NCCC FEMA Corps Team Leader

WELCOME PACKET

North Central Region Campus
Vinton, Iowa
Class 23/Summer 2016

Twenty years from now you will be more disappointed by the things you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails."
Mark Twain

Explore. Dream. Discover.

North Central Region Campus

Iowa Braille and Sight Saving School Vinton, Iowa

IMPORTANT INFORMATION
ABOUT YOUR WELCOME PACKET

This Welcome Packet contains information vital to your success as an AmeriCorps NCCC-FEMA Corps team leader at the North Central Region Campus.

PLEASE READ THIS PACKET FROM COVER TO COVER.

It includes information about what to pack, how to arrive at the North Central Region Campus safely and what to expect when you begin to settle into our community.

Please pay special attention to the "Guide to Completing Forms" section of this packet. It contains paperwork that you must complete in order to be in-processed into our program. Please make sure to read pages 48-49 before filling out and submitting the forms attached with this email. Not getting these forms in by the deadline could result in you losing your spot at the campus.

★THANK YOU!★

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GET CONNECTED!

To provide you with an opportunity to learn more about the North Central Region, your upcoming service year and other team leaders coming to the campus, there is a group site that you can join. We ask that all postings are civil and appropriate. Click on this link to join the group - "AmeriCorps NCCC FEMA Corps Team Leader 2016 (Vinton)".

You will need to request to join the group. All questions/concerns and interactions with other incoming members pertaining to your FEMA Corps year should be posted to this group page.

We also have a campus Facebook page which is a great way for you to see what current teams are doing in the region. You can access the page at www.facebook.com/americorpsncccnorthcentral. You should not be posting specific questions/concerns you have about your upcoming experience or engaging other FEMA Corps team leaders on the campus page as that is what your group page is for.

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WELCOME FROM THE REGION DIRECTOR

Dear AmeriCorps NCCC-FEMA Corps team leader:

Welcome and congratulations on your selection as an NCCC-FEMA Corps team leader! As you know, FEMA Corps is the result of an exciting partnership between The Corporation for National and Community Service and the Federal Emergency Management Agency. You have been selected to be a team leader in our NCCC-FEMA Corps, and I want to be one of the first to welcome you to our beautiful campus located in Vinton, Iowa.

Since 1994, hundreds of thousands of Americans have served their nation as AmeriCorps members. And, you will continue the tradition of serving your nation as a team leader of the NCCC-FEMA Corps. Whereas our NCCC program focuses on a wide variety of service project areas, as a FEMA Corps team leader you are focusing solely on disaster response, preparedness and recovery activities. But, one thing remains constant for all AmeriCorps NCCC team leaders and FEMA Corps team leaders, you are joining an elite organization rich in heritage with a proud tradition of strengthening communities and developing leaders through team-based national service.

As an AmeriCorps NCCC-FEMA Corps team leader, you will be at the "tip of the spear"…out front… representing our national program. Leadership positions are demanding, and you can be very proud of your competitive selection to fulfill an extremely important role. My expectations of leaders are simple: 1) Integrity in all you do, 2) Service-before-Self in the performance of your duties, and 3) The pursuit of Excellence. As a leader, you'll be expected to act as a positive role model for not only your team members, but also for the people within the communities you serve. I'm confident that you will do well.

Prior to your arrival in Vinton, I want to say thank-you for making the decision to serve your country. My staff and I are anxiously awaiting your arrival, and we stand by to do all in our power to help make your NCCC-FEMA Corps tour of service a personally and professionally rewarding experience. I look forward to you meeting you!

Sincerely,

DANIEL S. MILNES, Region Director
AmeriCorps NCCC North Central Region

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WELCOME FROM THE MEMBER SUPPORT SPECIALIST

Dear North Central Region team leaders:

Congratulations on becoming an AmeriCorps NCCC North Central Region FEMA Corps team leader!

Although it may seem a bit overwhelming, this welcome packet is full of very helpful and insightful information that you'll use to get ready for your upcoming experience with AmeriCorps NCCC.

Please read this welcome packet thoroughly and carefully. Refer to the information throughout as questions pop up about what to expect, what you need to do to prepare, what to pack, etc. You will find the answers to most of the questions that you already have, as well as to questions that you may not have considered yet, so please read it from front-to-back and continually refer to it.

In reading, please take note of how to properly complete the forms that are sent with this packet. All of these forms are due within 10 days of when you receive this electronic welcome packet. Missing this deadline may cause you to lose your placement as a team leader, so please return them in the time frame requested.

Team leaders will be arriving in Vinton on Wednesday, June 22, 2016. Your campus in-processing activities begin on June 22, 2016, details about which are included in this packet.

Also included as a separate attachment with the welcome packet are several forms you must complete immediately. Please read the information in the packet regarding in-processing and medical benefits prior to completing these forms.

Send the following forms to Jules Idziak *within 10 DAYS*:

1. Transportation Selection Form – ***CRITICAL – this form secures your placement in NCCC***
2. General Consent Form
3. Emergency Contact Information
4. Consent for Release of Information
5. AmeriCorps Health Coverage Questionnaire

Complete online form (through Survey Monkey) within 10 days

1. Online Member Profile Form **-click on this link to complete the online form**

The North Central Region AmeriCorps NCCC staff is looking forward to an exciting 11 months with you! I wish you the best of luck throughout your service with NCCC!

Jules Idziak

Jules Idziak
Member Support Specialist
AmeriCorps NCCC
North Central Region
1004 G Ave, Vinton, IA 2349
Phone: (319) 472-9664 x 26
Email: jidziak@cns.gov Fax: (319) 472-9665

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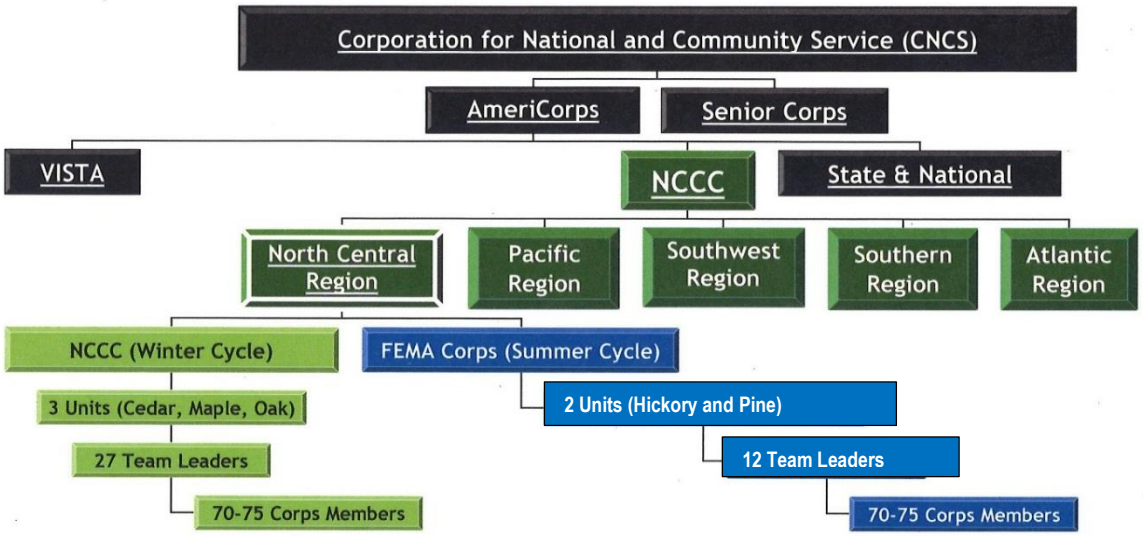
ABOUT THE NATIONAL CIVILIAN COMMUNITY CORPS (NCCC)

The Corporation for National and Community Service (CNCS) oversees Senior Corps and AmeriCorps. 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 throughout your 10 months with us!



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 in NCCC and up to 1,600 in NCCC-FEMA Corps.

For 10 months, corps members in NCCC serve in teams to meet urgent community needs through service learning projects that focus on natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation and urban and rural development. Projects operate through partnerships with non-profit organizations, state and local agencies and other community and faith-based groups. Teams of 9-12 corps members work on a series of different projects, allowing corps members to experience a variety of service experiences as well as different communities and cultures.

Corps members live on one of five campuses, located in Denver, Colo.; Sacramento, Calif.; Baltimore, Md.; Vinton, Iowa; and Vicksburg, Miss. Corps members receive training in CPR, first aid, leadership, team building and disaster services, in addition to many other topics throughout the year.

AmeriCorps NCCC Mission Statement

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

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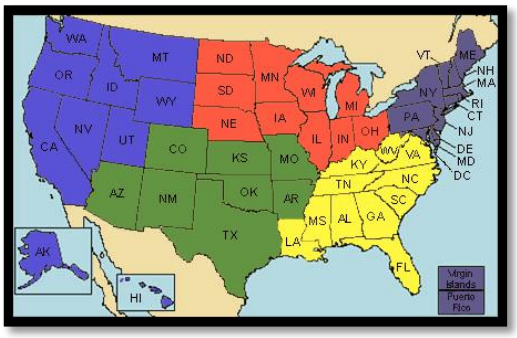
What is NCCC-FEMA Corps?



Pacific Region, Sacramento, CA(blue); Southwest Region, Denver CO(green); North Central Region, Vinton, IA(red); Southern Region, Vicksburg, MS (yellow); Atlantic Region, Baltimore, MD (purple)

NCCC-FEMA Corps is an exciting partnership between The Corporation for National and Community Service (CNCS) and the Federal Emergency Management Agency that establishes a track of up to 1,600 service team leaders and corps members within NCCC dedicated to emergency management and long term recovery efforts. Just like current AmeriCorps NCCC members, NCCC-FEMA Corps members serve a 10 month term and are eligible to serve a second year based on their performance. Also like NCCC, NCCC-FEMA Corps is a full-time, team-based residential service program for men and women ages 18–24 operated in the same campus structure as NCCC. NCCC-FEMA Corps members are assigned to one of five NCCC campuses (map to your right).

NCCC-FEMA Corps members solely focus on the administrative and logistical support of disaster preparedness, response and long-term recovery with FEMA, within and outside their campus region for their term of service. Members are dedicated to FEMA deployments in areas such as logistics, media, congressional, public assistance, reports, planning and mitigation. They provide support in areas ranging from supporting disaster recovering centers to sharing mitigation information with the public. Learn more.

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.

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 through administrative and logistical support of emergency management and long-term recovery 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.

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Leave Your Mark

We take our motto of "leave your mark" very seriously. Past experience and research from many noted professors and public policy makers indicates that getting things done or leaving your mark 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.

Thinking about these large problems can feel overwhelming. However, by dedicating 11 months of your life to national service, you have provided a solution for the first part of this problem-community involvement. **During your time as a member, your service will make a real difference in people's lives. You will get things done, and those who benefit will not forget what you did for them.**

By doing national service, you will help to build a web of relationships and social interest that will last for generations to come. However, we have a long way to go. The way to get there is through learning, understanding and evaluating some of these hard issues and addressing them in proper forums. NCCC strives to build a community of critically minded thinkers who do not simply leave their mark, but, more importantly, get things done thoughtfully through actions that are informed and prepared.

WELCOME FROM THE UNIT DEPARTMENT

Upon arrival, corps members are assigned to one of two units-hickory and pine. Each unit is led by a unit leader who manages operations and provides guidance and support to team leaders and corps members. Units are comprised of 35-45 corps members, broken down into five teams per unit.

Greetings and welcome to AmeriCorps NCCC!

Greetings from the unit office fondly referred to as "The Grove". We are excited to have you on board with us this year. Team leaders are the driving force behind the success of our teams and we cannot wait to begin what you will soon learn will be one of the busiest, most influential years of your life.

Being a team leader isn't easy. Prepare to be challenged mentally, physically and emotionally. Long work days are standard and there will be days you may think you have reached your limit. To borrow a tag line from another prominent leadership opportunity, your team leader position is the "toughest job you will ever love". As unit leaders, we are here to support you through the challenges and to encourage you to grow personally and professionally.

