

# *Welcome To NCCC*

*Denver Campus*

## Corps Member Welcome Packet

Southwest Region  
Class XXII-A  
Fall 2015



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March 20, 2015

## Welcome from Region Director

Dear Class 22A Corps Members,

Greetings from Denver! I hope this finds you well and feeling excited to join the NCCC family of service.

My name is Ken Goodson and I serve as NCCC's Southwest Region Director. I joined our Denver based operation in August of 2012 and am thrilled to have the opportunity to be a part of a team of dedicated professionals in supporting a mission which resonates strongly with me. Over the course of a 15-year career in six countries with the Peace Corps, I was able to witness the transformational power of community service around the world. Whether it was directly related to NCCC's two goals of strengthening communities and developing leaders, or filling voids of compassion and hope during times of distress, I believe community service is a life-altering effort for both those who give it, and receive it. The chance to pursue that effort here in the United States is a privilege I am grateful to share with you, our Team Leaders and the NCCC staff of the Southwest Region.

I think you will find that while I believe NCCC's two goals are interrelated, I view our pursuit of strengthened communities, through high quality projects, dedicated team effort and hard work, as the best way to develop the leadership skills of our Members. I see community service as a job, no different than how I would view any other professional endeavor. Subsequently, I have high expectations for both what we are capable of providing to the eight states of the Southwest Region, as well as the professionalism with which we carry out that pursuit.

Although I am still relatively new to NCCC, what I've already gathered from my colleagues and your predecessors is clear: the Corps Member position is essential to NCCC's ability to meet the agency's two goals. Your job is complicated, stressful and challenging. Yet it is an amazing professional opportunity that puts you on the front line of our service efforts, working to fulfill the expectations of communities, organizations and individuals who have asked for NCCC support. You have the ability to influence how well we meet those expectations. Each of you has been offered a Corps Member position, following a competitive and selective process, based on your ability to meet those expectations.

Here at the NCCC Southwest Region, there is a lot taking place. We are relocating our staff offices to the Denver Federal Center and securing extended stay hotels which will serve as your lodging during the time you are in Denver for training. We are ensuring we have the supplies and resources necessary to support your training and the service work you and your teams will complete. We are meeting with, and responding to, requests from potential project sponsors. Your training is being planned, incorporating feedback from previous Corps Members and Team Leaders. We are working with our recruitment partners to promote a community of service within the NCCC that reflects the diversity of the United States. Needless to say, the team here at the Southwest Region is eagerly awaiting your arrival.

Until you arrive in Denver, I ask two things of you. First, think through the 10 month service commitment you are making and your motivations for national service. NCCC service will come with a lot of unpredictable twists and turns. Your motivations to serve can be helpful for staying grounded during more challenging stretches of your commitment. Second, rest up and make sure to spend as much time with friends and family as you can. We have a lot of work ahead and a lot of people relying on us to make a difference. While 10 months may seem like a lot of time right now, I feel confident it will fly by. We need to be ready to push ourselves hard if we are to contribute as much as possible to those who have requested our assistance.

The team and I look forward to seeing you in Denver, greeting you in person and welcoming you to the NCCC family of service.

Ken Goodson  
NCCC Southwest Region Director

March 20, 2015

## Welcome and Paperwork Needed

Dear Southwest Region Corps Members,

Congratulations on becoming an AmeriCorps NCCC Southwest Region Class XXII-A Corps Member! Although it seems a bit overwhelming, this packet is full of helpful information that will help you prepare for your upcoming NCCC experience. In the following pages you will find answers to most of the questions you already have, as well as important items that you may not have even begun to think about, so please read thoroughly and carefully. As you are preparing for your life out here in Denver, Colorado please feel free to contact me with any questions and/or concerns.

**You will be arriving in Denver on Wednesday, October 7th, 2015** and your in-processing activities will begin on October 8th, 2015, details about which are included in this packet.

Below is a list of ALL FORMS YOU MUST COMPLETE immediately. Please read the information regarding these forms, in-processing activities, and AmeriCorps medical benefits prior to completing the forms. You must go online to your 'My AmeriCorps' Portal to fill out some of the forms. For the forms you just received as an email attachment, please print them, fill them out, and return them to me either by mail, fax, or scan them and send them as an email attachment. My contact information is below.

You must complete the following forms online or mail them within 10 DAYS of receiving them:

Complete BOTH online ('My AmeriCorps' portal) AND send the hard copy (either email, fax or snail mail):

- Transportation Selection Form
  - This step is CRITICAL, as it secures your place in Class XXII
  - Please make sure your name and date of birth are included exactly as they appear on your photo ID (with middle name, middle initial, or neither; full name vs. nickname, etc.). It is a Transportation Security Administration (TSA) requirement that your name on your airline ticket matches your photo ID exactly.
- Print, complete, and either email, fax or snail mail a hard copy
  - General Consent Form
  - Emergency Contact Information
  - Consent for Release of Information
  - Other Health Coverage Questionnaire
- Complete only online ('My AmeriCorps' portal- <http://my.americorps.gov>)
  - W4
  - Direct Deposit
- Complete only online (<http://corpsxchange.ning.com>/ Create a user name and password and join the "Denver Incoming Members" group to complete the following forms)
  - Member Profile Form

The Southwest Region AmeriCorps NCCC staff members look forward to meeting you in October and working with you for the duration of your service. Congratulations again and we'll see you soon!!

Vanessa Davis, Member Support Specialist  
AmeriCorps NCCC - Southwest Region  
(303) 844-7403 (phone), (303) 844-7410 (fax)  
vdavis@cns.gov

AmeriCorps NCCC  
Attn: Vanessa Davis  
PO Box 25167  
Lakewood, CO 80225



# About NCCC

## Connect with your fellow incoming Corps Members and Staff

Search for our group:  
 AmeriCorps NCCC Fall 2015: Denver Campus  
<https://www.facebook.com/groups/375650555926165/>

