role as a Team Leader. You will also receive specialized training from the American Red Cross in CPR/First Aid/AED. Finally, you will meet and work with the staff of the NCCC Campus and learn how they will aid you throughout your year of AmeriCorps NCCC service. TLT is a very concentrated period of learning.

In addition to TLT, you will receive further training during the Corps Training Institute (CTI) and transitions. Transitions are short periods of time (2-5 days) that fall between project rounds. Most NCCC projects rounds last six to eight weeks. Transition is not a break or vacation – you will be expected to attend trainings, meetings, and participate in project preparation. The types of training you will receive during these periods may range from acquisition of information and skills that will enable you to do your job in the safest manner, to team building and leadership development.

Apart from the training that you will receive on the Pacific Region Campus, you will also most likely receive job-specific training from your team's sponsoring agency. For example, if your team is deployed to a Habitat for Humanity project and has not had construction experience before, Habitat for Humanity will teach you basic building skills. We are confident that the experience you bring to AmeriCorps NCCC, in combination with the new skills we will teach you, will prepare you to be a leader in your community tomorrow.

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## Independent Service Projects (ISPs)

**Note: ISPs are not a requirement for Team Leaders.**

Independent Service Projects are an integral part of our program, and an opportunity to supplement your service experience with work that you may not get a chance to encounter otherwise. Members must complete 80 hours of ISP, as part of their 1,700 hour requirement, before they graduate. It is a member's responsibility to contact non-profit organizations to develop ISP opportunities. ISPs must be pre-approved by a Unit Leader and be performed so as not to interfere with the member's regular, team-based project. More specific requirements for an ISP will be discussed during CTI. Some examples of an ISP are cleaning up public parks or volunteering at a homeless shelter. You will be able to do ISP during any off-duty time: after work, on weekends, or even in your own communities if you return home during breaks. There are often ISP opportunities posted on a bulletin board in the dorms, and there will be someone in a position on your team who will help develop ISPs.

**Examples of ISPs in Sacramento**

- Local museums
- Habitat for Humanity
- Run to Feed the Hungry
- Sacramento Food Bank

## Member Development

Part of our mission at AmeriCorps NCCC is to help members develop into catalysts for positive social change. While in the program, you will be required to complete a personal résumé and will be encouraged to do a personal portfolio, commemorating your work in AmeriCorps NCCC. Résumé workshops will be conducted during a transition week, along with other workshops to assist with your personal and professional development. Also, if you have not yet completed high school, the Pacific Region Campus will support you in working towards your goals in this area.

## Life After AmeriCorps (LAA)

Throughout the year, AmeriCorps NCCC offers the opportunity for Corps Members to explore their options for "Life after AmeriCorps NCCC." This training will provide valuable information regarding resume development, interview skills, money management, how to start your own non-profit, careers in disaster response, short-term adventures, and a variety of other career options. Presenters include AmeriCorps NCCC alumni, as well as other friends of the program. Staff members are available throughout the year to assist with résumé development and refinement. **You are also granted two LAA Days during your member year with which you can pursue future plans.** Please note that you will be held accountable for your activities during your LAA Days. You will not receive service hour credit for these two days; they are considered personal days.

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## Frequently Asked Questions about Member Development & Training

***Q: Will AmeriCorps NCCC help me get my GED if I do not have a high school diploma?***
A: Yes. Guidance and support will be provided for members working to complete their high school diploma, GED, or its equivalency. Contact Katie Keane at kkeane@cns.gov or 916-640-0607 to learn more and sign up.

***Q: What happens after CTI?***
A: You will participate in a variety of educational experiences and complete service learning activities once you are deployed to various projects. The NCCC staff works with community-based organizations to develop projects that will serve the needs of their communities.