The benefits of the team leader experience far outweigh the sacrifices and you leave at the end of the service year with a huge sense of accomplishment and growth. You make lasting connections and lifelong friends with your fellow leaders and will look back fondly on your time "in green".

Thank you for agreeing to take this journey with us and we cannot wait to meet you.

On behalf of the Unit Department

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GETTING TO CAMPUS

Arrival

All **team leaders** (TLs) must **arrive** on **Wednesday, June 22, 2016 between 9:00 a.m. – 2:00 p.m.** The North Central Region Campus staff will welcome and help you get settled in.

Travel

Your transportation to and from the campus at the beginning and end of the program is arranged and paid for by the campus personnel office. Please complete and sign the ***transportation selection form*** sent with your welcome packet. If the form is not signed we cannot confirm your spot at the campus. Submit this form to Jules Idziak no later than **10 days after receiving this packet**.

Your contact for travel-related questions is:
Jules Idziak Phone: (319) 472-9664 x 26
E-mail: jidziak@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.

HOTEL SUGGESTIONS

(Here are few hotels nearby; there are more hotels in Cedar Rapids and Waterloo.)

Cobblestone Inn & Suites
1202 W. 11th St., Vinton, IA 319-472-2220
Across from the campus/next to Alco

Modern Motel
302 N K Ave, Vinton, IA 319-472-2391
1.1 miles from campus

Rockwood Motel
504 Highway 218 N, La Porte City, IA 319-342-2556
19.8 miles from campus

Windmill Country Inn
421 Franklin St, Center Point, IA 319-849-2245
20 miles from campus

Hampton Inn
3265 6th Street SW, Cedar Rapids, IA 319-446-7100
34.3 miles from campus

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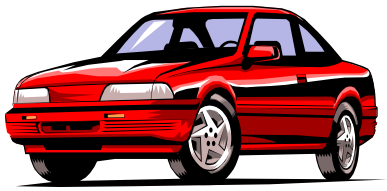
Travel Options

Airplane

- If the trip to our campus is more than 50 miles, in most cases we purchase an airline ticket for you.
- The NCCC campus **purchases the airline ticket for you** and contacts you with your travel information. The campus arranges travel in this way so that we may coordinate shuttle pick-ups, and also pay the government rate for the airline ticket. **DO NOT** attempt to change your reservation.
- NCCC reimburses you for mileage you drive from your home of record to the airport if the distance is equal to or exceeds 50 miles. Mileage is calculated by a NCCC staff member.
- **You receive your travel arrangements and itinerary via e-mail approximately a week before your arrival (around Wednesday, June 15, 2016).**
- **Immediately verify that your personal information is spelled correctly on your itinerary.** Your itinerary provides you with lots of information about when and how you will be traveling. Check it carefully for airline and flight time information. If you have questions, please contact Jules at jdziak@cns.gov or 319-472-9664 x 26.
  - You do not receive a paper ticket from NCCC. You receive your boarding pass when you check in at the airport on your travel day.
  - You need to present a valid photo ID at the ticket counter to receive your boarding pass/ticket. THE NAME ON THE ID NEEDS TO MATCH WHAT IS ON YOUR ITINERARY.
- Please contact your local airport to inquire about pre-flight arrival to the airport. The general recommendation is to arrive two hours prior to your flight, to allow time for checking in, clearing security and boarding your plane.
  - For help with security and packing questions you can check the Transportation Security Administration's (TSA) website at www.tsa.gov.
  - For specific information about your home airport or the airline you are scheduled to fly on you can check the web for their websites.
- If your airline charges for a checked bag **(within weight limit)**, NCCC will reimburse you for the cost of your NCCC issued military style duffel bag which will be mailed to you. You must get a receipt and bring it to the campus. **Without a receipt you will not get reimbursed.**

Personal Vehicle



- **You can choose to bring your personal vehicle to the campus, but due to a shortage in parking, bringing a vehicle is not recommended.**
- **You may be required to park as far as ½ mile to 1 mile from campus.**
  - *It is important to note that cars are never permitted to be at your project site and you will actually spend very little time on campus. We have vans available for transportation in the area so you will not need a vehicle and would have minimal access to it anyway.*
- The NCCC Campus reimburses you for the mileage you drive from your home of record to the campus at a rate of **$0.565 per mile up to a maximum of $275**. Mileage is determined by the General Services Administration (GSA) and is calculated by a NCCC staff member using online mapping services.
- If your travel plans cause you to arrive earlier than your designated arrival date you need to make independent lodging arrangements as **you are not allowed to move in until your arrival day.**

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Arrival in Vinton, Iowa

Between 9:00 a.m. – 2:00 p.m. on Wednesday, June 22, 2016 (TLs) staff and transportation are available at the following transportation hubs, awaiting your arrival:

- Eastern Iowa Airport (Cedar Rapids) - Air travelers fly into Eastern Iowa Airport in Cedar Rapids and are met by NCCC representatives. When you arrive, follow the signs to "Baggage Claim." NCCC representatives are waiting in the baggage claim area. **Please check-in with the representatives as soon as you arrive.**
    - NCCC representatives will then direct you to the NCCC shuttle which will take you to the campus. The ride is approximately 45 minutes.

- **Personal Vehicle**- If you are driving or someone is driving you to the campus you should plan to on your designated arrival day. Follow the directions provided on page 15. You are not able to check in before this date and timeframe.

Packing for All Team Leaders

Due to limited storage space on campus, you are only able to bring a small amount of personal items. **You will receive a standard military-style duffel bag in the mail a week before your arrival.** The size of the duffel bag is 12"x12"X30".

You may only bring to campus items that fit in your NCCC military-style duffel bag and one small carry-on.

- **Do NOT** have additional items mailed to you.

An acceptable carry-on would be a purse, laptop or small backpack or something of similar size.

- Small suitcases that the airlines allow as carry-ons are NOT permitted unless you can fit it inside the duffel bag.
- You are only allowed one carry-on, regardless of whether you fly or drive.

Please ensure your address is correct in "My AmeriCorps" portal.
You will need a street address for us to UPS a NCCC duffel bag to your home

Each time you depart for a project, you have to pack up your personal items, because there will be another class of NCCC members that will be using the rooms while you are gone.

- **Anything that does not fit in the NCCC military-style bag will not be stored at the campus while you are on SPIKE.** You will be responsible for finding local storage at your own expense or otherwise disposing of the items.
- There is limited space in your vans to take personal items so you can't bring everything with you.

Team leaders are given a large red backpack (22"x10"x16") to use for packing on SPIKE projects. Please think carefully about what you really need while you are in the NCCC. It's a lot less than you may think.

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Packing for Travel

- Airlines often charge for overweight baggage…pack carefully and be prepared. You are responsible for the cost of overweight charges. Contact the airlines about additional fees for overweight bags.

- NCCC only pays for your NCCC issued military style duffel bag (within weight limit).
    - **You are responsible for the bag fee upfront so make sure to bring cash and/or credit card to pay for this fee up front.** Save your receipt for reimbursement.

- Place a luggage tag with your name, home address, phone and email on your NCCC issued military style duffel bag. Also write this information on a sheet of paper and place inside your bag as a backup in case the luggage tag is ripped off your bag.
    - Make sure to have a description of your checked bag and a list of what is inside in case your bags are lost/misplaced by the airline. They will ask you for this information so keep it with you.
    - Do not write your name on the outside of the NCCC bag. This bag is the property of NCCC and you do not get to keep it.

- Certain items cannot be taken onto any airplane. These include (but not limited to) sharp objects, liquids, firearms and more. Please check the TSA website for the latest information on restrictions and carry on limitations as they change from time to time.

- Always have your government issued photo ID with you, along with your flight itinerary and AmeriCorps NCCC campus contact information.
    - Do not pack these items in your checked baggage as you will need these items while flying.

Travel Timeline

- **Immediately** - The deadline for the **Transportation Selection Form** is **10 days** after **receiving this welcome packet**. You must complete and submit your forms on time or it may result in you losing your spot at the campus.
    - Make sure to provide your **full name** as it appears on your driver's license or state issued ID.
    - If you are having problems with getting the form in on time contact Jules Idziak at (319) 472-9664 x 26 or idziak@cns.gov.

- **Approximately a week before your arrival,** you receive your travel itinerary via e-mail (June 15, 2016).
    - For you to receive this information in a timely fashion, please make sure that your contact information is up-to-date in the "My AmeriCorps" portal.
    - Contact Jules Idziak with travel changes at 319-472-9664 x 26 or idziak@cns.gov.
    - **Please do not contact Jules about receiving your itinerary until after July 1, 2015.**

- **Night before you arrive,** go online or call the airport to check on the status of your flight as flight times can change. Also check your airport location in relation to your home and determine the travel time required to get to the airport in plenty of time to make your flight (you want to arrive 2 hours before your flight is scheduled to leave). Make sure to have directions to the airport and verify if you will need to have change for any tolls.

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- **Travel/Arrival Day**
  - **Wednesday, June 22, 2016** – Go online or call to check on the status of your flight to make sure there have been no changes and/or delays.
  - At the airport you want to check in at the airline counter located in the departure terminals.
  - Have your ID and flight information (itinerary) with you at all times.
  - Proceed directly to security checkpoints once you have checked your NCCC issued military style duffel bag and received your boarding pass. Do not put your boarding pass or photo ID away as you will need it at the security check point.
  - Be patient, courteous and aware as your go through the security checkpoint. Follow all instructions carefully provided to you by TSA personnel.

  - After you have passed through the security checkpoint proceed to your gate (your gate number is listed on your boarding pass) and double check your flight's status.
  - Flight information monitors are located throughout most airports and gates and are normally arranged in order by city. Make sure that you are looking at departure flight information monitors and not arrival monitors (listed at top monitor). Major airlines also have customer help centers located in the terminals.
  - Most airlines board passengers by "rows" or "zones". Your seat assignment and/or zone is located on your boarding pass. Listen to the announcement prior to and during the boarding process.
  - Once on the airplane, find your seat and get in your seat. This allows others to board more quickly.
  - Always follow the instructions of the flight crew and listen carefully to the safety briefing given at the beginning of the flight.
  - If you miss your flight, a connecting flight or your flight has been cancelled or delayed…or there are any other changes to your flight itinerary during your travel that will affect your arrival time…Call Jules Idziak as soon as you can!

- **Within 10 days upon arriving** – You receive reimbursement for any travel you paid for out of pocket, including reimbursement for mileage on a personal vehicle (up to $275.00). Additionally, if you are traveling more than 50 miles to get to the airport and/or bus station in a personal vehicle, you are reimbursed for that as well.

Thank you in advance for your flexibility!
Keep in mind that we must arrange transportation for team leaders on the same day and make it fit logistically with airport shuttles to the campus. We apologize for any inconvenience this may cause.

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DRIVING DIRECTIONS TO CAMPUS

Drivers please plan to arrive on campus no later than 2:00 p.m. on Wednesday, June 22, 2016

Campus address: 1004 G Ave, Vinton, IA 52349

Vinton, Iowa is located approximately 30 miles northwest of Cedar Rapids.