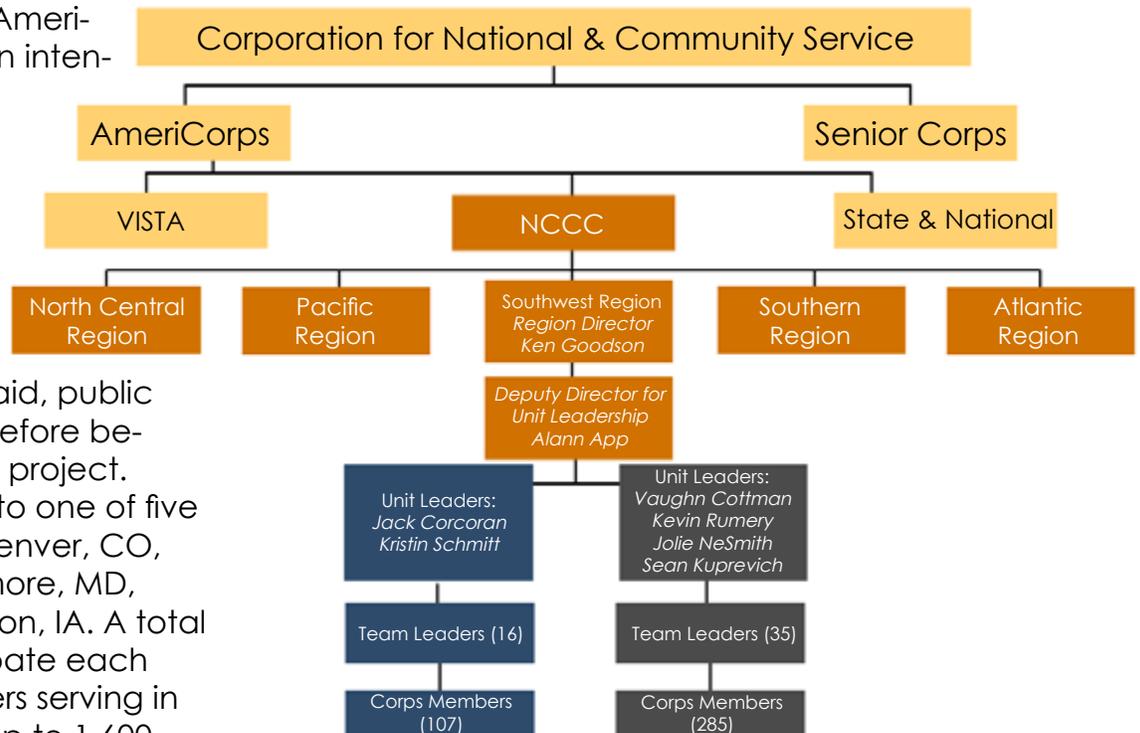
AmeriCorps NCCC Fall 2015 Team Leader: Denver Campus  
<https://www.facebook.com/groups/1428887440755480/>

For more on social media, see page 38.

## AmeriCorps NCCC Overview

AmeriCorps National Civilian Community Corps (NCCC) is a residential national service program for men and women between the ages of 18 and 24. AmeriCorps NCCC requires an intensive, 10-month

commitment. Members serve in teams of eight to twelve and are assigned to projects throughout the region served by their campus. They are trained in CPR, first aid, public safety, and other skills before beginning their first service project. Members are assigned to one of five campuses located in Denver, CO, Sacramento, CA, Baltimore, MD, Vicksburg, MS, and Vinton, IA. A total of 2,800 people participate each year, with 1,200 members serving in traditional NCCC and up to 1,600 members serving in FEMA Corps.



## 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.

[Click here](#) for a video of President Clinton swearing in first AmeriCorps Members

## NCCC Mission

strengthening communities and developing leaders through team-based national and community service



FEMA Corps, part of AmeriCorps NCCC, is the result of a partnership between the Corporation for National and Community Service and the Federal Emergency Management Agency (FEMA) that establishes an NCCC track of up to 1,600 Corps Members dedicated to disaster preparedness, response, and recovery. While there are many similarities between traditional NCCC and FEMA Corps, such as the program structure and benefits, there are some significant differences, particularly in the location and nature of their project work. Although FEMA Corps Members are assigned to one of five NCCC campuses, they are not necessarily deployed to sites or disasters within those regional boundaries. FEMA Corps members have a “deep” rather than “broad” service learning experience. Instead of com-

**Differences of FEMA Corps track** completing a variety of types of projects, FEMA Corps Members solely focus on disaster preparedness, response, and recovery activities with FEMA for the full ten months of their service term. In general, FEMA Corps projects tend to be more administrative and logistical in nature, providing professional development opportunities in emergency management, while traditional NCCC projects tend to be more hands-on. However, the opposite can be true of projects in either program. Members are dedicated to FEMA deployments in areas of logistics, external affairs, individual and public assistance, and more. They provide support in areas ranging from working directly with disaster survivors to supporting disaster recovering centers to sharing mitigation information with the public.



## Commitment to Service

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

If you do accept the challenge to join us, please know that community service is not always fun. We all know that our country has issues that need to be addressed. We want you to think of your 10 months with NCCC as a commitment that you have made to serve the communities of this nation; to be fully engaged and to see the program through to its end; to be a part of the solution to some of our nation's most challenging problems; to put others ahead of your personal needs. Through your service you will make a real difference in the communities that build our country; it will be an experience

you will never forget, and which may change your life from this point forward.

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## Leave Your Mark

We take our motto of "leave your mark" very seriously. Past experience and research from noted professors and public policy makers show that 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.

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

Thinking about these large problems can feel overwhelming. However, by dedicating 10 months to national service, you have provided a solution for the first part of this problem – community involvement. During your time as a Corps Member your work will make a real difference, and those who benefit will not forget what you did for them. We may have a long way to go, but the way to get there is through learning, understanding, and evaluating some of these hard issues. NCCC strives to build a community of critical thinkers who do not simply do the work, but who leave their mark with thoughtful actions that are informed and prepared, and influence others to do the same.





# Meet Your Unit Leaders

When you arrive on campus you'll be assigned to one of four Units: Earth, Fire, Sun, and Water and then be subdivided into seven teams within those Units. Check out the welcome from each Unit Leader below. Units are comprised of about 70 Corps Members, broken down into seven teams. Your unit assignment has no bearing on the type of projects you will work on; it is simply part of our organizational structure.



## **Kevin Rumery, Earth Unit**

Welcome to the Southwest Region Campus of the AmeriCorps National Civilian Community Corps! You are about to start a journey that will change you and your fellow Corps Members in many ways. You will gain new skills and make lifetime friends. Your projects will challenge you - some may be the most rewarding thing you have ever done

and others may cause you to struggle. At the end of this coming year, as you reflect on your experiences, you will be amazed at everything you have done and learned. I, as well as the Team Leaders of the Earth Unit, am very excited about meeting you and working to achieve the potential that each new class represents. Together we will work to safely meet the challenges and opportunities that await us.