***Q: What type of training, education and personal development will I receive?***
A: During your 10 months of service, you will be developing your skills while you serve communities. You may be called upon to share personal achievements, cultural experiences, or special interests and abilities. Your Team Leader will meet with you one-on-one during the year to discuss your goals, aspirations, and performance in AmeriCorps. **Professional development is also a part of the AmeriCorps NCCC experience.** Upon conclusion of a project, your team will complete a portfolio and present the challenges and successes of the project to the staff. **All members will develop a résumé commemorating their experience in order to successfully complete the program.**

### HIGHLIGHTS FROM THIS SECTION

- Service learning is a methodology through which members acquire the knowledge and skills needed to perform service projects and gain an in depth understanding of the value and impact of their work.
- You will be granted two Life After AmeriCorps (LAA) Days to pursue future plans. You will be held accountable for your activities during your LAA Days.

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# *AmeriCorps NCCC Pacific Region*
# *Class XXIII Team Specialty Roles*

Each team has several positions or roles for Corps Members to fill during their AmeriCorps NCCC experience. These different roles provide members the opportunity to enhance the overall AmeriCorps NCCC program, share the workload that comes with sustaining a strong cohesive team, and grow personally and professionally through increased responsibility.

Each team assigns at least one primary Corps Member to each of the available positions described below. When sufficient numbers of Members are available, a different individual should serve as primary for each direct position.

**Recruiter** **Staff Contact:** CRA, Jesse Pluim

The Recruiter acts as a recruitment liaison for the NCCC program. Corps Members are in a prime position to educate other young people about the NCCC experience and the opportunities it offers. The role of the Recruiter is to share their NCCC experience and to educate people about the NCCC program by conducting presentations, tabling at career fairs, and distributing information to young adults or people who work with young adults. They also contribute content for the national Twitter account.

**Environmental Liaison** **Staff Contact:** Program Associate, Lauren Goudeaux

The mission of the Environmental Liaison is to reduce negative environmental impact and promote environmental stewardship on their team through education and sustainable lifestyles. The Environmental Liaison will be responsible for implementing best practices regarding water usage, food waste and storage, energy conservation, vehicles, reusing, and recycling. They are expected to have a researched plan prior to project deployment, modify their plan appropriately upon arrival at spike housing, and increase environmental stewardship goals every round. They are expected to track quantified results, meet with their team to define goals, and report out to the Staff and STL POC at the end of each project.

**Media Representative** **Staff Contact:** CRS, Sandra Erickson

The Media Representative tells the AmeriCorps NCCC story in communities where the team is serving. Working closely with the Community Relations Office, the Media Representative writes press releases, and disseminates them to a variety of media outlets, including newsletters, newspapers, and magazines, as well as radio and television stations. The Media Representative is responsible for submitting articles to be published in the campus newsletter and posting team updates on the Region's Facebook page. This team position is also in charge of taking the official photographs of the team on projects as they are "getting things done." Additionally, a team Yearbook page will be made by the Media Representative at the end of the year.

**Life After AmeriCorps Representative** **Staff Contact:** MDA, Katie Keane

The Life After AmeriCorps (LAA) Representative is available to assist Members in acquiring knowledge and resources to enhance career development, in turn developing leaders beyond the AmeriCorps NCCC term. These skills include effective communication, interviewing, networking, cover letter writing, and career research. The LAA Representative should be self-motivated, with the ability to give and receive constructive feedback. The LAA Representative will work with their team, Team Leader, and Staff POC to correctly identify the needs of the team and organize resources accordingly. The LAA Representative will facilitate team activities to develop and enhance these hard and soft skills to better prepare all Members for development of their futures.

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**Staff Contact:** Campus Counselors

**Peer Helper** Debbie Creamer and Carrie Hess-Greene

Peer Helpers assist their teammates, Team Leaders, and other Members with personal issues and/or challenges. Peer Helpers assist the Team Leader with team challenges and mediation. All Peer Helpers receive an initial training with the Pacific Region's Campus Counselor, as well as on-going training throughout their service year. They are expected to have regular contact with the Campus Counselor to assess the needs of individual Members and/or the team. In addition, they are expected to act as a positive role model to the Corps. Peer Helpers are expected to plan and facilitate a minimum of 2 activities per Project Round.