FROM DES MOINES AREA

- Take I-80 E
- Take Ext #142/Bondurant/Marshalltown onto US-65 N
- Continue on IA-330 N
- Take ramp onto US 30 E
- Turn left at 24th Ave/S US-218; continue north for 13 miles
- Turn left to continue on US-218; continue north for 1 mile
- Turn right at W 13th St; continue east for 0.2 miles
- Turn left at G Avenue; continue north for 3 blocks
- The campus is on your left

FROM IOWA CITY/CEDAR RAPIDS AREA

- From I-380, take exit 16 to merge onto US-151 S/US-218 N/US-30 West toward Tama
- Continue west on US-218 N/US-30 for 19.3 miles
- Turn right at US-218; continue north for 13 miles
- Turn left to continue on US-218; continue north for 1 mile
- Turn right at W 13th St; continue east for 0.2 miles
- Turn left at G Avenue; continue north for 3 blocks
- The campus is on your left

FROM WATERLOO AREA

- Go south on US-218 for about 28 miles
- Turn left at W 9th St; continue east for 0.3 miles
- Turn right at G Avenue. The campus is on your right

FROM DUBUQUE AREA

- Take US-20 west for about 65 miles
- Take exit 254 for IA-150 toward Vinton/Independence
- Turn left on IA-150 (Jamestown Ave.); continue south for 14 miles
- Go underneath I-380; continue south on 31st Ave. for 1.5 miles (IA-150 turns into 31st Ave.)
- Turn right on 55th Ave. to rejoin IA-150; continue west for 6.4 miles
- Veer left on 24th Ave. to continue on IA-150; continue south for 3.8 miles
- Turn right at W 2nd St/IA-150; continue west for 0.2 miles
- Turn left at C Avenue/IA-150; continue south for 0.5 miles
- Turn right at W 10th St; continue west for 0.2 miles
- Turn left on G Avenue. The campus is on your right

****Once you get to the campus follow the NCCC signs for directions to where you need to check in.**

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Frequently Asked Questions about Getting to Vinton

Q: Are there limits to the personal belongings I can bring?

A: Due to limited storage space on campus, you will only be able to bring a small amount of personal items. After you accept your offer to join the NCCC, you **will receive a standard military-style duffel bag** via UPS a week before your arrival. You may only bring to campus items that fit in this bag and one small carry-on. **Do NOT have additional items mailed to you or bring with you in your vehicle.** An acceptable carry-on would be a purse, laptop or small backpack.

Each time you depart for a service project, you have to pack up the items in your room, because there will be another class of NCCC members that will be using the rooms while you are gone. We will store your NCCC military duffel bag while you are gone. Anything that does not fit in the bag will not be stored and you will be responsible for finding local storage at your own expense or otherwise disposing of the items. There will be limited space in your vans to take personal items so you can't just plan on bringing everything with you. Please think carefully about what you really need while you are serving in the NCCC. It's a lot less than you may think.

We will issue you a mattress pad and sleeping bag. There is no need to bring heavy blankets or comforters. You may want to bring a pillow and a sheet for a regular twin size bed.

Q: Can belongings be mailed before campus opening?

A: No. You are only allowed to bring with you what you can fit into your NCCC duffel bag and one carry-on like a purse, laptop or small backpack.

Q: Is there anything special I need to have with me upon my arrival at campus?

A: Yes. When you check-in upon arrival you are asked to provide copies of: a government issued driver's license or photo ID; driving record; and a record of current Tetanus shot (you will receive this shot during your physical if you cannot prove that you have had one in the past seven years). Please make sure this information is easily accessible. Do not pack these items in your checked luggage.

HIGHLIGHTS FROM THIS SECTION

- Your **Transportation Selection Form** is due 10 days after receiving this packet.
- You will receive your travel information approximately a week before your travel day! Don't panic…We promise we will get you here!
- Team leaders are issued a NCCC military style duffel bag to bring their belongings with them to the campus and one small carry-on such as a purse, laptop or small backpack. Team leaders are not allowed to bring any other luggage with them or ship items to the campus.
- It is important that you keep your mailing address and email updated in the "**My AmeriCorps**" portal. If your address is incorrect you will not receive your NCCC duffel bag. If your email is incorrect, it will delay you receiving your travel itinerary.

WHAT TO EXPECT ON ARRIVAL

Your First Day on Campus: Arrival Day

Wednesday, June 22, 2016 (TLs)

This schedule and arrival process is just an example and is subject to change.

9:00 a.m. – 2:00 p.m.	**Arrival of team leaders** Residence hall check-in, uniform issue and photo IDs.
12:00 - 1:00 p.m.	**Lunch** Lunch is available throughout the day.
5:00 - 6:00 p.m.	**Unit Welcome** Meet unit leaders and other team leaders assigned to your campus.
6:00 - 7:00 p.m.	**Dinner**
7:00-7:30 p.m.	**Residence Hall Safety Orientation**

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The Next THREE Days: In-Processing

In-processing begins on **Thursday, June 23, 2016 for team leaders**. In-processing involves your first community meeting, in-processing paperwork, benefits and pay, verification of travel claims for baggage fees and mileage, uniform issue, boot sizing, banking, personnel questions, living allowance and much more. In-processing requires your full-attention and we thank you for your patience in advance.

Sample of In-processing Week for Corps Member Arrival *(EXAMPLE ONLY)*: This is not your actual in-processing schedule; it's just to give you an idea of what you can expect. You receive your in-processing schedule on arrival day.

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:45 AM – 7:45 AM **Breakfast** 8:00 AM – 9:30 AM **Community Meeting** 9:45 AM – 11:00 AM **Residence Orientation** 11:30 PM – 12:30 PM **Lunch** 12:45 PM – 2:15 PM **In-processing Paperwork** 2:30 PM – 4:30 PM **Kitchen Orientation** 4:45 PM – 6:30 PM **Uniform Sizing Makeup** 5:30 PM – 7:00 PM **Dinner**	6:45 AM – 7:45 AM **Breakfast** 8:30 AM – 12:00 PM **In-processing Stations** • Uniform Issue • Vehicle Registration and Computer Lab/Portal Overview • ID Badges • Travel Verification • Banking • Boot Sizing (please bring or wear a pair of socks to boot sizing) 12:00 PM – 1:00 PM **Lunch** 1:00 PM – 5:30 PM **In-processing Stations (continued.)** 5:30 PM – 7:00 PM **Dinner** 7:30 PM – 8:30 PM **Team Meetings**	6:00 AM – 7:00 AM **Breakfast** 8:00 AM – 8:50 AM **Community Meeting** 9:00 AM – 12:00 PM **NCCC Policies & Procedures** 12:00 PM – 1:00 PM **Lunch** 1:00 PM – 4:30 PM **Safety Training**	10:30 AM – 2:00 PM **Exploring the Community** 2:15 PM – 3:15 PM **CTI Orientation**

To facilitate your in-processing, please read pages 48-49 thoroughly then fill out the attached forms (separate attachment from welcome packet) and submit via email or fax.

To Jules Idziak: *(all returned within 10 days)*

- Transportation Selection Form – ***CRITICAL – this form secures your placement in NCCC***
- General Consent Form
- Emergency Contact Information
- Consent for Release of Information
- AmeriCorps Health Coverage Questionnaire

Complete online form within 10 days

- Online Member Profile Form-click on this link to complete online

Please complete this form now so you do not forget.

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Required In-Processing Documentation

- A valid government issued photo ID (front and back) with the date of birth listed
- A second form of form of Identification (See I-9 section below)
- A copy of your current driving record (past 3 years)
- Your bank information (account and routing numbers)
- Record of current Tetanus shot – you will receive this shot during your physical if you cannot prove that you have had one in the past seven years

FEMA Identification Badge

IMPORTANT INFORMATION
Please make sure to read and bring the required documentation. If you do not it could prevent you from serving in NCCC-FEMA Corps.

Required I-9 Identification

1. Department of Homeland Security (DHS) regulations **require two (2) forms of identification.** Please bring your two forms of identification with you to campus.
2. Documents **must be the originals or a notarized copy.**
3. At least **one document must be a valid, unexpired state or federal government-issued picture identification** with date of birth listed.
4. You **cannot present two pieces of ID issued from the same agency** (i.e.-driver's license & state ID issued by DMV)
5. **Acceptable Forms of Identification:** You must have **two original forms of identification from this list.** At least one document must be a valid, unexpired state or federal government-issued picture identification with date of birth listed. For the second form of identification one of the following is acceptable:
   A. US Passport (Unexpired); photo must look like you!
   B. Certificate of US. Citizenship (Form N-560 0r N-561)
   C. Certificate of Naturalization (Form N-SSO or N670).
   D. Permanent Resident Card with Photograph
   E. Unexpired state issued identification with photo and date of birth listed or driver's license issued by state or outlying possession of US
   F. Social Security Card issued by Social Security Administration
   G. Original or certified copy of a birth certificate issued by state, county, or municipal authority or outlying possession of US bearing an official seal
   H. Certificate of Birth or Certification of Birth Abroad issued by Department of State (Form FS545 of DS- 1350)
   I. Unexpired Military Identification Card or unexpired Military Dependent Card
   J. Native American Tribal Document

IMPORTANT NOTICE: If you were born outside of the United States, one of your two forms of Identification MUST be one of the following:
1. Unexpired U.S. Passport or US. Passport Card
2. Unexpired Retiree Military ID (Sponsor)
3. Certification of Naturalization of Citizenship Documents
4. Certificate of Birth or Certification of Birth Abroad issued by Department of State

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A Copy of Your Driving Record

All team leaders and corps members with valid state driver's licenses are required to bring a current copy of their driving record to campus. Everyone has a driving record if you have a driver's license, regardless if you have had any tickets or not.

- Most records can be obtained by calling the registry of motor vehicles in your state.
- **There is a small fee involved (you are not reimbursed for this charge).** ***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.
    - The driving record can be official or unofficial.
- NCCC requires a copy of your driving record because team leaders are required to drive government vehicles.
- You may email, mail or fax this information to the campus before your arrival. Send to the attention of Jules Idziak.

Everyone has a driving record if you have a driver's license, regardless if you have had any tickets or not. So you still need to obtain a copy of your driving record.

Banking

You are required to have a direct deposit account in order to receive their living allowance. Funds are automatically deposited into your account on designated dates. You may access their funds through automatic teller machines, bank cards, check writing or other banking services, i.e. teller services.

If you currently have a checking account and elect to have your funds deposited into that account you can login in to the "My AmeriCorps" portal and complete your online banking form. You will need your bank account and routing number.

If you do not presently have a checking account with a debit card or desire to establish a new account once you arrive on campus, you will need to visit one of our local banks on your own time. You are not required to use these banking institutions, but remember that you must have a direct deposit account in order to receive your living allowance.

If you are unable to acquire a debit card through a banking facility please come prepared with a refillable debit card. These cards generally have a monthly fee, but you are able to use them as a debit card. Information about these cards can be found online. They do not require a banking account, but can be used to directly deposit your living stipend. Please contact Jules Idziak, 319-472-9664 ext. 26 or jidziak@cns.gov, with any questions regarding this. She will be able to assist you in setting up the card.

****You will receive your first full allotment approximately two weeks after you arrive on campus so please bring money to hold you over.****

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Vehicle Registration

Private vehicles must be registered with the campus. If you are driving to campus with a private automobile you must have the following information to register your vehicle:

- A valid driver's license
- Vehicle registration papers
- Proof of insurance

TB/Tetanus/Drug Test

You undergo a very basic physical during your initial training. This physical examination takes place during your first week on campus at Virginia Gay Hospital. The physical examination involves:

- Vaccination for tetanus/diphtheria and a skin test or x-ray for tuberculosis (TB). If you have had a tetanus vaccination please bring documentation. ***Please bring a copy of your immunization records***.
    - *If you cannot provide documentation you will receive the shots.*
- Ten panel drug test

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

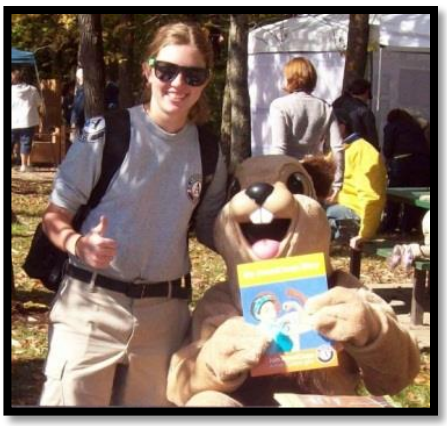
Frequently Asked Questions about What to Expect After Your Arrival

Q: What is "in-processing"?

A: In-processing involves the verification of travel claims for baggage fees and mileage, uniform issue, banking, personnel questions, completion of forms, benefits and pay, living allowance and much more. In-processing officially enrolls you in to the program.

Q: What should I expect when I first get to campus?

A: Upon arrival, you check in at our welcome center (Member Support Specialist Office) where you verify your name, turn in paperwork, meet staff, receive your room assignment and go through uniform sizing. Later that evening you will have a few meetings to attend.