## **Jolie NeSmith, Fire Unit**

Welcome Class 22-A of AmeriCorps NCCC to Denver, Colorado! You have been selected to participate in a life changing journey of service, growth, challenge, and great achievement. You will gain new skills and friendships while also having the opportunity to serve your country in an admirable way. There will be days

when you will question if you are able to complete the ten-month period of service until you look around and see the fellow Corps Members that are enduring and overcoming the same obstacles right along next to you. I look forward to meeting each of you and seeing the great achievements that you all are certain to accomplish this year.



## **Vaughn Cottman- Sun Unit**

The AmeriCorps NCCC program is a unique opportunity for young adults to devote a year of their lives in service to our country. Whether you are helping young children learn to read, constructing affordable homes for low income families, or building trails and erecting fences in one of the nation's state or national parks, it promises to

be a year of hard work and new experiences. Come ready to work as you probably never have before. Over the course of the 10 months, not only will you be giving of yourself, but also receiving from others. Etched in your mind forever will be that look in a child's eyes when they finally grasp a concept, the thanks received from a community upon completion of a project, or the camaraderie of new teammates and friends, partners in service. Congratulations on your acceptance into the program. Let's get things done!



## **Sean Kuprevich, Water Unit**

Congratulations on being selected to join us for Class XXII-A. The AmeriCorps NCCC experience is one that will challenge you in a variety of ways. There will be opportunities to live in unique and sometimes primitive housing situations. There will be opportunities to learn a variety of new skills that will serve you well in the future. There will be

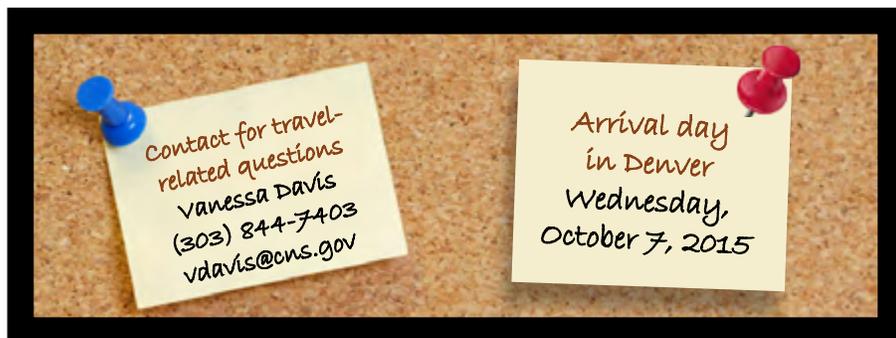
opportunities to travel and serve in communities with a variety of compelling needs. There will be opportunities to meet people from all walks of life and make friends that will last a lifetime. Your ability to adapt to these unique challenges will be rewarded upon completion of your 10 months of service. You WILL leave this program a different person. The Water Unit Team Leaders and I look forward to working with you. Please travel safely and we'll see you in October.



# Getting to Denver



Your transportation to and from Denver at the beginning and end of the program will be arranged and paid for by the campus personnel office. Please complete and sign the Transportation Selection Form located in the forms packet you received by email AND in your 'My AmeriCorps' portal online. Print and complete then either email, fax, or snail mail in a hard copy of the form to Vanessa Davis no later than 10 days after receiving the forms packet.



*Friends and family helping you move? Unfortunately at this moment we do not know at which extended stay hotels members will be lodged. Once we have this information, we will distribute so your family members can inquire about availability.*

## Travel Options

### By Air

The NCCC campus will book and pay for your flight and contact you with your travel information. If you choose to book your own transportation, please note that you will only be reimbursed at the government rate; if the price of the ticket you purchase exceeds that amount, it will be at your own expense. Your itinerary will be e-mailed to you **approximately one week before your arrival (in early October)**. You will not receive a paper ticket until you check in at the airport on your travel day – you will need to present a valid photo ID at the ticket counter to receive your boarding pass/ticket. 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. Make sure to go to your gate about 30-40 minutes before your flight's scheduled departure, as boarding will begin at that time.

**CHECKED-BAGGAGE SURCHARGES:** NCCC will reimburse you for the cost of the first checked bag you are charged for, unless it exceeds airline weight limits. NCCC will not pay for additional bags to be checked or for overweight bag fees (verify these fees with your airline). Make sure you get a receipt and bring it to campus. Without a receipt, you will not be reimbursed. PLEASE NOTE that you will only be able to store ONE SUITCASE on campus when you leave for service projects.

Note: If you anticipate having trouble paying up front for transportation to the airport or the fees that airlines may

charge for your baggage in advance of your arrival at the campus, please contact Vanessa Davis at vdavis@cns.gov or 303-844-7403 at least 15 days before October 7th.

### By Train

Travel by train is only an option if the cost of a train ticket is less than the cost of an airline ticket between your point of origin and Denver. If you choose to take the train, your ticket will be sent via UPS. Travel to Denver takes 2-3 days by train, and we do not purchase sleeper cars. Please note your choice to travel by train on your Transportation Selection Form, and **NCCC will purchase the ticket for you**. If you choose to book your own transportation, please note that you will only be reimbursed at the government rate; if the price of the ticket you purchase exceeds that amount, it will be at your own expense. Please see the Transportation Selection Form for additional guidance.