**Staff Contact:** Unit Leaders

**Physical Training (PT) Coordinator** Dustin Brown and Rey Martinez

In consultation with the Team Leader, the Physical Training (PT) Coordinator is responsible for developing and implementing the team's PT plan and schedule. The PT Coordinator is responsible for coordinating and leading the team in physical conditioning exercises and providing nutritional guidance for team meal preparation. The PT Coordinator will also track results of baseline fitness assessments to show team and individual improvement based on set goals.

**Project Outreach Liaison (POL)** **Staff Contact**: APDs, Anna Lawrence

Project Outreach Liaisons (POL) build awareness among potential project sponsors, develop community service projects and identify Independent Service Project (ISP) opportunities that increase Member engagement in the local community, offer diverse service experiences, and increase community awareness of NCCC. The POLs plan days of service that engage community volunteers and contribute to NCCC's volunteer coordination goals. POLs work with Media and CAP Representatives to maximize community contacts.

**Service Learning Initiator (SLI)** **Staff Contact:** Training Specialist

Service Learning Initiators (SLIs) serve as the overall coordinators for team service learning opportunities while working on a project. This involves coordinating and completing the Service Learning Development Plan, identification of service learning opportunities in the implementation of the plan, facilitating reflection activities on a weekly basis, ensuring team orientation and training, and documenting the service learning that occurred on the project. The SLIs also facilitate diversity activities as part of the Diversity in Service curriculum.

**Vehicle, Safety & Tools (VST) Coordinator** **Staff Contact:** Logistics Assistant, Kayla Robles

The VST Coordinator plays a significant role in ensuring the safety and well-being of the team during their service experience, as well as overseeing the maintenance of program property issued to the team. A VST Coordinator is responsible for assisting the Team Leader and team with monitoring the team's vehicle(s), safety practices, and issued tools. The VST Coordinator helps to ensure that teammates understand and follow proper safety procedures at the worksite and housing site, as well as in assigned vehicles. The VST Coordinator supports vehicle and tool maintenance, and is a resource for information about proper usage of tools.

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## Frequently Asked Questions about an AmeriCorps NCCC Team

***Q: Can I request to be on somebody's team?***
A: No, preferences will not be taken into consideration – but fear not! You will grow close to all your teammates during you term of service.

***Q: When will I be able to interact with other members not on my team?***
A: During training, when your team does not have a scheduled function, you are free to socialize with anyone else in the Corps. You will have training sessions with other teams, and opportunities to make friends during CTI. You may also have the chance to see other members if your projects are in the same community, or when you are transitioning between projects.

***Q: Will I have one of these "Team Specialty Roles"?***
A: During your service, you will take on one or more of the team roles. Depending upon the number of people on your team, you may have more than one. It is your chance to let your talents shine, or let new ones develop.

### HIGHLIGHTS FROM THIS SECTION

- You will have the opportunity to have a role on your team – start thinking now about which roles you would like to have! More information on each role will also be given during training.
- Fire Management Team members will be trained in basic wildland fire behavior and are required to maintain a physical fitness program that will sustain a high level of fitness.
- Your permanent team assignment will be made shortly after arrival.

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## The Who, What, When, Where, Why and How of Projects in NCCC

### WHO

Nonprofits

Government agencies

Faith-based organizations

Tribal Councils

Educational institutions

### WHAT

NCCC service areas are infrastructure improvements, environmental conservation and stewardship, energy conservation, urban and rural development, natural and other disasters

You will have a variety of tasks during the year, but will likely NOT serve in all 5 service areas

The majority of projects are outdoors in a variety of weather conditions

### WHEN

You'll have four project "rounds"

Each is usually 6-9 weeks, but sometimes shorter or longer

Projects run November until mid-July

Some projects will require 8 hour days, while others might be 12 - 14 (disaster and special events)

### WHERE

Washington , Oregon, California, Hawaii, Nevada , Wyoming, Montana, Utah, Idaho, Alaska

Teams will likely serve in 2-3 states; about half of the year will be spent in California

Housing may be in churches, empty apartments, camping, community centers, or on campus dorms (to name a few); be prepared for unusual accomodations

### WHY

Communities define their own needs

As a federal resource, we serve ***all*** types of communities and ***all*** types of needs!