Q: What will I do for meals upon my arrival at campus?

A: Lunch is available throughout the day in the cafeteria due to a flexible arrival schedule. Dinner is served from 6:00 – 7:00 p.m. If you arrive after this time other accommodations are made for you.

Q: Why do I need to bring a copy of my driving record?

A: Team leaders and corps members are asked to drive government vehicles and sometimes project sponsor vehicles and as a result we need to have their driving record on file. This allows us to make sure that those driving are safe drivers.

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HIGHLIGHTS FROM THIS SECTION

- These are the items you need to bring with you for arrival day and in-processing:
  - Copy of your driving record (3 year history)
  - Documentation of tetanus shot if you have had one. If you have not or do not have documentation, we provide the shot for you.
  - You will need to bring to campus two forms of identification.
    - One must be a Valid Government Issued Photo ID with date of birth.
    - The other must be one of the acceptable forms of I-9 documents. Documents must be original or a notarized copy.
- If you do not wish to have your stipend deposited in your current bank account, you can sign up for a new account with a local bank on your own time. You can also acquire a refillable debit card on your own terms before coming to the program.
- You undergo a drug screening within the first week. Anyone testing positive is immediately dismissed from the program. Also, random drug testing occurs throughout the 10 months of service (11 months for team leaders).

CORPS LIFE

To access the member handbook click on the link "Corps Life" above. This handbook should not be shared with other members. Each member will receive a copy of the welcome packet and access to the member handbook once they have been legally and medically cleared. Located under "Tools and Information Section" and then "Manuals and handbooks.

Your Contact Information

Even though you are traveling and changing locations on a frequent basis, we strongly encourage you to keep in touch with family and friends.

Mail

You are provided with mail service through the administrative offices in the basement level of Palmer Hall. Mail is sorted by support team leaders into team mail bins in the mail room and team leaders pick up the mail and any boxes/packages at the end of each day.

- Corps members are not allowed to pick up their own mail.
- You do not receive any mail and/or boxes/packages on Saturday, Sunday, or federal holidays as U.S. Postal Service, UPS and Fed Ex do not deliver to the campus on these days because our administrative offices are closed.

The following is your address for your 10 months of service. Family and friends may address items to you as follows:

YOUR NAME –Class 23/Team #
AmeriCorps NCCC
1004 G Ave
Vinton, IA 52349

Example:
Jane Doe –Class 23/Pine 1
AmeriCorps NCCC
1004 G Ave
Vinton, IA 52349

(You receive your team assignment (TEAM #) during team leader training so until then leave your team # off your address.)

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

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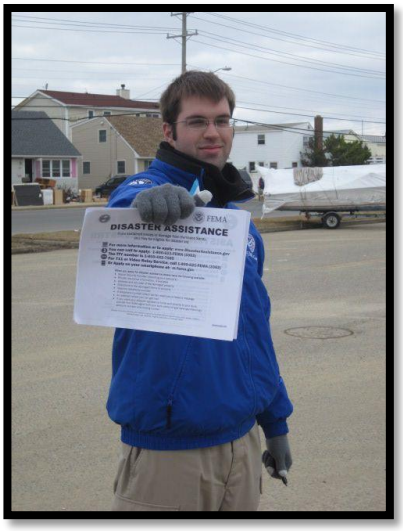
not receive bills as quickly as you do at home. Also, due to the size of our organization, the U.S. Postal Service does not forward mail to you from here to your next address at the end of the program, even if you submit a forwarding order. It is also recommended that you do not forward mail via the postal service from your current residence to the address above, as items may get lost or delayed. You 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

You are not always staying at the Vinton campus. 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 campus address is sent to you wherever your team is serving, with the exception of boxes/packages. **Due to the cost of shipping, only boxes or packages containing medical or emergency items will be forwarded to SPIKE sites.** All mail that is not forwarded to SPIKE sites is waiting for you in the mail room in the basement of Palmer Hall when you return to Vinton for transitions between project rounds.

Telephone

Residences Hall

There is a phone available in Rice Hall (room 203) that team leaders and corps members may use to make local calls. However, you need a calling card to make long distance calls.

Emergency

In the event of an **emergency** you may be contacted through your **unit leader.** These contact numbers are provided to you upon your arrival and posted on boards in residence halls. It is your responsibility to communicate these phone numbers to necessary family members.

Administration Offices (Palmer Hall/Basement Level)

The **North Central Region Administration** can be reached between the hours of 8:00 a.m. - 5:00 p.m. central time Monday - Friday at **(319) 472-9664.**

Key Staff Telephone Extension and Email:

Jules Idziak, Member Support Specialist	x 26	jidziak@cns.gov

Cell Phones

Personal cell phones are permitted. We do require, however, that you keep them turned off during trainings, work hours and team meetings.

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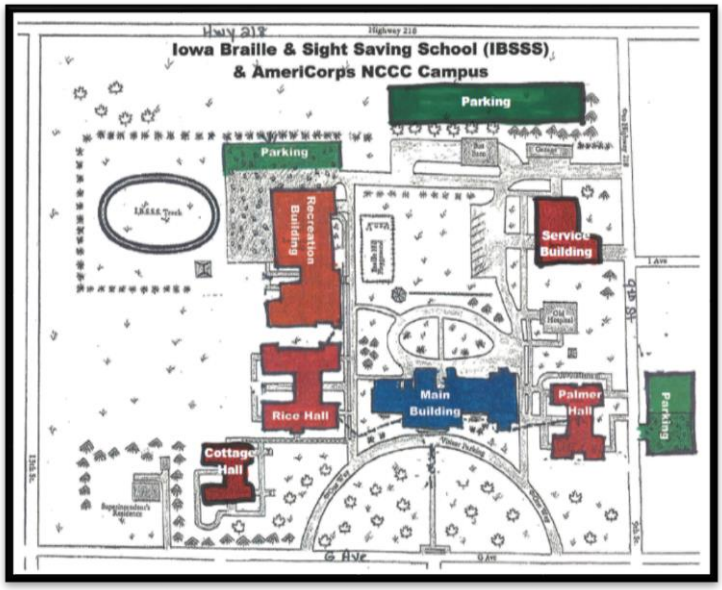
About the Vinton Campus



The North Central Region campus is located in Vinton, Iowa, about 30 miles northwest of Cedar Rapids. The NCCC campus is housed on the Iowa Braille and Sight Saving School (IBSSS) facility and AmeriCorps NCCC shares space with IBSSS.

Founded in 1852, IBSSS is Iowa's second oldest education institution and is a fully accredited school governed by the State Board of Regents. Mary Ingalls, their most famous student, graduated from this school in 1889. The school's mission is to enable Iowa's students who are blind or visually impaired to function as independently as possible in all aspects of life by providing appropriate educational opportunities, resources and support services.

Though you most likely only spend about 10-25% of your time as a team leader on campus (the balance of your time is spent on projects at other locations throughout the United States), you will certainly never mind "coming home" to Vinton. It is a charming small town with specialty shops, a theater, activity centers and outdoor recreation opportunities.

The North Central Region campus consists of four buildings: the service building and three residence halls: Rice Hall, Palmer Hall and the Cottage. The administrative offices are open from 8:00 a.m.—5:00 p.m. (central) Monday through Friday and are housed in the basement and first floor of Palmer Hall. To meet with staff outside of these hours you need to make an appointment with them.

Resources available to team leaders on Administrative Offices (Palmer Basement) Floor

- Life After AmeriCorps room - Resources are available to assist you with your Life After AmeriCorps (LAA) plans.
- Mail room – Where mail is sorted for pick up by team leaders.
- Outgoing mail – You are able drop off outgoing mail which is picked up Monday-Friday by the U.S. Postal Service. There is also mail drop box located on the 1st floor of Palmer Hall.
- Copier and fax machine – located in west wing of the administrative offices.

Fun Facts about Iowa

- Nickname: the Hawkeye State
- **State Motto**: Our Liberties We Prize and Our Rights We Will Maintain
- **State Bird**: Eastern Goldfinch
- **State Tree**: Oak
- **State Flower**: Wild Rose
- **State Rock**: Geode
- **Population**: 2,982,085 (2006)
- **Land Area**: 55,869 square miles
- **Statehood**: December 28, 1846 (the 29th state to enter the union)
- **Capital City**: Des Moines (2 hours from Vinton), population 196,917 (2005)
- **Governor**: Terry Branstad
- **Lt. Governor**: Kim Reynolds

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North Central Region Staff

Region Director	Dan Milnes
Deputy Region Director for Operations	Rob Levis
Deputy Region Director for Programming	Jody Burns*
Deputy Region Director for Units	Jesse Hurley
Assistant Community Relations Specialist	Erin Horning*
Assistant Member Support Specialist	Dorothy Olszyk
Assistant Program Director	JJ Trotta*
Assistant Program Director	Alana Svensen*
Assistant Program Director	Jeff Moeur*
Assistant Program Director-Training	Audra Piotti*
Community Relations Specialist	Angela Sarrels*
Counselor	Sam Thompson
Fleet Manager	Chastity Northrup
Logistics Assistant	Dave Luther
Member Development Associate	Marilyn Ponce*
Member Support Specialist	Jules Idziak*
Program Associate	Erin Harmon*
Program Associate	Kellie Mattingly*
Residence Coordinator	Tosha Giroux
Resource Manager	Jamie Schoch
Resource Manager Associate	Rachael Smith*
Support Services Specialist	John England
Program Assistant	Gus Davila*
Unit Leader	Allison Watkins*
Unit Leader	Jimmy Kelly*
Unit Leader	Fritz Noren
Unit Leader	Thomas Howard*
Unit Leader	Lindsay Miles

**Indicates staff member is a NCCC alum.*

Residence Halls

Palmer Hall, Rice Hall and the Cottage each have three floors. The basement and part of the first floor in Palmer is reserved for the administrative offices of staff. In Rice Hall the basement consists of training rooms, kitchens, laundry room and dining areas. The first and second floors in the residence halls consist of

- Corps member and team leader rooms (Palmer mostly has rooms on the second floor)
- Lounges (three in each hall)
- Computer lab (Palmer only) – a total of 10 computers in the lab with Internet access
- Male and female bathrooms
- Laundry rooms – washers and dryers (free)
- Kitchens (three in Palmer, two in Cottage and four in Rice)
- Dining areas (four in Palmer, two in Cottage and three in Rice)

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Two team leaders are assigned to a room. Room amenities include single beds, wardrobes, chairs, a desk and trash can. Roommates are same-sex.

Lounge amenities include couches, TV, DVD player, tables, books, games and trash/recycling containers.

Kitchen amenities include ovens/convection microwaves, sinks, microwaves and refrigerators. Each team is assigned a kitchen where they store food and prepare meals. Each team is also assigned their own refrigerator to store food.

Meals

Teams prepare and eat most of their meals in the kitchens and dining rooms located in Palmer Hall, Rice Hall and the Cottage. Team leaders and corps members with special eating requirements/dietary needs should be prepared to supplement their diet on their own. You may choose to eat outside of these planned meals at your own expense.

Meals on SPIKES: Meals for teams on SPIKE service projects vary. The team leader is given a budget for each SPIKE service project. The amount of the budget varies depending on what food/meals your project sponsor may provide your team. Usually teams eat cereal/oatmeal for breakfast, granola bars/fruit/sandwich (PB&J or meat) for lunch and dinners vary from team to team. **Special dietary needs are at your own expense.**

Safety & Sanitation

We want to maintain a safe and healthy living environment for all corps members and team leaders. Teams are **responsible for the cleanliness of their private rooms, kitchens and common areas on a daily basis.** In order to make sure team leaders and corps members are maintaining their rooms and common areas, room inspections are enforced. Inspections are an overall check for the safety and cleanliness of each room.

Rooms, kitchens and common area inspections are conducted weekly in addition to the team leader's pre-spike room inspections. Some inspections are announced and others are random. Inspections are managed by the residence coordinator and unit staff. Unit staff manages discipline for failed inspections. Inspections are completed by a two-person staff team to ensure the security and privacy of personal property.