### By Personal Vehicle

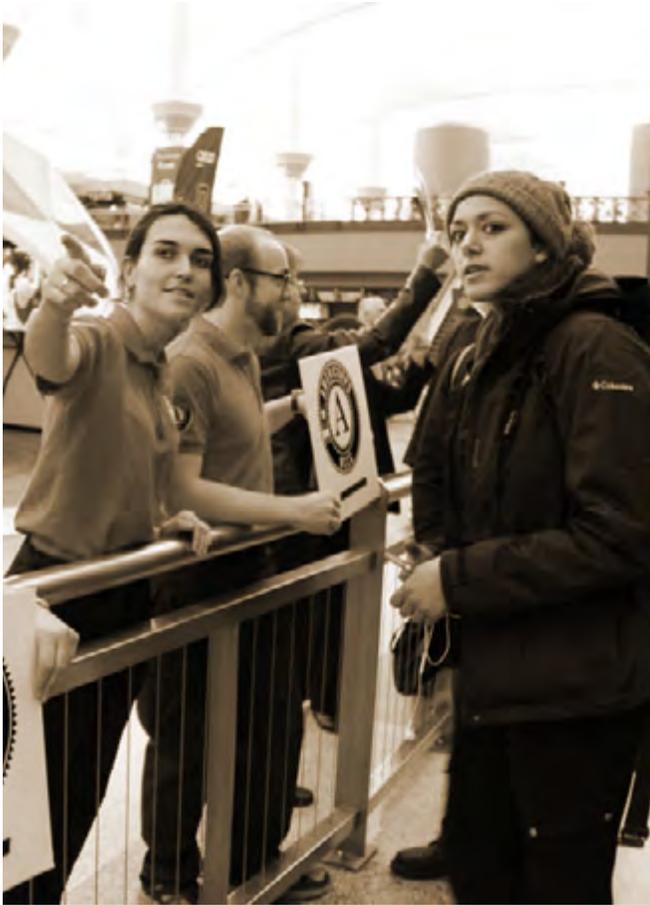
Corps members are NOT allowed to park their personal vehicles on the Southwest Region campus or leave them at extended stay hotels while on SPIKE. If your home of record is within a commutable distance, family or friends can drop you off, but no mileage will be reimbursed. Travel costs (hotels, etc.) are at your own expense.

If your travel plans cause you to arrive earlier than October 7th, you cannot move in nor do we have room to store luggage.

On the Travel Selection Form, do NOT select that you will be driving to campus unless someone will be dropping you off.



## Arrival in Denver, Colorado



### By Air

Air travelers will fly into Denver International Airport on Wednesday, October 7, 2015 and will be met by AmeriCorps NCCC representatives. When you depart your plane in Denver you will be in a secured area of the airport accessible only to ticketed passengers. To locate AmeriCorps NCCC representatives, follow the airport signs to "Baggage Claim." Denver International Airport has an underground train system that will take you there - board any train headed for the main terminal. "Baggage Claim" is the last stop. When you get off the train, take the escalator upstairs. An AmeriCorps NCCC representative will be waiting with an AmeriCorps sign at the top of the escalator behind a railing. Please check-in with the representative before going for your luggage. This person will provide you with information about what will happen after arriving.

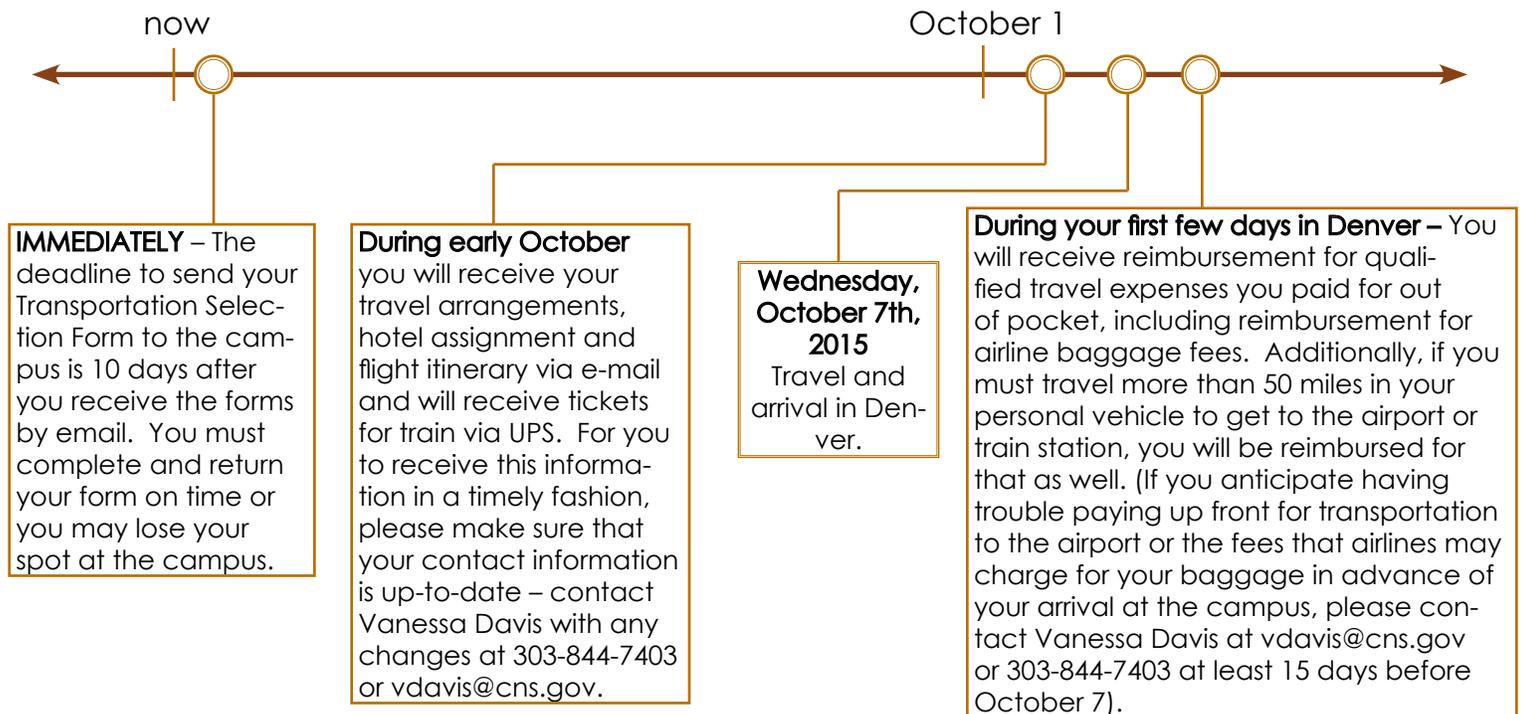
### By Train

Please look for AmeriCorps NCCC reps (holding signs) that will be waiting in Union Station to pick you up.

### By Personal Vehicle

Members being dropped off should plan their trip to safely arrive at their respective hotel between 8:00 a.m. and 3:00 p.m. on Wednesday, October 7, 2015. You will receive further information about where to go in Denver on arrival day via email, which will be sent as soon as possible prior to arrival day.