### HOW

Sponsors apply for teams

NCCC Staff select projects teams will serve on

Teams are assigned projects based on what projects are available

Teams will travel by van to new locations

Sponsors will train you on any given task

## AMERICORPS NCCC PROJECTS

Pacific Region AmeriCorps NCCC members help address community needs in urban and rural areas throughout a 10-state region. The Pacific Region includes: California, Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming, Hawaii and the Pacific Territories.
NCCC has 5 service areas:

- **Natural and Other Disasters** (some examples may include fuel reduction, reconstruction, mucking and gutting, shelter operations, debris clean-up)
- **Infrastructure Improvement** (some examples may include small structure construction, new trail construction, or building handicap accessible public spaces)
- **Environmental Stewardship and Conservation** (some examples may include trail maintenance, invasive species removal, tree planting and trail building)
- **Energy Conservation** (such as weatherization of homes, changing light bulbs or conservation education)
- **Urban and Rural Development (**some examples may include community garden work, food bank support, homeless shelter support, and community center programming)

### What to Expect on Projects

- Your service year will be divided into four project "rounds." You will likely have one or more projects each round focusing on the aforementioned areas.
- Projects are assigned according to team availability for the timeframe requested by Project Sponsors. Every effort is made to provide teams a variety of service areas and locations. However, there are many different factors that weigh in to available projects for each round.
- The work hours for the team will be determined by the project to which they are assigned. This can range anywhere from 12-14 hours a day (for disaster relief work, fuel reduction, or special events) to working a "regular" work week (Monday through Friday, 8:00 AM to 5:00 PM).
- The average length of a project is six to ten weeks. Project length is based on many factors, including the needs of the sponsoring organization. So, they can be as short as one day or as long as three months (and occasionally a bit longer).
- Teams serve with Project Sponsors who are nonprofit and faith-based organizations, government entities (federal, state, regional, and local), public and private schools and universities, or Native American Tribal Councils. Project Sponsors submit applications identifying their community needs and how a team can help address those needs.
- Teams will be trained by the American Red Cross in Disaster Services in order to respond to national disasters. This training will occur during Corps Training Institute (CTI). Teams will respond to disasters as situations arise, so there is no guarantee that you will have the opportunity to serve in this capacity. During disasters, Members may respond in any state or U.S. territory.
- There may be some "composite teams" formed to serve a special type of project. When available, these projects are in addition to those assigned to permanent teams. Members generally apply for these opportunities and are selected based on a number of factors including Team Leader and Unit Leader recommendation.

### SPIKES

- "SPIKES" are when teams stay off-campus to serve on a project.
- During SPIKE projects, the team will establish temporary housing accommodations in the community where the project is being conducted.
- You should come prepared to live in a variety of situations!

## Examples of Previously Completed Projects

Of course, all Corps Members enter the program anticipating the start of their first service project. What will my team work on? Where will we go? The Pacific Region Program Office works hard year-round to conduct outreach to, and field questions from, potential new and returning Project Sponsors. Our list of Project Sponsors is continuously changing. However, to give you an idea of the type of service you may be performing, a sampling of projects performed by teams in recent years is provided below.

**Catalina Island Conservancy (Environmental Stewardship and Conservation)**
Avalon, California
Corps Members have assisted with trail building and maintenance, invasive plant removal, planting native species, fence repairs, and other activities to promote environmental awareness. Corps Members participated in important activities to protect and enhance the unique ecosystems found on the Island. They were housed in tents on platforms with bunk beds. There was access to running water, outhouses, as well as one indoor and one outdoor shower.

**City of Hurricane, Utah (Environmental Stewardship and Conservation)**
Hurricane, Utah
Corps Members have assisted with the creation and repair of several trails in a small town in southwest Utah. They gained a number of skills including trail building and maintenance, environmental restoration, and environmental management. The team stayed in a large vacant room in a community center that had bathrooms and a kitchen, showers were located in locker rooms at the city's aquatic center.