Room and common area inspection minimum requirements include:

Room Inspections

- Beds made daily
- Clothing and personal items stored
- Trash containers emptied
- Floors free of debris
- Windowsills and furniture dusted

Common Area Inspections

- Floors free of debris, swept, mopped and vacuumed
- Counters/tables/sinks wiped down
- Toilets/showers disinfected and scrubbed
- Trash/recycling containers emptied

Prohibited Items in Rooms

- Candles, incense, flammable materials, hot plates, microwaves, coffeemakers, broilers, rice steamers, illegal drugs or any paraphernalia, ashtrays, refrigerators (will be provided for medicine), alcoholic beverages and/or containers.

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 hair dryers, irons, etc. plugged in when not in use

Specifics about room and common area inspections are reviewed during team leader training.

Drug and Alcohol Policy

Alcohol is prohibited during service or training hours and shall not be used by or served to anyone, regardless of age, in AmeriCorps NCCC facilities, housing areas or project sites. Alcohol may not be transported in AmeriCorps NCCC/sponsor vehicles for any reason. It is not the intent of AmeriCorps NCCC to preclude anyone who is of legal age from drinking alcoholic beverages in licensed establishments, either on host facilities or in the community.

The consumption of alcohol is not permitted at any time on campus, at the project work site, SPIKE lodging or during working hours.

AmeriCorps NCCC has a zero tolerance on illegal drug use. You undergo drug screening as part of a basic physical exam within one week upon arriving. Urinalysis drug screening also occurs randomly throughout your 11 months of service. Urinalysis testing and searches of campus facilities can also be done if probable cause exists. Anyone testing positive is immediately dismissed from the program. Drug paraphernalia found in a person's possession leads to dismissal as well.

Smoking

Our campus is located on the grounds of a public K-12 school. Iowa state law does not allow smoking on school grounds. In addition, possession or use of drugs or alcohol on school grounds is in violation of Iowa state law. Not following the smoking policy may result in members not being able to smoke on campus at all.

Smoking is not permitted in any buildings or anywhere on campus other than the designated smoking area across the street from Palmer hall.

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Caution and awareness are critical to your safety. Your safety is of utmost important to us. Each night a team leader is on duty watch. The duty team leader makes periodic rounds to make sure the halls are secure and are responsible for the duty phone, which is the emergency number to the campus.

Guests may not stay overnight in the residence halls, however there are two hotels/motels located in Vinton. There are many hotels to choose from in Cedar Rapids and Waterloo which are approximately 30-40 minutes from campus. All visits must be worked around your work schedule.

Getting Around

The heart of Vinton is about four square miles, so most destinations are in easy walking or biking distance.

Teams are allowed to utilize government vehicles for health and comfort needs (i.e. bank, grocery store, post office, Wal-Mart, Target, etc.) with permission from their Team Leader. There is no public transportation in Vinton.

Leisure Activities

There are a number of leisure activities available to members on campus and in the Vinton community. There is a pool on campus that Team Leaders and Corps Members can use during NCCC posted times. There is also a basketball court, fire pit and outdoor volleyball court on campus.

Entertainment

The staff of AmeriCorps NCCC fully supports activities organized by the Corps using our administrative building and residence halls. Past events have included: movie nights, game nights, cultural coffeehouse (talent show), knitting club, etc. The only limit is your imagination and positive attitude! There are also a number of places in Vinton for entertainment.

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.

Physical Training/Fitness

Physical training (PT) is part of the NCCC experience. The activities are facilitated by the team leader. PT is conducted corps-wide three times a week during CTI (Corps Training Institute). Physical fitness lasts for approximately one hour and contains a warm up, stretch, 30-45 minutes of cardiovascular endurance or muscular strength and a cool down. After CTI, each team participates in PT three times per week.

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Benefits

Living Allowance

You receive your living allowance every two weeks. The allowance is approximately $450.00 after taxes are deducted. Living allowances cover a 14-day period and are paid ten days after the end of the pay period for which the allowance is earned. The allowance is electronically deposited into your personal bank account. **Direct deposit is mandatory**. This means you must fill out a direct deposit form online through the AmeriCorps portal where you provide your current bank account information or be prepared to open an account in a local banking facility immediately upon arrival in Vinton. There will be representatives from a couple major local banks present during in-processing for members in August. If you would like to open an account, a valid personal ID will be required. This is a courtesy provided to you and does not represent a NCCC endorsement of this institution. **You DO have the option of selecting any financial institution you choose.**

If you are not able to open a bank account with an institution locally due to previous banking issues, it is suggested that you check out Credit Unions that may be more lenient. Also, 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. Be sure before you purchase the card that it can be used for direct deposit. If you have questions, contact Jules Idziak at (319) 472-9664 x 26 or jidziak@cns.gov.

You are entering AmeriCorps NCCC near the beginning of a previously established Corporation for National and Community Service two-week pay cycle. Therefore, your first living allowance check will be for less than a full pay period. **You receive your first check two weeks after arriving at the campus.**

You receive a complete schedule of allowance pay dates for the 11 months 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 NCCC staff to resolve the situation.

Please make special note of when you will start receiving your living stipend (two weeks after arriving) and plan accordingly for your first month in Vinton, Iowa.

Healthcare Benefits

You are entitled to a health benefits plan designed by the Corporation for National and Community Service and administered by SevenCorners, Inc. The AmeriCorps healthcare benefits plan provides you with 24 hour health care coverage automatically upon your entry into AmeriCorps NCCC on July 8, 2015. Your healthcare benefits automatically terminate at midnight on the date you exit the program.

Only you are covered under the AmeriCorps healthcare benefits plan – no dependents are covered. Coverage includes payment for most medical and surgical costs, hospitalization, prescription drugs, and certain emergency dental, emergency vision and maternity care. You are responsible for a *$5.00 copay for each medical office visit*. Pre-existing medical conditions are not covered.

The AmeriCorps health care plan provides a prescription drug program to be used in combination with your health care benefits. BeneScript is your prescription drug plan administrator. Through their

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nationwide network community and chain pharmacies, and their mail-service pharmacy option, you have the broadest choice of pharmacies to choose from to satisfy your prescription drug needs. Your AmeriCorps identification card also serves as your prescription drug card. There is no co-pay for generic prescriptions and a $5.00 co-pay for brand name prescriptions filled at a pharmacy.

More detailed information including your Member Health Care Guide and Health Care Card is provided during Corps Training Institute (CTI). **However, we strongly encourage you to visit** www.americorps.sevencorners.com **prior to your arrival.** At this web site you may view the **Member Health Care Guide** which outlines your benefits and how to use them. Once you have gone to the web site, 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 your AmeriCorps NCCC Member Handbook.

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.

Education Award

After team leaders complete the full 11 months and **1,700** hours of service they receive an education award of at least **$5,775.00**. This award may be applied to future schooling costs or to existing qualified student loans. Additional information on how you access this award and places you can use it are distributed near the end of the program.

Forbearance of Qualified Student Loans (federally backed loans)

Team leaders who enter AmeriCorps NCCC with a *qualified student loan* are eligible to apply for forbearance. A complete explanation of forbearance and its implications are given during in-processing at the campus.

The following information is required to fill out the form,

- Name, address and phone number of Lending Institution(s)/Loan Holder(s)
- Your permanent address and phone number
- Your Social Security number

You are not allowed to apply for forbearance until you have arrived at the campus and been in-processed. Your claim will be denied if you apply before you arrive on campus. **We suggest you contact your lender prior to your service to verify qualification for forbearance through AmeriCorps NCCC.**

Even if your loans qualify for forbearance, this forbearance does not take effect until you are enrolled in the program (arrive at the campus and in-process). Therefore, if payments for your loan are due any time before June 22, 2016, you are responsible for making those payments.

WHAT IS FORBEARANCE?

Forbearance: You do not have to make payments on a loan that is put in forbearance, though interest accrues on your qualified student loan. However, if you complete the program, the Corporation for National and Community Service pays the interest accrued during the 11 months of your AmeriCorps NCCC service. This interest payment is made directly to your lender at the end of your service term.

A complete explanation of forbearance and its implications is given during in-processing at the campus.

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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. Team leaders who qualify for this benefit need to complete the necessary forms and provide proof of dependent children (i.e. birth certificate). Please contact Jules Idziak at (319) 472-9664 x 26 or jidziak@cns.gov prior to your arrival if you feel this benefit applies to you.

Personal Days

All team leaders receive **three 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 unit leader. Team leaders wishing to use their personal days must complete a Leave Request Form and submit it to their unit leader at least two weeks prior to the day/days being requested. The Leave Request Form may be obtained from the unit leader when needed. Transition weeks (time between projects) are reserved for training and programmatic activities; members should not plan on taking leave during that time. Team leaders, who purchase airline tickets prior to having their leave request approved, do so at their own risk. Team leaders should also discourage parents/family members from purchasing tickets for them prior to confirmation of leave approval. Purchase of an airline ticket prior to leave approval does not guarantee that the leave request is approved.

Please note that disaster response is a high priority for AmeriCorps NCCC. You may be required to respond to a disaster at any time during your 11 months of service, which may alter any published calendars or approved leave requests and flight plans.

Team leaders also receive two paid days off to use for "Life After AmeriCorps" activities. Team leaders should use the same process as that for personal days to request "Life After AmeriCorps" days. Any additional time requested is without pay and at the unit leader's discretion.

Sick days do not count as personal leave days. Team leaders are responsible for making up the service hours they miss while on leave, except for "Life After AmeriCorps" activities, which they earn hours for.

Vacations/Holidays

There are paid breaks during your term of service. The residence halls are open during the breaks for those who decide to stay on campus. Travel at these times is at your own expense.

The corps observes some official federal holidays. In some cases, you may work on various holidays due to the schedules of project sponsors, cost effectiveness of SPIKE travel or disaster services. In such a case, you are compensated with time off at a later date. In addition, you will receive a one week winter break and short spring break.

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

Federal Holidays

(You may have to work on these days)

September 5 - Labor Day
October 10 - Columbus Day
November 11 - Veteran's Day
November 24 - Thanksgiving
December 25 - Christmas
January 1 - New Year's Day
January 16 - MLK Day
February 13- George Washington's Birthday

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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 do not receive your room assignment until you arrive on campus.** Roommates are not assigned in advance because team leaders are being added to replace those that have withdrawn right up until the campus opens. As a result, we do not assign rooms until the last possible moment.

Q: May I decorate my room?

A: No, because you do not keep the same room throughout your term of service. When you leave on service projects you pack the items you are not taking with you into your NCCC issued duffel bag and it will be kept in a secure location until you come back to campus.

Q: Will there be any free time?

A: You have free time when there are no team or corps obligations – i.e. working on service assignment, training, service learning activities, team meetings, or other all-Corps events. There is generally free time after work and on weekends, although during training you may have six-day weeks and occasional evening sessions. Service projects may frequently go beyond an eight-hour work day and may have unique work schedules (i.e. Tues – Sat., working from 11:00 a.m. – 9:00 p.m.) and you have to be flexible to the needs of the project.

Q: Will I be given any personal days? Sick days?

A: You are allotted three personal days to be used for any occasion (at the conclusion of Corps Training Institute, 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 are allotted two sick in quarter's days over the course of the program. Additional sick days are granted in conjunction with a doctor's visit. **It is up to you to make up any hours not worked due to the use of personal leave or sick leave.**

Q: Will there be any breaks?

A: Yes, there are breaks. **The exact dates of these breaks are announced during your initial training.** All travel at these times is at your own expense. All residence halls and project housing remain open - you are not required to leave. **Please remember that you may be called to assist with a disaster relief operation during any of these breaks.**

Q: Will I have holidays off?

A: AmeriCorps NCCC observes some of the 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. Martin Luther King, Jr. Day is commemorated as "A Day ON, Not a Day OFF," and members are engaged in service projects on this day.

Q: Can I take classes at night or work a part-time job?

A: The varying service projects and schedules, including service projects that are located in states across the United States (SPIKES) 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 and the community organizations we serve. We review the handbook 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 other items?