## Travel Timeline





# Frequently Asked Questions: *Getting to Campus*

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

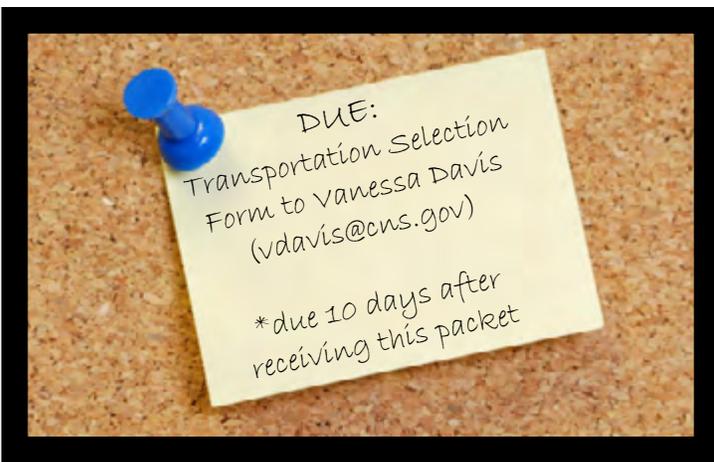
A: Yes. For most of your 10 months, you'll only see and use what you bring with you on projects (usually two items: one large red bag that we issue to you and one other small duffel bag/backpack, etc.). You will be required to move completely out of your room each time you depart for projects. You will be able to store one suitcase at the regional offices while you are out on your project. Any other personal items you leave on campus (clothing or otherwise) must fit in a military-issue duffel bag we will provide to you and which we will store for you in a locked container. These duffel bags are about three feet long and about a foot in diameter. You may also want to limit your checked baggage based upon airline regulations. Please see the list of recommended items on page 37. Keep in mind that you'll only be in Denver for training, transition weeks, and maybe one project.

Q: Can belongings be mailed before campus opening?

A: No. Everything you will need on campus must fit within your luggage that you bring.

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 will be asked to provide your photo ID and copies of your driving record. Please make sure that this information is easily accessible from your carry on bag.





# What To Expect On Arrival



First Day on Campus: Arrival Day  
October 7th, 2015

This schedule is subject to change:

- 8:00 – 3:00 p.m. Arrival of Members
- 12:00-1:30p.m. Boxed lunch
- 5:00-6:30 p.m. Dinner
- 7:00-8:00 p.m. Unit Welcome by Unit Leaders



## In-Processing

The campus welcome and in-processing will begin at 8:00 or 9:00 a.m. on Thursday, October 8th, 2015. This process involves a welcome, schedule overview, unit introductions, submission of travel claims, personnel questions, completion of forms, uniform issue, and other items. To facilitate your in-processing, please read the instructions provided in the forms packet you receive by email, and fill out the necessary forms below.

To Vanessa Davis by mail, fax, or email (within 10 working days)	Complete Online	In my.americorps.gov portal
--	-----------------	-----------------------------

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• Transportation Selection Form</li> <li>• General Consent Form</li> <li>• Emergency Contact Info</li> <li>• Consent for Release of Info</li> <li>• Other Health Coverage</li> </ul> | <ul style="list-style-type: none"> <li>• Member Profile Form (link and instructions in forms packet)</li> </ul> | <ul style="list-style-type: none"> <li>• Transportation Selection Form</li> <li>• W4</li> <li>• Direct Deposit Information</li> </ul> |
|---|---|---|

If you have any questions you may contact Vanessa Davis at 303-844-7403 or vdavis@cns.gov



## More In-Processing

- **Welcome/ Key Distribution:** Immediately upon your arrival to Denver, you will receive your room assignment at the extended stay hotel for your unit. After checking in with your unit, you can move your luggage from the holding location to your room and unpack. Please do not pack your photo ID and copies of your driving record in your luggage as you will need them when you check-in.
- **Moving into your room:** After you check in with your unit, you will be able to start unpacking and settling into your room. Staff may be available to assist you with your luggage.
- **New places, new faces:** In addition to the necessary administrative shuffle, you'll begin meeting new people from across the country as early as on your flight here. While starting the NCCC experience may seem

overwhelming at first, it is just the beginning of what will be a great year. We encourage you to connect with your new Corps-mates and stay in touch with friends and family at home to ease your transition into the program.

- To facilitate your in-processing, please read the instructions provided in the forms packet you receive by email, fill out the necessary forms in the 'My AmeriCorps' Portal and on the website below, then print, complete, and send in the forms listed here.

- Please be patient with us as we move to a new campus and details of your arrival fall in place. We don't yet have the answers to some questions, but we will have a series of conference calls prior to your arrival to answer any questions you have. Details about those calls will be provided in a Welcome Packet Supplement you'll receive later this summer.

## Sample In-Processing Schedule

Thursday	Friday	Tuesday
9-10am Community Meeting	9-noon Residence Life, Team Time	9-noon Medical Checks & Boot Issue
10am-noon Uniform Issue, Travel Reimbursement	noon-1pm Lunch	(bag lunches)
noon-1pm Lunch	1pm-5pm NCCC Standards and Core Expectations	1-5pm Projects & Service Learning
1-4pm Personnel, Web Portal, Banking		5:30-6:30 Physical Training Baselines
6pm Meeting for members interested in fire management teams		
7-8pm Dinner		
8pm Residence Life Activity (Movie)		





# Required In-Processing Documentation

## Bring these to campus with you

- ✓ A valid photo ID (one of these: driver's license, passport, or state-issued photo ID)
- ✓ A copy of your current driving record (past three years)
- ✓ Student loan and lender information (if you have a federally-backed student loan)
- ✓ Voided blank check- only if you haven't already set up a bank account for direct deposit of your living allowance on your 'My AmeriCorps' online portal
- ✓ Record of your current tetanus shot- you will receive this shot during your medical check if you cannot prove that you have had one in the past seven years
- ✓ If applicable, child care benefit forms and documentation (see pg. 25)

## A Copy of Your Driving Record

Members with valid state drivers' licenses are required to bring a current copy of their driving record to campus. You can obtain either a certified or non-certified version of your driving record; both versions are acceptable for in-processing. Most records can be obtained by calling or visiting the website of the registry of motor vehicles in your state. There may be a small fee involved. **This can often take several weeks to obtain. Please do not procrastinate.** When requesting your driving record, ask for your driving history for the past three years. NCCC requires a copy of your driving record because all Team Leaders and some Corps Members are required to drive government vehicles, and we do everything we can to ensure the safety of vehicle drivers and passengers.