**Nevada Fire Safe Council (Natural and Other Disasters: Mitigation)**
Nevada City, CA
The team used weed eaters, hand tools and chainsaws to remove hazardous vegetation from around homes or primarily low-income and elderly citizens. They cleaned roof and gutters of leaves, needles; limbed branches; chipped; and created burn piles. The team was trained in wildfire mitigation public education. The team was housed at an unstaffed local fire station, which had 2 bedrooms and 1 bathroom. The team set up cots for sleeping and prepared their own meals.

**Santa Clara County Parks & Recreation**
Los Gatos, California
Corps Members helped to protect sensitive habitat areas and increase accessibility in the Parks system. They worked on a fencing project to keep visitors and animals from disturbing sensitive habitat areas with flora and fauna that are very easily damaged by foot traffic, and repaired a bridge by removing the bolt heads and uneven plank edges that are tripping hazards and currently require frequent monitoring and adjustments. They stayed in a house and slept on cots.

**Habitat for Humanity of the Eastern Bighorns (Urban and Rural Development)**
Sheridan, WY
Corps Members helped to construct affordable homes. They assisted with landscaping, interior finishing work, and framing. A few days here and there were spent at the Habitat Restore, a store that salvages used housing materials for resale to reduce construction waste. The team spent time building new displays or moving items. The team lived in a three bedroom house and prepared all their own meals.

**Camp Fire USA – Camp Sealth Improvement Projects (Infrastructure Improvements)**
Vashon Island, Washington
Members worked on a variety of projects to contribute toward upgrading facilities and trails for the thousands of youth who use the camp in the spring, summer, and fall. Specific tasks include trail building and maintenance, the construction of a recycling center, footbridge construction, cleaning swim docks, and demolishing and rebuilding remote outhouses. They gained skills in trail work and construction, learned about recycling practices, water and tool safety, and the inner workings of camp management and nonprofit work. They stayed on-site at the camp in cabins.

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**Josephine County Food Bank (Urban and Rural Development)**
Grants Pass, Oregon
The team worked on the food bank's farm that provided produce to low income clients. They planted, harvested and maintained the soil. They  assisted with small improvement projects around the farm. Members lead youth and other volunteers onsite. The team camped in tents at a local campground during the six week project.

Below is a sample of what your year of projects may look like, based on some previous team's projects:

| Team | Issue Area | Sponsoring Organization | General Project Description | State |
|---|---|---|---|---|
| Gold 1 | Environmental Stewardship and Conservation | Army Corps of Engineers, San Francisco District | Hamilton Wetlands Restoration Project | CA |
| | Urban and Rural Development | United Way of King County | King County Free Tax Campaign Program Support | WA |
| | Infrastructure Improvements | Bigfork Playhouse Children's Theater | Building renovations and repair | MT |
| | Natural and Other Disasters | St. Dorothy's Rest & Retreat Center - Camp Meeker | Fuel reduction & camp support | CA |

| Team | Issue Area | Sponsoring Organization | General Project Description | State |
|---|---|---|---|---|
| Blue 2 | Natural and Other Disasters | Placer Land Trust | Land Conservation & Fuel Reduction | CA |
| | Urban and Rural Development | Habitat for Humanity - Eastern Bighorns | Affordable Housing Construction Support | WY |
| | Natural and Other Disasters | Catalina Island Conservancy | Environmental Project Support | CA |
| | Environmental Stewardship and Conservation | Siskiyou Field Institute | Environmental Education and Facilities Support | OR |

| Team | Issue Area | Sponsoring Organization | General Project Description | State |
|---|---|---|---|---|
| Green 7 | Natural and Other Disasters | Mission Trails Regional Park | Trail Reconstruction Support | CA |
| | Infrastructure Improvements | Little Basin Cabins & Campground | Little Basin Campground Maintenance | CA |
| | Urban and Rural Development | Habitat for Humanity - Portland / Metro East | Affordable Housing Construction Support | OR |
| | Infrastructure Improvements | Clark County Public Works | Clark County Trails Infrastructure Projects Support | WA |

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## A Day in the Life of a Member

This is an actual schedule of a past NCCC team, representing an example of what a day might be like. However, please note that work schedules vary dramatically, depending upon your specific project.