A: You are given a sleeping bag and red backpack to use for the year. Work-related items, such as gloves, earplugs and safety goggles are also given out as needed.

Q: Are there other uniform requirements?

A: While in your AmeriCorps NCCC or NCCC-FEMA Corps uniform, **facial piercings are not allowed.** Any piercing in the ears must be **no larger/longer in diameter than a dime**. This is for safety concerns. Hair color must be **a natural looking color (i.e. it may be dyed, but not red, green, blue, etc.).** Piercings you choose to have when not in your uniform are at your own discretion.

Q: How will I receive my living allowance?

A: You receive an allowance of approximately $450 every two weeks, after taxes. **You receive your first payment within two weeks upon arriving at the campus.** The $450 is directly deposited into your bank account every other week. We also have representatives from local banking facilities to help you open a new account if necessary. **Your first payment may be a paper check, but you do not have the option to be paid via check for the remainder of your service.**

Q: Will I receive healthcare benefits?

A: Yes. Limited healthcare benefits coverage is provided by the SevenCorners, Inc., for injuries and illness that occur during the 10 months. Hospitals take care of serious problems; otherwise, a local clinic provides for general health care needs. **Pre-existing conditions will not be covered. It is recommended that individuals with pre-existing conditions retain other health insurance to cover medical cost related to those pre-existing conditions.** Team leaders pay a $5.00 co-pay for services at medical facilities. You may use a private doctor as long as they are within the SevenCorners network, otherwise you may have to pay for the visit out of your own expenses. Life insurance is not provided to members. There is no co-pay for generic prescription drugs and a $5.00 co-pay for brand name prescriptions filled at a pharmacy.

HIGHLIGHTS FROM THIS SECTION

- You need to bring your own personal items, twin sheet and a pillow – remember that you are sharing this space with another team leader
- **All residence halls are drug and alcohol-free**. Use of alcohol by anyone, regardless of age, result in appropriate disciplinary action, including possible suspension or dismissal from program.
- You receive your roommate assignment when you arrive on June 22, 2016.
- The exact dates of your breaks are announced during training.
- You receive your first living allowance payment approximately two weeks after arriving at the campus. Please plan accordingly.
- **Pre-existing conditions will not be covered by your AmeriCorps healthcare benefits.** It is recommended that individuals with pre-existing conditions retain other health insurance to cover medical cost related to those pre-existing conditions.
- You receive your education award upon successful completion of the program.
- Possession of alcohol or drugs on the campus is strictly prohibited.

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VINTON AND THE SURROUNDING AREAS

The AmeriCorps NCCC North Central Region Campus is located in Vinton, Iowa, just 30-40 minutes from Cedar Rapids and Waterloo. The North Central Region consists of Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.

About Vinton, Iowa

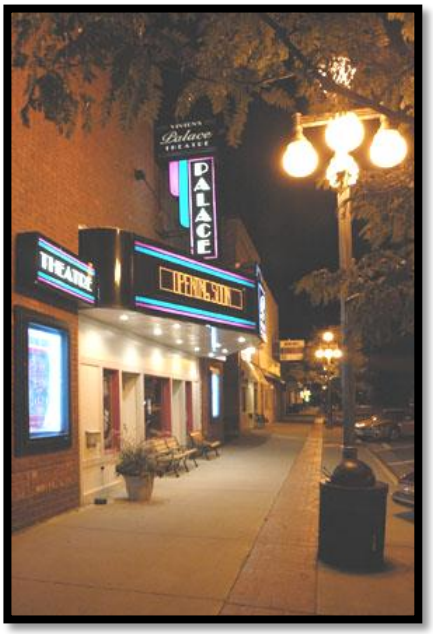
Nestled in the heart of the Cedar River Valley, Vinton with a population of more than 5,000 is the county seat and principal town of Benton county.

Typical Weather for Vinton:

January	February	March	April	May	June
Normal High: 26˚F Normal Low: 9˚F Normal Average: 18˚F	Normal High: 33˚F Normal Low: 16˚F Normal Average: 25˚F	Normal High: 46˚F Normal Low: 26˚F Normal Average: 36˚F	Normal High: 60˚F Normal Low: 38˚F Normal Average: 49˚F	Normal High: 72˚F Normal Low: 50˚F Normal Average: 61˚F	Normal High: 82˚F Normal Low: 59˚F Normal Average: 71˚F
July	**August**	**September**	**October**	**November**	**December**
Normal High: 86˚F Normal Low: 64˚F Normal Average: 75˚F	Normal High: 83˚F Normal Low: 62˚F Normal Average: 72˚F	Normal High: 75˚F Normal Low: 52˚F Normal Average: 64˚F	Normal High: 64˚F Normal Low: 41˚F Normal Average: 52˚F	Normal High: 46˚F Normal Low: 28˚F Normal Average: 37˚F	Normal High: 32˚F Normal Low: 15˚F Normal Average: 24˚F

Entertainment in Vinton

- Vinton Skate & Activity Center (1703 C Ave) - also includes a seasonal nine-hole miniature golf course.
- Farmers Market (Vinton Railroad Depot) – The market is open from June through September.
- Vinton Community Swimming Pool (302 N. 8th Ave) - Open from Memorial Day weekend through Labor Day
- Riverside Disc Golf Course (Riverside Park north of the Recreation Center)
- Palace Theatre (210 W. 4th St) – First run movies for $3.00; 3D movies for $4.00
- Berry's Lanes, Inc. (1115 1st St. W) - bowling



Shopping in Vinton

- Fareway-grocery store (501 A Ave)
- Super One Dollar Store (115 W 4th St)
- Theisen's (1405 S Hwy 218)
- Dollar General (N. K Ave)

Places to eat in Vinton

- Lotus-Chinese (102 W 4th St)
- Jolly's Pizza (810 C Ave)
- Pizza Hut (303 N K St)
- The Pizza Ranch (219 W. 4th St)
- McDonalds (308 S K St)
- Vinton Family Restaurant (C Ave/Next to High School)
- Subway (309 N K St)
- Ron-Da-Voo Lounge & Deli (414 1st Ave)
- Tootsie's Malt Shop –seasonal (210 N K St)Le Reyna-Mexican (202 W 4th St)

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Check out these web sites

Vinton Area

- http://www.vintonia.org
- http://www.vintoniowa.net/
- http://www.vintonpalace.org/

Airport

- Eastern Iowa Airport-Cedar Rapids- http://www.crairport.org/

Newspapers

- Cedar Valley Times and the Vinton Eagle- http://communitynewspapergroup.com/cedar_valley_daily_times/front/
- Vinton Today-http://www.vintoniowa.org
- Cedar Rapids Gazette- http://www.gazetteonline.com
- Waterloo Cedar Falls Courier-http://www.wcfcourier.com

Local Parks

- Vinton Parks and Recreation Department -http://www.vprdzone.com/

Iowa Government

- http://www.ia.gov/

Frequently Asked Questions about the North Central Region:

Q. What is the area of the country served by the North Central Region Campus?

A: The North Central Region Campus serves Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin. NCCC-FEMA Corps teams serve throughout the US.

Q. Where is the North Central Region Campus located?

A: The North Central Region Campus is located in Vinton, Iowa between Waterloo and Cedar Rapids.

MEMBER DEVELOPMENT AND TRAINING IN NCCC

Service Learning

Many team leaders and corps 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 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 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

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exist in a community and in what ways service projects address those needs and issues. This critical thinking also helps you to recognize how the knowledge, skills and awareness gained in NCCC-FEMA Corps enables you to continue to help solve community problems long after your term of service is complete.

AmeriCorps NCCC incorporates service learning into service projects in many ways. The training given prior to a service project is only one example. Your service learning experience continues to evolve throughout your service project. Not only do your practical skills develop, but you learn more about the organization with which you are working and the social issues related to the service project.

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

All-Corps Training

All-Corps activities involve the entire corps: support team leaders, team leaders and corps members.

Team Leader Training (TLT)

Team leader training is a four week intensive training period to orient TLs to the culture, procedures and policies of NCCC to assist them with leading a team for 10 months in the field.

Corps Training Institute (CTI)

CTI is a four week intensive training period to orient you to the culture, procedures and policies of NCCC and FEMA. CTI is designed to equip you with the foundation of knowledge and skills necessary to begin to serve on service projects. FEMA Corps teams receive an additional week of FEMA training after completing CTI.

Examples of trainings include team building, disaster services, first aid, CPR and tool safety.

Transition Weeks

Transition weeks are short periods of time (three to four days in length) that fall between service projects. Transition weeks are not breaks or vacations – you are expected to attend trainings, meetings, and participate in service project preparation. The types of training you receive during these periods include team building, leadership development, service project orientations and tool training.

Mid-Year Training

During mid-year, team leaders and corps members have an opportunity to mark their progress since CTI and reevaluate their knowledge base. It is a time to reexamine the dynamics of a team, service project preparation, pre-service training and professional development. Mid-year training begins at the conclusion of winter break and typically lasts one week.

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On-Going Training

Training occurs throughout the corps year. You receive training before, during and as needed for each service project. You also participate in a variety of service learning opportunities while at your service project sites and during service project transition periods. Learning is vital to the NCCC-FEMA Corps experience; training is an imperative aspect of service. We are confident that the experience you bring to NCCC-FEMA Corps, in combination with the new skills we teach you, will prepare you to be a leader in your community.

Independent Service Projects (ISP)

Independent Service Projects are an integral part of our program, and an opportunity to supplement your service experience with work that you may not have a chance to encounter otherwise. Corps members must complete 40 hours of ISPs as part of their 1,700 hour requirement before they graduate. This gives corps members the opportunity to follow through with a service project on their own or with a few other teammates or friends. It is the corps member's responsibility to contact non-profit organizations to develop ISP opportunities. ISPs must be approved by your unit leader and be performed so as not to interfere with your team's regular, team-based projects. The specific requirements for an ISP are discussed in detail during CTI. Some examples of an ISP are cleaning up public schools or volunteering at a homeless shelter. You are able to carry out ISP activities any time after work, on weekends or even in your own communities when you return home during break.

Member Development

Part of our mission at NCCC is to help you develop into catalysts for positive social change. While in the program, you are required to complete a personal résumé and encouraged to do a personal portfolio, commemorating your work in NCCC. Résumé workshops are conducted during mid-year training along with other workshops to assist with your personal and professional development. Also, if you have not yet completed high school, the North Central Region campus will provide access to resources for you to complete your GED or High School Equivalency Diploma on your own.

Life After AmeriCorps (LAA)

Life After AmeriCorps (LAA) is an important component at the North Central Region Campus. We want you to feel comfortable in your transition from AmeriCorps NCCC. We provide you with valuable information regarding resume development, interview skills, financial aid, money management, etc. We also have LAA resources available that aid you in your job search, other service opportunities or future studies. If you want to go to college or graduate school after AmeriCorps, LAA resources and materials will help you select the educational institution of your choice. These are available through the program office. **You are also granted two LAA Days during your year with which you can pursue future plans.** Please note that you are held accountable for your activities during your LAA Days.

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Below is a sample of a weekly schedule which will give you a good idea of what to expect during your team leader training:

(This schedule may or may not reflect your actual schedule)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5:45 AM-6:45 AM Physical Training **8:00 AM - 8:30 AM** Community Meeting **8:30 AM - 10:15 AM** Crisis Intervention Part 1 **10:30 AM - 12:30 PM** Crisis Intervention Part 2 **12:30 PM - 1:15 PM** Lunch **1:30 PM - 2:30 PM** Review Team Rep Positions **2:45 PM - 4:00 PM** Project Meeting	**8:30 AM - 10:30 PM** Forms Training **10:30 AM - 12:00 PM** Unit Time **12:00 PM - 1:00 PM** Lunch **1:15 PM- 5:00 PM** Supervisory Training	**5:45 AM - 6:45 AM** Physical Training **8:30 AM - 12:00 PM** Supervisory Training **12:00 PM - 1:00 PM** Lunch **1:30 PM - 5:00 PM** Supervisory Training **6:30 PM - 7:30 PM** Team Leader Roundtable-Putting it All together discussion	**8:00 AM-8:30 AM** Supervisory Training Debrief **8:30 AM - 12:15 PM** Corps Member handbook **12:00 PM - 1:00 PM** Lunch **1:30 PM - 4:30 PM** Recruitment and Media **6:30 PM - 7:30 PM** Team Leader Roundtable-How to Lead & Supervise discussion	**5:45 AM - 6:45 AM** Physical Training **8:30 AM -10:00 PM** Financial Management **10:15 AM-12:15 PM** Project Development Process & Working with Project Site Supervisors **12:15 PM - 1:00 PM** Lunch **1:15 PM - 2:00 PM** Project Handoff and Briefing Process **2:15 PM-5:00 PM** Project and General Safety

Frequently Asked Questions about Member Development & Training in NCCC

Q: Will AmeriCorps NCCC help me get my GED if I do not have a high school diploma?