## Forbearance of Qualified Student Loans

Members who enter AmeriCorps NCCC with a qualified student loan (federally backed, not private loans) are eligible to apply for forbearance. If you hold a qualified student loan in your name upon entering the program and wish to place the loan in forbearance, you will be able to complete a forbearance request in your 'My AmeriCorps' portal during in-processing after arriving on campus. The following information is required:

- Name, address, and phone number of Lending Institution(s)/Loan Holder(s)
- Your permanent address and phone number
- Your Social Security Number
- Your Account Number(s), if your loans have them

You may not apply for forbearance until you have arrived at the campus and been in-processed. We suggest you contact your lender prior to your service to verify qualification for forbearance through AmeriCorps NCCC. Forbearance does not take effect until you are enrolled in the program so if a payment for your loan is due during your first week on campus, you should make that payment.

## What is Forbearance?

You do not have to make payments on a qualified student loan that is put in forbearance, though interest will accrue on your loan. If you complete the program, we will pay the interest accrued during the 10 months of your AmeriCorps NCCC service. This interest payment will be made directly to your lender at the end of your service term.



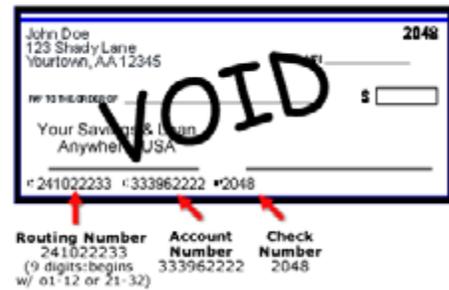


## Banking

All AmeriCorps NCCC members are required to have a direct deposit account, or a pre-paid credit/debit card that can receive direct deposits, in order to receive their living allowance. If you currently have a checking account and elect to have your funds deposited into that account, please either enter your bank's routing and account number in your 'My AmeriCorps' portal before arriving OR bring a voided blank check from that account and your bank's phone number with you to in-processing. If you do not have a check, you must have a letter from your bank verifying your name, routing number, and account number. **If possible, you should set up your bank information in your 'My AmeriCorps' Portal before arriving** to help ensure timely deposit of your first living stipend.

If you do not presently have a checking account or desire to establish a new account once you arrive on the campus, you will be provided with an opportunity to do so. If you are not able to have a checking account,

another option is purchasing a pre-paid credit/debit card to receive your direct deposit living allowance. These cards should ONLY be used as a back-up if you are unable to have a checking account. This site contains information on some pre-paid Visa cards and Master-Cards: <http://www.consumercreditcardguide.com/pre-paid.php> Please shop around for the best option for you. Be sure before you purchase a card that it can be used for direct deposit. If you have questions about this or the other direct deposit options, contact Vanessa Davis at 303-844-7403 or [vdavis@cns.gov](mailto:vdavis@cns.gov).



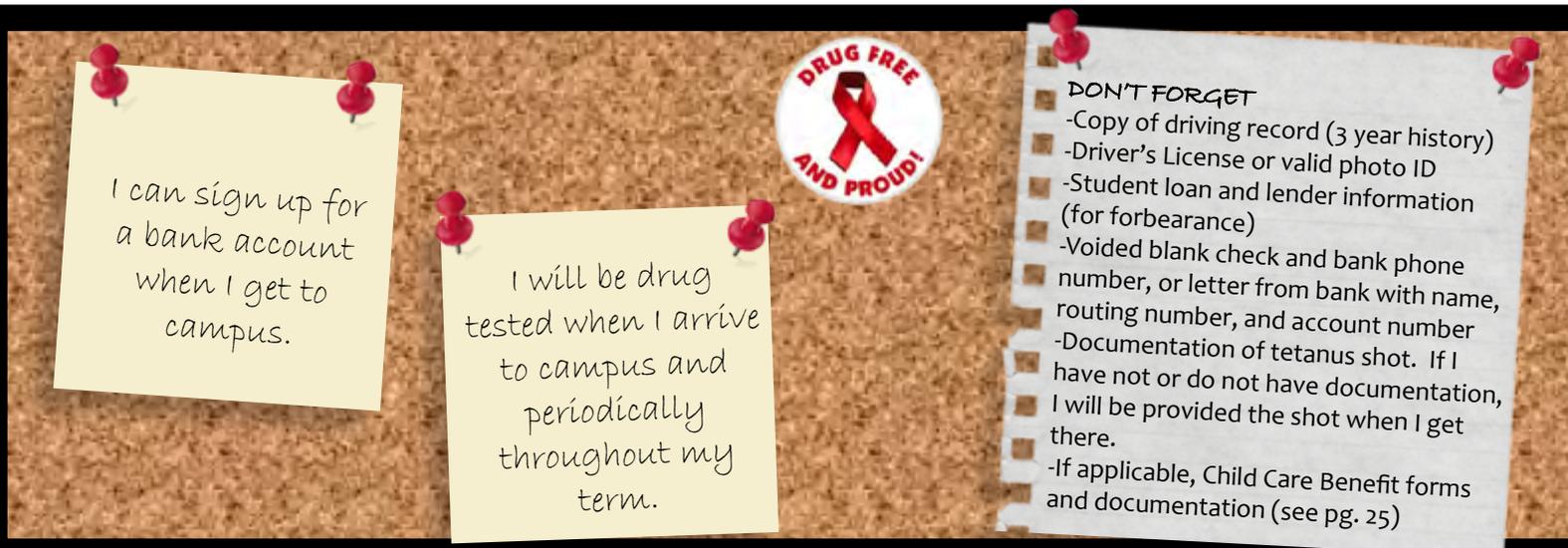
## Medical Check

Shortly after you arrive you will receive a basic medical check conducted by an Urgent Care facility. The medical check involves:

- A booster for Tetanus/diphtheria/pertussis also known as Tdap. If your immunization records show that your tetanus is not up to date (given within the past 7 years), or you do not have your records with you, you will be given a booster. Please bring a copy of your tetanus immunization records.
- A screening for tuberculosis (TB). This is a skin test, or, where appropriate, a chest x-ray. TB screening is necessary because the NCCC is a residential program. Additionally, some project sponsors require documentation that our Corps Members are free of active TB.
- Urine 10 panel drug screening

If you have a medical concern once you arrive on campus you will need to schedule a separate doctor's appointment as there will not be time during the medical check to have an individual doctor's visit. As always, when scheduling a doctor's visit, make sure you understand your unique medical coverage. If you have questions you can contact the Member Support Specialist, Vanessa Davis, with questions regarding health benefits.