**Project Schedule**
**(Tuesday-Saturday)**

**7:00 AM**: *Daily morning team meeting*
**7:15 AM.**: *Depart SPIKE housing for work site*
**7:25 AM.**: *Arrive at work site*
**7:30 AM.**: *Daily briefing by site supervisor*
**7:45 AM.**: *Work begins*
**12:00 PM**: *Lunch*
**12:30 PM**: *Work continues*
**3:45 PM**: *Clean-up/prepare to leave for the day*
**4:15 PM**: *Depart for SPIKE housing*
**5:00 PM**: *Team physical training (PT) (3x per week)*

## Composite Team Opportunities

Composite teams can be formed throughout the year, for both disaster relief and non-disaster projects.

Non-disaster composite teams are formed to provide leadership opportunities for Support Team Leaders (STLs), provide leadership opportunities for Assistant Team Leaders (ATLs), address strategic programmatic goals in focused project areas, serve uniquely specialized projects that may only require a small number of members, and/or serve more sponsors during a round if the need exists.

Often, Support Team Leaders are selected to lead these projects; however, select opportunities may open up to interested Field Team Leaders via an application process.

Members are invited to apply for composite team opportunities they are interested in, and are selected based on criteria including: Team Leader and Unit leader recommendation, interview performance, specific required skill or interest sets, characteristics of members (responsible, trustworthy, independent, etc.) and demonstrated program success of members (no disciplinary issues, above average on ISPs completed, etc.). Logistical and program necessities are also taken into account, including team size and number of van drivers.

Two special examples of past composite team opportunities, which **may** be continued for Class 23, include:

- **Bureau of Land Management Team**: This team is focused on environmental restoration work with the Bureau of Land Management, a federal agency that manages public lands. This team works on a variety of projects including trail work, invasive species removal, wildlife monitoring, and waterway improvements.

- **Fire Management Team:** This team is focused on wildland fire preparedness, mitigation, and response. They partner with a partnering agency, such as the National Forest Service. As part of the application process, members were required to pass a physical "Pack" test consisting of a 3 mile walk with a 45 pound weight vest, completed in 45 minutes or less; upon selection they received training in basic wildland fire behavior, fire suppression tactics, and use of chainsaw and other specialized equipment.

## Frequently Asked Questions about NCCC Projects

***Q: Can I pick my projects?***
A: No. Projects are assigned by the Unit Leaders, and project assignment is based on many factors. We strive for each team to have a broad range of project types and locations during the year; however factors including national initiatives, project availability, and community needs also impact project assignment.

***Q: Will I be able to develop any projects?***
A: All members have a requirement to complete 80 Independent Service Hours, and these are projects that members can develop and execute on their own. The team's Project Outreach Liaison (POL) will also play a role in project outreach and development for the Pacific Region.

***Q: What is a SPIKE?***
A: A SPIKE is when a team undertakes a service project while not housed in the dormitories while on SPIKE. SPIKE accommodations have included staying at community centers, churches, military facilities, youth hostels, camping, etc. If you are without a bed you will be provided a sleeping bag and cot. You may or may not be cooking your own food. You may have to share a single bathroom or shower facility among your teammates. Come prepared for any of the above and beyond.

***Q: How many projects will each team do?***
A: Each team will typically serve on four to six projects during the program year.

***Q: Will I do a project in each service area?***
A: No matter the project that each team is assigned, they will experience a variety of tasks and learning experience! However, most likely teams will not have projects in all five service areas during their four rounds of projects.

***Q: How do teams get to project sites?***
A: Teams travel to the project site in a 12- or 15-passenger van. Some team members will be certified as van drivers. Certified drivers must attend a driver's class and take a driver's test at the campus. Only certified drivers are permitted to drive the NCCC vehicles. You cannot take your personal vehicle to a project. If interested in becoming a certified van driver you must submit your three year driving record history. This may be obtained from your local department of motor vehicles.