A: No. However, there are resources available to help you prepare for your GED or High School Equivalency Diploma on your own.

Q: What happens after team leader training?

A: NCCC-FEMA Corps members arrive at the campus and participate in a CTI (Corps Training Institute), four-week training. After CTI, you and your team will participate in a one-week FEMA training.

Q: What happens after CTI?

A: You participate in a one-week FEMA training. After this training you are deployed to various FEMA service projects.

Q: What type of training, education and personal development will I receive?

A: During your 11 months of service, you are developing your skills while you enhance communities that you serve. You may be called upon to share personal achievements, cultural experiences, or special interests and abilities. Your Unit Leader meets with you one-on-one during the year to discuss your goals, aspirations and performance in NCCC. **Professional development is also a part of the AmeriCorps NCCC experience.** Upon conclusion of a service project, your team completes a portfolio and presents the challenges and successes of the service assignment to the staff. You have full access to the internet, printers, scanners and copiers to accomplish these tasks. **All team leaders and corps members develop a résumé commemorating their experience in order to successfully complete the program.**

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HIGHLIGHTS FROM THIS SECTION

- Service learning is enhancing an educational principle through public service. At NCCC, service learning involves enhancing service through awareness and knowledge.
- You must also complete a résumé.
- You are granted two Life After AmeriCorps (LAA) Days to pursue future plans. You are held accountable for your activities during your LAA Days.

NCCC-FEMA CORPS TEAMS

You serve on a team of 10-12 diverse corps members and one team leader for your 11 months of service. You prepare and eat meals, travel in your team's 15-passenger van and share a living space, while collaborating with your teammates.

Each team has a team leader. Team leaders are responsible for the daily activities of the team and act as on-site service project supervisors. Team leaders are the liaison between the team, project sponsor and NCCC staff. NCCC selects team leaders from a highly qualified pool of applicants who exhibit strong leadership skills and are willing to work long, hard hours. Team leaders may have AmeriCorps NCCC experience or extensive leadership backgrounds.

Team Roles

Every corps member is assigned a NCCC team position. Some corps members serve in more than one role. Some roles have two or more team members sharing responsibilities. Some of the team roles require special training, which takes place during CTI, as well as during transition weeks between service projects.

Your NCCC team position is an opportunity for you to take a leadership role on your team. To fulfill your responsibilities you may have to do some additional work outside of your work day.

Recruiter

Recruiters organize at least three recruitment events per project round to recruit future members and build program awareness in the communities their team serves. Recruiters are also responsible for managing and distributing recruitment materials (i.e. brochures, posters, fact sheets, etc.) and researching communities for potential recruiting events.

Media Representative

Media reps are responsible for writing and distributing press releases for team projects, community days, assisting with social media (Twitter and Facebook), writing articles and collecting media coverage received to build program awareness. In addition, media reps are responsible for submitting good working pictures of their team at the end of each service project.

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Support Ranger (Peer Helper)

Support rangers go through training with the campus counselors initially. Corps members do not need a prior psychology background to become a support ranger/peer helper. However, they do need to be empathic, non-judgmental, open to listening and making the appropriate referral. They are expected to be role models demonstrating appropriate behaviors for their fellow corps members.

Project Outreach Liaison (POL)

The Project Outreach Liaison (POL) serves as a leader on the team to strengthen, promote, represent and serve both communities and the NCCC. Working with their team, project sponsors, site supervisors, community members and other community based organizations, the POL: 1) helps increase volunteers for the sponsoring organization 2) plans one day of service in response to community needs and 3) educates community organizations about how NCCC teams can be a resource in meeting community needs.

Service Learning Initiator (SLI)

The Service Learning Initiator (SLI) works to initiate and help the team meet their learning objectives and record information about the orientation, training and service learning. The Initiator ensures that connections are made between the service that is being performed and the learning that is occurring on a daily basis. The SLI asks for assistance from the sponsor/site supervisor to plan speakers, opportunities, discussions, etc. to meet the learning goals throughout the project. The SLI also assists the team with Life After AmeriCorps by providing information and reminders regarding college applications, job opportunities, etc.

Van Driver

Each team has five corps members in addition to the team leader that complete a driver's training program to be drivers of the team's 15 passenger van. You have to provide a copy of your driving record and driver's license. If you have more than six (6) points on your record or have had your license suspended within the past 24 months, you may be denied the opportunity to drive.

All members with a valid driver's license must provide a copy of their driving record regardless if they want to be a van driver or not.

Vehicle, Safety & Tools Officer (VST)

The Vehicle, Safety and Tool (VST) officer is responsible for monitoring the team's vehicle(s), safety practices and issued tools. All team members are held accountable for safety standards, however, the VST ensures that teammates follow proper safety procedures at the worksite and housing site, as well as in assigned vehicles. The VST officer supports vehicle and tool maintenance, and coordinates proper training and usage of tools.

Yearbook Representative

Each team has one yearbook representative. His/her role is to submit a team page for the yearbook, complete other pages that they have been assigned and distribute yearbooks to the team. Reps need to attend periodic meetings and meet all deadlines. Everyone is welcome to be a part of the yearbook staff, but one rep from each team needs to serve as the liaison between the yearbook staff and his/her team.

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FEMA Corps Roles

In addition to NCCC team rep roles members are trained in specific roles related to disaster emergency management and long-term recovery efforts. Some of these roles are in the areas of logistics, planning, individual and public assistance and external affairs. You will have very little interaction with disaster survivors. You will receive an overview of these FEMA specific roles during CTI.

Frequently Asked Questions about an AmeriCorps NCCC Team

Q: How are teams assigned?

A: Teams are assigned to balance out the diversity of the Corps, by gender, age, background, education level and geographic location. We strive to have each team as balanced and diverse as possible.

Q: Can I request to have certain members on my team?

A: No, preferences are not taken in to 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: All throughout training, when your team does not have a scheduled function, you are free to interact with other team leaders. You have training sessions with other teams and opportunities to socialize many times during training. You may also have the chance to see others when you are transitioning between service projects.

Q: Will I be required to have one of these NCCC "specialty team roles"?

A: Corps members are asked to take on one or more of the NCCC specialty team roles. Depending upon the number of people on your team, corps members may have more than one. It is their chance to shine and develop marketable skills. Team leaders do not take on a NCCC team role.

HIGHLIGHTS FROM THIS SECTION

- **More information on each NCCC rep role is given during training team leader training.**
- **You are trained in specific FEMA roles related to disaster emergency management and long-term recovery efforts.**
- **You must bring with you a valid driver's license and current driving record.**

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NCCC-FEMA Corps Projects

NCCC-FEMA Corps members solely focus on the administrative and logistical support of disaster preparedness, response and long-term recovery activities with FEMA.

Projects are within and outside the North Central region during your service term.

Members are dedicated to FEMA projects in a variety of areas including logistics, planning, mitigation, individual and public assistance, and external affairs.

Teams provide support in areas ranging from supporting disaster recovering centers to sharing valuable disaster preparedness and mitigation information with the public. NCCC-FEMA Corps teams have very little interaction with disaster survivors.

Members provide administrative and logistical support in areas that could include tasks like:

- Order materials, track inventory, load supplies and hardwire IT equipment
- Compile information in support of disaster preparation for public education
- Update electronic files, manage data and compile reports
- Assess and report on damage to public facilities
- Canvass communities to assess, inform and collect information
- Work with nonprofits and government agencies to coordinate services for disaster survivors
- Help survivor's complete applications for disaster assistance

FEMA Corps members develop a depth of knowledge in emergency response and management at a national level, developing expertise. You are trained in one or more FEMA positions. Most or all of your service work will involve fulfilling the duties of that position. During CTI, members receive an overview of the FEMA positions. Some examples of the FEMA positions include:

- Disaster Survivor Assistance
- Mitigation
- External Affairs Congressional Affairs
- External Affairs Reports
- Planning
- Logistics
- Geographic Information Systems
- Public Assistance
- Individual Applicant Services

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NCCC-FEMA Corps projects are more administrative and logistical in nature than NCCC projects. This allows team leaders an opportunity to learn about the emergency management infrastructure of FEMA. Team leaders gain a depth of professional development and the opportunity to learn about, experience, and contribute to the administration of disaster relief and recovery.

- Your service year is divided into rounds.
- The service for the team is determined by the FEMA project that they are assigned to. This can range anywhere from 12-14 hours a day to working close to a regular work week (Monday through Friday, 8:00 to 5:00 p.m.).
- Team service projects are all with FEMA.
- The majority of your service is conducted in an office setting or warehouse.
- Teams are trained by FEMA in disaster services in order to serve on service projects. This training occurs during and after Corps Training Institute (CTI).

SPIKE Service Projects

- SPIKES are service projects that are more than a one-hour drive from campus.
- During SPIKE projects, the team establishes temporary housing accommodations in the community where the project is being conducted.
- You should plan to be on SPIKE for the majority of your service year.
- You should come prepared to live in a variety of situations!

Examples of SPIKE housing

- Another campus
- Large tents
- Apartments
- Floor of an old armory
- Military base facilities
- Church basements
- Residence halls at college campuses
- Extended stay hotels

A Day in the Life of a NCCC-FEMA Corps Team

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

Example of a Schedule (Monday-Friday)

7:00 a.m.	*Daily morning team meeting*
7:15 a.m.	*Depart SPIKE housing for work site*
7:25 a.m.	*Arrive at work site*
7:30 a.m.	*Daily briefing by site supervisor*
7:45 a.m.	*Service work begins*
12:00 p.m.	*Lunch*
12:30 p.m.	*Service work resumes*
3:45 p.m.	*Clean-up/prepare to leave for the day*
4:15 p.m.	*Depart for SPIKE housing*

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Frequently Asked Questions about Service Projects

Q: Can I pick my service project?
A: No. Service projects are developed by FEMA and assigned to the various teams based on a number of factors. Sometimes teams are sent back to a previous FEMA project.

Q: What is a SPIKE?
A: A SPIKE is when a team undertakes a service project which is more than a one hour drive from campus. You are not housed in the dormitories while on SPIKE. SPIKE accommodations have included staying at community centers, hotels, churches, military facilities, camping, etc. You may frequently be without a bed, but you are provided a sleeping bag and sleeping mat. 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 service projects will each team do?
A: This will vary based on the needs of FEMA. You term of service is divided into three project rounds.

Q: How do teams get to service projects sites?
A: Teams travel to the service project site in a 15-passenger van. Some team members are 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 NCCC vehicles.

HIGHLIGHTS FROM THIS SECTION

- **NCCC-FEMA Corps members solely focus on administrative and logistical support of disaster preparedness, response and long-term recovery activities.**
- **Service projects are developed and assigned by FEMA.**
- **A SPIKE is when a team undertakes a service project more than one hour drive from campus.**
- **The number of service projects each team will do varies based upon FEMA.**
- **In most cases, teams travel to projects by a 15-passenger van.**

PREPARING FOR NCCC

What You Should Bring

You need the items listed below when you check-in at the campus on arrival day so make sure that you can easily access them.

- **Government Issued Driver's License or Photo ID and 2nd form of ID**
- **Copy of Driving Record** (past three years)
- **Documentation of Tetanus shot** (if you have had one; if not we will provide it)

For those flying remember to bring money with you to the airport to pay for your checked NCCC bag.