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



I can sign up for a bank account when I get to campus.

I will be drug tested when I arrive to campus and periodically throughout my term.

- DON'T FORGET**
- Copy of driving record (3 year history)
  - Driver's License or valid photo ID
  - Student loan and lender information (for forbearance)
  - Voided blank check and bank phone number, or letter from bank with name, routing number, and account number
  - Documentation of tetanus shot. If I have not or do not have documentation, I will be provided the shot when I get there.
  - If applicable, Child Care Benefit forms and documentation (see pg. 25)



# Frequently Asked Questions

## What to Expect on Arrival

**Q: What is "in-processing"?**

A: In-processing is the process that officially enrolls you into the program.

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

A: Upon arrival, each member will receive their room assignment, then be guided to their unit's check-in area. In-processing and orientation will begin on Thursday, October 8, 2015. During this time, you will learn more about and complete the necessary paperwork for your insurance, living allowance, educational award, and other vital information. You will also receive your uniform and be given a tour of the administrative building and campus at this time.

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

A: For the first three or four days, meals will be catered. After that, you will shop for groceries, cook, and pack bag lunches with your team while in Denver for training and on your project.

# Corps Life

## Your Contact Information & Mail

Even though you will be traveling and changing locations on a frequent basis, we strongly encourage you to keep in touch with family and friends. Here is how they can reach you by USPS and private shipping carriers (e.g. FedEx, UPS, DHS, etc.)

Mom  
123 I Miss You Lane  
Pleasantville, CO 80236



**AmeriCorps NCCC**  
**YOUR NAME - Class 22A Fall 2015**  
**PO Box 25167**  
**Lakewood, CO 80225**



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 while you are at your project site, you may not receive bills as quickly as you do at home. Also, due to the size of our organization, the U.S. Postal Service will not forward mail to you from here to your next address at the end of the program, even if you submit a forwarding order. It is also recommended that you do not forward mail via the Postal Service from your current residence to the address we will provide you, as items may get lost or delayed. You will need to call all institutions from which you regularly receive mail and change your address with each of them at the beginning and end of the program.



## Spike Mail

Of course, you will not always be living in Denver. However, you may consider this post office address as your mailing address for the full 10 months. Once a week, most of the mail received at the above address will be packaged and sent to you wherever your team is serving, with the exception of magazines and packages. Only in the case of an emergency (money, medications) will packages be forwarded to you at your project site, due to the added cost of re-shipping. All mail that is not forwarded to you at your project site will be waiting for you in the Southwest regional offices when you return to Denver for transitions between projects.

## Emergency

In the event of an emergency you may be contacted through your Unit Leader. Any contact numbers not listed below will be provided to you upon your arrival. It will be your responsibility to communicate these phone numbers to necessary family members.

## Cell Phones

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



## Administration

The Southwest Region Administration can be reached between the hours of 8:00 a.m. and 5:00 p.m. Mountain Time Monday – Friday at 303-844-7400. A few selected staff members who may be helpful before your arrival can be reached as follows.

Alex McGrew, Program Associate  
303-844-7400, amcgrew@cns.gov

Vanessa Davis, Member Support Specialist  
303-844-7403, vdavis@cns.gov

Heather Dirck, Community Relations Specialist  
303-844-7420, hdirck@cns.gov

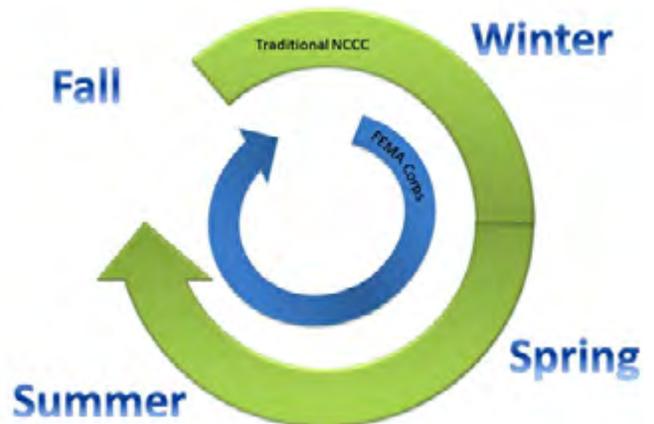
Jamie Brennan, Counselor  
303-844-7409, jbrennan@cns.gov

Amy Stenson, Counselor  
303-844-5820, astenson@cns.gov



## A little more about FEMA Corps

As you may know, you will be participating in the traditional track of AmeriCorps NCCC, but the program also administers a second track, called FEMA Corps. The Denver campus operates its traditional track of members on the fall-start cycle, and FEMA Corps members on the winter-start cycle. So, after you deploy for Round 1, a FEMA Corps class will return to Denver to graduate. Some campus staff primarily support one track or the other (such as Unit Leaders and Assistant Program Directors), but many staff will support both tracks. If you'd like to try your hand at a professional, emergency management-focused service experience, you can apply to FEMA Corps as a second year member in AmeriCorps NCCC!