# AmeriCorps NCCC Class XXIII Facebook Group

Connect with Class XXIII
It's easy to be in the know!

The Pacific Region Campus wants you to be successful next year! We want you to know what to expect when you arrive in September and to be excited about the people and opportunities that you will gain through AmeriCorps NCCC.

Do you have questions about Campus life that you'd like answered by Pacific Region staff?

Would you like to get to know some other Members of Class XXIII before you arrive in September?

How about arranging to meet up with other Class XXIII Team Leaders in your area for coffee or setting up a carpool to the Campus if you plan to drive?

Well, after you read your entire Welcome Packet….here's the place to do it!

The Pacific Region has set up a facebook page to facilitate all of these discussions. Join today to connect with Class XXIII and prepare for the adventure of AmeriCorps NCCC Pacific Region.

Click here and sign up. This is not a required action but hopefully a way for Class XXIII to connect. Please also "like" the official Facebook page, for our region, to see general campus updates.

Questions? Email Sandra Erickson at serickson@cns.gov or call 916-640-0306

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**AmeriCorps National Civilian Community Corps**
Pacific Region

# HOW TO COMPLETE YOUR FORMS

FORMS ARE ATTACHED IN A SEPARATE .PDF DOCUMENT IN THE EMAIL YOU RECEIVED WITH THIS WELCOME PACKET

*RETURN ALL FORMS TOGETHER, WITHIN 10 CALENDAR DAYS*

Timely receipt of your completed forms *confirms your position at this Campus*.

*Use only one method of* submitting your forms. If you fax your forms, please do not also mail forms. You will receive an email confirmation within 5 business days that your forms have been received. You will also receive updates and other information by email.

*USE ONLY **ONE METHOD** FOR SUBMITTING YOUR FORMS.*

*IF SUBMITTING BY MAIL:* **Norma Martinez**
**AmeriCorps NCCC**
**3427 Laurel Street**
**McClellan, CA 95652-1014**

*IF FAXING YOUR FORMS:* **(916) 640-0303 or -0308**

**FORMS MAY BE COMPLETED ON YOUR COMPUTER AND EMAILED**

*IF EMAILING YOUR FORMS:* **nmartinez@cns.gov**
*Be sure to save with your **Last name First name C23** (example: martinez norma c23TL)*

Instructions for each form:

1. **TRANSPORTATION SELECTION FORM** **ALL FORMS DUE WITHIN 10 DAYS**
   This form **confirms** your position at this campus and is used to determine your travel arrangements for arrival on Campus. **All forms MUST be returned within 10 calendar days to secure your place at the campus.**
   - Whether or not you are flying: Enter your full name as it appears on your **state issued id** (no nicknames).
   - Enter the last four digits of your social security number.
   - Enter your full birth date and gender.
   - Enter your full street address (No P.O. Boxes).
   - Enter a phone number where you may be reached if we have questions.
   - Enter a current email address that we may use to contact you.

- **Check only ONE box** – AmeriCorps NCCC will arrange your travel OR you will provide your own travel to campus. If you are providing your own travel, enter your arrival time and explain how you are arriving to campus.
- Add any additional information that we should know in the **comments** section.
- Sign and date at the bottom.
- Flight information will be sent via email about one to two weeks before your arrival at campus.
- Please do not purchase your own airline ticket, because you may NOT be reimbursed for the ticket.
- See "Getting to Campus" beginning on page 4 of this Welcome Packet for more detailed information about travel**.**
- If you have questions about your travel, or any other forms, please contact Norma Martinez at (916) 640-0307 or nmartinez@cns.gov.