NCCC will reimburse up to $25 for the NCCC duffel bag. If you exceed the weight limit for this bag you are responsible for those charges.

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Recommended Items

Due to limited storage space on campus, you are only able to bring a small amount of personal items. You will receive a standard military-style duffel bag in the mail a week or so before you are scheduled to arrive on campus. **You may only bring to campus items that fit in the NCCC duffel bag and one small carry-on.** An acceptable carry-on would be a purse, laptop or small backpack or something of similar size.

We will store your NCCC duffel bag while you are on SPIKE. You are given a large red backpack to use for packing on SPIKE projects and are usually allowed to bring a small backpack as well. Please think carefully about what you really need while you are in the NCCC. It's a lot less than you may think.

PACKING TIPS

- **Roll your clothes**
- **Lay everything out you want to bring and then cut the pile in half.**
- **When deciding what to bring ask yourself do you really need it or just want to bring it?**
- **Remember that you can purchase items here (i.e. detergent, etc.)**
- **You spend the majority of your time in your NCCC/FEMA Corps uniforms so you do not need as much as you think.**

Clothing

- Jeans and other casual pants
- Shorts & t-shirts
- Sweaters & thermal underwear (silk or polypropylene works best as it gets very cold in the North Central Region during winter)
- Personal undergarments (including sports bras for females)
- Jacket & winter coat, gloves, hat, scarf (winters may be cold for you!)
- Workout clothes (for at least 3 days/week during the rest of the year)
- Bathrobe & flip flops (You will share a communal bathroom/shower {same-sex}. On spikes, you may have to share one bathroom)
- White, grey or black long-sleeved shirts to wear under your uniform on cold days
- Other clothing of your choice

NOTE: You will be wearing your uniform on workdays! Do not over-pack!

Footwear

- Athletic shoes are a must!
- Socks: athletic, thick socks to wear under your work boots, and casual socks

NOTE: Black boots are provided for you to wear on service projects, meetings and other NCCC events.

Other

- Personal toiletries
- Towels & washcloths
- Soft or collapsible laundry hamper, laundry detergent (member usually purchase here)
- Bedding: pillow (a sleeping bag will be issued to all members to use as their bedding)
- Cell phone or phone card for long distance use
- Portable alarm clock (most members use their cell)

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Optional Items

- Cell phone/charger (you will not have a phone line in your room)
- Entertainment (radio, books, video games, CD player/radio). It must fit in your duffel bag.
- Laptop Computer (Internet access is only available on computers in the computer lab. There is Wi-Fi access in the lounge next to the computer lab in Palmer)
- E-mail address (You have Internet access while on campus but may not have access on some SPIKE sites, we suggest setting up a free e-mail account)
- Padlock or a small lock box to secure personal items such as credit cards, etc.

The Following Items Are NOT Allowed:

- Weapons (knives with blades longer than 3", guns or anything that could be used as a weapon)
- Pets (not even fish)
- Alcoholic beverages and illegal drugs
- Hot plates, microwaves, broilers, steamers, coffee pots, candles, etc. For fire safety reasons, these items are not allowed in rooms.
- Heated blankets
- Space heaters

Uniforms

You are required to wear a uniform. Uniforms are issued to you as a part of in-processing. Uniforms must be worn properly and at all times when on duty. Duty times include all service and training days and team, unit and community meetings or any other time when representing AmeriCorps NCCC.

T-shirts come in the following sizes: **Small, Medium, Large, X-Large, XX-Large, XXX-Large and 4X-Large**. Please know your waist size and boot size (in male size scale) when you arrive on campus, because you will be fitted for your uniform starting on arrival day.

Team leaders receive

- 2 Pair of khaki BDU/cargo pants
- 2 Pair of khaki BDU/cargo shorts
- 1 Green button-up shirt
- 3 Green short-sleeve t-shirts
- 1 Hooded sweatshirt
- 1 Short-sleeve polo shirt
- 1 Pair of Black BDU/Cargo pants
- 1 Grey fleece jacket
- 4 Short-sleeved red t-shirts (FEMA Corps)
- 1 Gator (neck warmer)
- 1 Cold weather cap
- 1 Red backpack for traveling*
- 1 Sleeping bag*
- 1 Pair of coveralls*
- 1 Rain suit*
- 1 Pair of rain boots*
- 1 Pair of cold weather boots*
- 1 Reflective Belt*
- 1 Black adjustable belt
- 1 Winter coat*
- 1 Long-sleeved red t-shirt (FEMA Corps)
- 1 Pair of steel-toed work boots
- 1 Baseball cap

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

You also receive other personal protective equipment during in-processing, such as 1 bandana, 1 pair of safety glasses, 1 pair of ear plugs, 1 pair of work gloves and much more. Specific guidelines about how to wear the uniform are discussed during team leader training and Corps Training Institute (CTI).

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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 are 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.

FAQs about Preparing for NCCC

Q: Will I have access to a phone or e-mail?

A: Yes. There is one telephone line in Rice Hall for local use as well as several available on the administrative floor (staff offices). Still, because so many team leaders and corps members populate the residence halls, you may want to bring a cell phone - it will be especially helpful while you are away on SPIKE. You will also have Internet access while on campus, but you want to be sure to set up a personal e-mail account before arriving on campus that you may use remotely. We provide internet in the computer lab and there is limited Wi-Fi access.

Q: When will I receive my uniform?

A: You receive your uniform items, along with other materials, during arrival day starts on July 8, 2015.

Q: Can I bring incense or candles to burn in the dorms?

A: No, you cannot bring or use heat-conducive materials such as microwaves, candles, hot plates or incense. Fire safety is very important to the staff, and this rule is installed for YOUR safety!

HIGHLIGHTS FROM THIS SECTION

- Keep your health in mind when packing for this experience. You need to keep warm during the winter months, so bring extra socks, layering clothes and polypropylene materials.
- Cooking utensils are provided for you at SPIKE sites.
- Be ready to celebrate the beginning of an amazing year when you arrive on campus!
- You will participate in PT exercise, so don't forget to pack workout clothes!
- Remember to pack a pillow or buy one here.
- You may bring a laptop computer with you to campus. You cannot, however, bring a desktop computer. There will be 10 desktop computers (with internet access) available to you on campus and you may have limited Wi-Fi access.
- While in your AmeriCorps NCCC uniform, **facial piercings are not allowed.** Any piercing in the ears must be **no larger in diameter than a dime**. Hair color must be **a natural looking color (i.e. it may be dyed, but not red, green, blue, etc.).** Piercings you choose to have when not in your uniform are at your own discretion.

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GUIDE TO COMPLETING FORMS

PLEASE READ THE INSTRUCTIONS BELOW BEFORE COMPLETING EACH FORM!

- These instructions will assist you with filling out your forms.
- Use your Legal Name on all forms. *(No nicknames i.e. legal first name is Thomas but you go by Tom. You need to put your legal name Thomas on all forms.)*
- Please remember to sign and date the bottom of all forms requiring signatures.

There EIGHT FORMS you are required to COMPLETE within 10 DAYS.

- The first 5 forms are hard copy forms in a PDF format and are submitted to Jules.
- The next 3 forms are online (no hard copies) through Survey Monkey (Member Profile Form) and "My AmeriCorps" Member page (W-4 and Direct Deposit).

EMAIL, MAIL, OR FAX COMPLETED FORMS TO

Jules Idziak
AmeriCorps NCCC
1004 G Ave, Vinton, Iowa 52349

Phone: (319) 472-9664 x26
Fax: (319) 472-9665
Email: jidziak@cns.gov

1. TRANSPORTATION SELECTION FORM *This is your official travel form* Due: 10 Days

- This form is used by the campus to determine your travel arrangements for arrival on campus on June 22, 2016; it also confirms your intent to accept a position as a team leader.
- **This form MUST be submitted on time to secure your place in NCCC-FEMA Corps.**
- When filling out the form make sure to write your name EXACTLY as it appears on the government issued ID that you will be using when checking in at the airport (if flying). The name on your flight itinerary must match the name on your ID; otherwise you will not be allowed to check in.
- See "Getting To Campus" on pages 10-16 for more detailed information about travel.
- **If you have questions about your travel, please contact Jules Idziak at (319) 472-9664 x 26 or jidziak@cns.gov.**

2. GENERAL CONSENT FORM Due: 10 Days

- This form provides your consent to submit to your mandatory physical examination and drug and alcohol test(s), and that all information you submit to the program is truthful to the best of your knowledge.
- It also acknowledges your understanding that, should you test positive for illegal substances, you will be immediately dismissed from the program.
- **If you have questions about this form, please contact Jules Idziak at (319) 472-9664 x 26 or jidziak@cns.gov.**

3. EMERGENCY CONTACT INFORMATION Due: 10 Days

- Please include the names, addresses, and phone numbers of people who you would like to be contacted in the case of an emergency. These may be parents, other relatives, guardians, or friends.
- This form also asks you to provide the names and dosage of any medications you currently take, as well as the name and phone number of the prescribing doctor.
- All this information is completely confidential and necessary for your safety in an emergency situation.
- **If you have questions about this form, please contact Jules Idziak at (319) 472-9664 x 26 or jidziak@cns.gov.**

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4. CONSENT FOR RELEASE OF INFORMATION — DUE: 10 DAYS

- As a member of AmeriCorps NCCC you will likely be included in news coverage and be photographed on project sites 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.
- **If you have questions about this form, please contact Angela Sarrels at (319) 472-9664 x12 or asarrels@cns.gov.**

5. AMERICORPS HEALTHCARE COVERAGE QUESTIONNAIRE — Due: 10 Days

- This form is used to obtain your healthcare benefits.
- If you WILL NOT have another form of coverage while in AmeriCorps, check NO under SECTION 1, sign and return the form. If you will have another form of coverage while in the program along with your AmeriCorps coverage, please check YES under SECTION 1, enter the information that is being asked of you/the provider in SECTION 2 and then have the policy holder sign and date the bottom of the form.
- If you have primary insurance coverage with a parent or guardian, you can still have the additional Seven Corners limited benefits as well.
- If you have primary insurance coverage make sure to bring a copy of your primary insurance card for our records.
- It is extremely important that this form have a signature and date in SECTION IV – without it the form will not be processed. You are to sign the form not your parent/guardian.
- **If you have questions about this form, please contact Jules Idziak at (319) 472-9664 x 26 or jidziak@cns.gov.**

Online Forms (Complete these 3 forms online using the links provided in each section).

Note: The Member Profile Form is online through Survey Monkey and the W-4 and Direct Deposit forms are online through your "My AmeriCorps" member page.

6. MEMBER PROFILE FORM *(This form is through Survey Monkey and not your member page)* — Due: 10 Days

- **Click on the link to the right to access the online form - Online Member Profile Form**
- Everyone is required to complete this form. The form is used by the campus to send updates to your hometown newspaper about your service in the NCCC and for other recruitment/media opportunities.
- You do have the option to check no for hometown media coverage but you must still complete the rest of the form.
- Information needed to complete form includes your contact information, hometown paper information and educational background.
- Please fill out the online form completely and call your newspaper for their contact information.
- **If you have questions about this online form or problems with the link, please contact Angela Sarrels at (319) 472-9664 x 12 or asarrels@cns.gov.**

7. W-4: "My AmeriCorps" MEMBER HOME PAGE — Due: 10 Days

This form is used for the taxes that are taken out of you living allowance.

- *Complete this form in your My AmeriCorps account (click on link to sign in).*
  - *Sign in with the username and password you created when filling out your application.*
  - *Click on "My Living Allowance" in the column on the left to access this form.*

8. DIRECT DEPOSIT: "My AmeriCorps" MEMBER HOME PAGE — Due: 10 Days

- This form is in your My AmeriCorps provides with your banking information so that we can direct deposit your living allowance into your account every two weeks.
- Complete this form in your My AmeriCorps account.

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North Central Region Campus
1004 G Ave
Vinton, IA 52349

Phone: (319) 472-9664
Fax: (319) 472-9666

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