## 2. EMERGENCY CONTACT INFORMATION — ALL FORMS DUE WITHIN 10 DAYS

- Enter your full name (no nicknames), phone number where you can be reached, current email address, birth date and last four digits of your social security number.
    - First Name then Last Name; Ex. John Doe not Doe John
- Enter your **permanent home address**.
- List allergies, medications or medical conditions. **If none, then write "none".**
- This form also asks you to provide the names and dosage of any medications you currently take. All this information is completely confidential and necessary for your safety in an emergency situation.
- **Must list at least ONE emergency contact.** Include the names, addresses, and phone numbers of people to be contacted in the case of an emergency. These may be parents, other relatives, guardians, or friends.

## 3. CONSENT FOR RELEASE OF INFORMATION — ALL FORMS DUE WITHIN 10 DAYS

- Write your full name (no nicknames) on the first line.
    - First Name then Last Name; Ex. John Doe not Doe John
- Sign and date at the bottom.
- As a member of AmeriCorps NCCC you will likely be included in news coverage and be photographed on service assignments by NCCC staff or other Corps Members.
- It is important to understand that this information may be distributed to the public in formats including, but not limited to, news stories, posters, publications, public service announcements, or other outreach products, including possibly letters to government officials or Members of Congress notifying them of your service.

## 4. COORDINATION OF BENEFITS — ALL FORMS DUE WITHIN 10 DAYS

- This form is a required part of your healthcare coverage plan through AmeriCorps NCCC.

**Section I**

- Leave the CERT NUMBER blank as this will be filled out by the Seven Corners.
- If you know your NSPID you may enter it; otherwise leave blank.
- Enter your full name as it appears on your state issued id (no nicknames).
    - First Name then Last Name; Ex. John Doe not Doe John
- Enter a phone number where you may be reached during your AmeriCorps service.
- Enter your permanent home address, city, state and zip code.
- If you will have NO COVERAGE while in AmeriCorps, check NO and sign at the bottom.

**Section II**

- If you answered YES to having other coverage, check the boxes that apply to you.

**Section III (only if you answered YES to having other coverage)**

- Enter the insurance information.

**Section IV**

- Sign and date. You may sign this form – it does not have to be signed by your parent.
- If you have questions about your health coverage while in the program, you may visit the Seven Corners website at SevenCorners, or contact Norma Martinez at (916) 640-0307 or ***nmartinez@cns.gov*.**

## 5. ACKNOWLEDGEMENT OF RECEIPT OF WELCOME PACKET ALL FORMS DUE WITHIN 10 DAYS

- This form states that you have received and read the Welcome Packet.
- The information presented in this Welcome Packet is based on policies of the AmeriCorps NCCC program. It is important that you read and understand the requirements of this residential program.
- If you have questions about any of the information in this Welcome Packet please feel free to contact Norma Martinez, Member Support Specialist, at 916-640-0307.
- Enter your full name (no nicknames).
    - First Name then Last Name; Ex. John Doe not Doe John
- Sign and date.

## 6. MEMBER PROFILE FORM - ONLINE

- This form is used by the Campus to send updates to your hometown newspaper about your service in the NCCC and for other media opportunities.
- **This form may be completed online at: Member Profile form**
    - Please fill out the form completely and call your newspaper for their contact information.
    - Please complete this form no later than 10 days after you receive this packet.
- If you have questions about this form, please contact Sandra Erickson at (916) 640-0306 or serickson@cns.gov.

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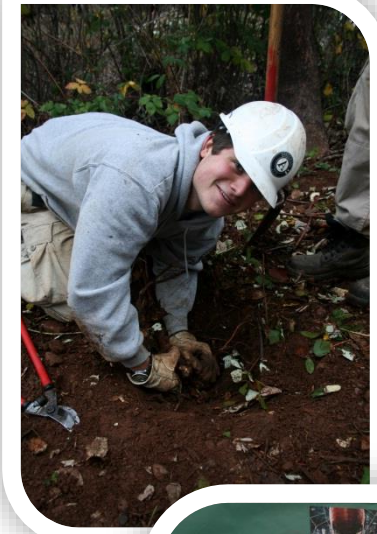
AmeriCorps National Civilian Community Corps
Pacific Region
3427 Laurel Street
McClellan, California 95652
(916) 640-0300



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