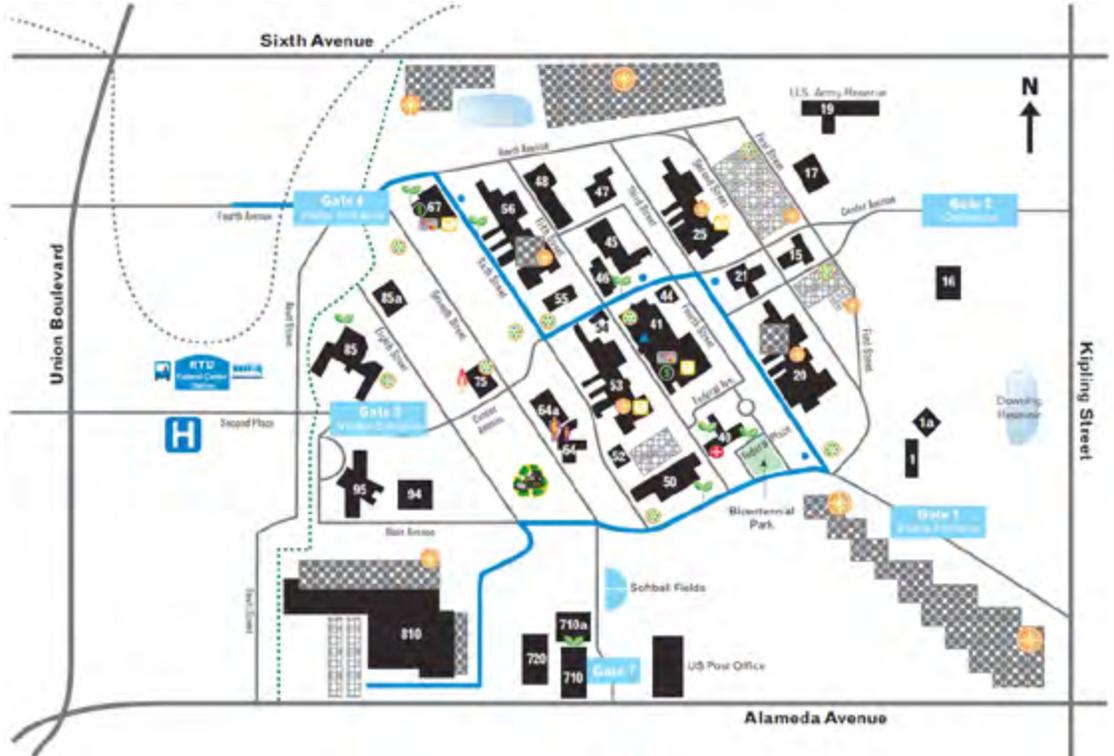




## About the Denver Campus

The Southwest Regional office is in the process of relocating to the Denver Federal Center located at West 6th Avenue and Kipling Street, Building 53, Suite E1319 in Lakewood, CO. Corps Members may attend trainings at the Federal Center, but will be lodged in several extended stay hotels in the Denver metropolitan area. The administrative building will be open from 8:00 a.m.—5:00 p.m. Monday through Friday. To meet with staff outside of these hours you will need to make an appointment with them.

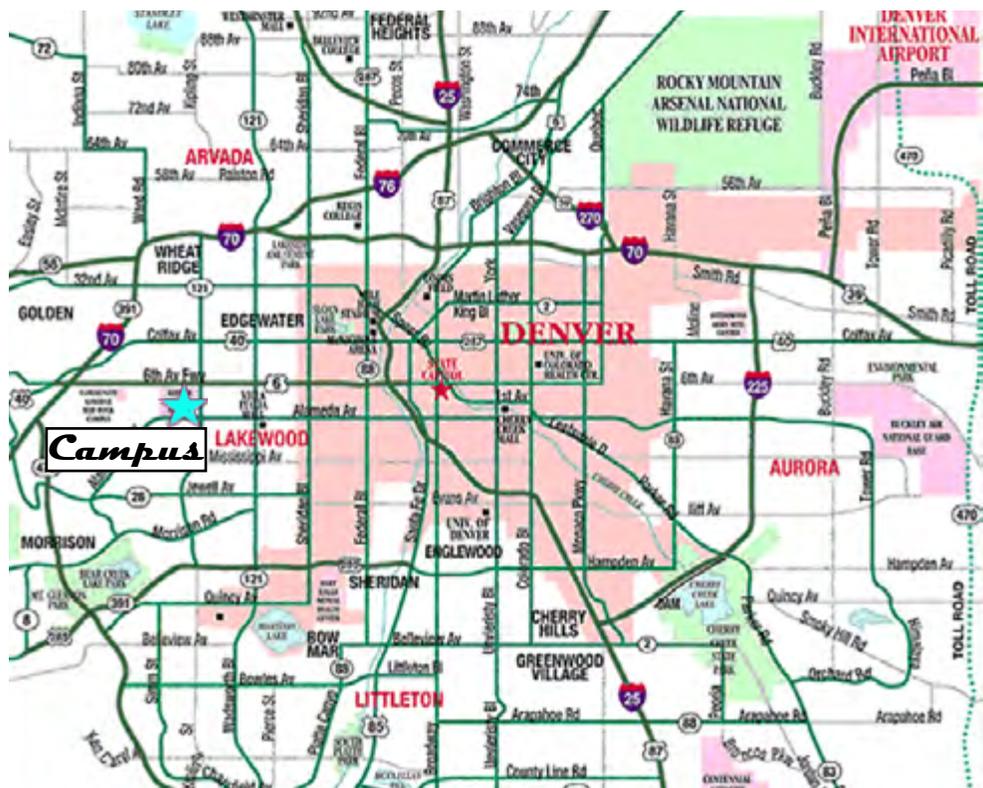
With more than 300 days of sunshine per year, it's easy to enjoy being outside in Colorado - whether you're working on a service project or hiking, biking, or skiing during your time off. Just miles from the Rocky Mountains, there are plenty of outdoor activities available during any season. Though you will most likely only spend about 10-40% of your time as a



Corps Member actually in Denver (the balance of your time will be spent on projects at other locations throughout our eight-state region unless you are deployed to a disaster in another region), you will certainly never mind “coming home” to Denver.

## Getting Around Denver

The Denver metropolitan area is spread over more than 150 square miles. During Corps Training Institute (CTI) and transition weeks, shuttles will be available to nearby locations, like grocery and department stores. Denver has an adequate public transportation system, as well. There is a Light Rail station about one quarter of a mile west of the regional offices on the Denver Federal Center. Proximity of public transportation to your lodging will depend upon the location of your unit's hotel. The Light Rail is essentially an electric train, and it is a great, safe, comfortable way to get to downtown Denver. Bus and light rail fares within the Denver metro area begin at \$2.25. Public transport schedules are available online at [www.rtd-denver.com](http://www.rtd-denver.com) and through the Google Maps app on smartphones.





## Campus Staff



Ken Goodson  
Region Director



Alann App  
Deputy Director  
for Units



Dana Platin  
Deputy Director  
for Programs



Shawn Schulze  
Deputy Director  
for Operations



Jamie Brennan  
Counselor



Jamie Casterton  
Asst. Member  
Support  
Specialist



Eric Cook  
Resource  
Manager



Jack Corcoran  
Mountain Unit  
Leader



Vaughn  
Cottman  
Sun Unit Leader



Vanessa Davis  
Member Support  
Specialist



Heather Dirck  
Community  
Relations  
Specialist



Rachel Folk  
Community  
Relations  
Associate



Geoffrey Hickox  
Asst. Program  
Director



Kelly Hiznay  
Member  
Development  
Associate



Kara Holwick  
Training Specialist



Brian Horvath  
Fleet Manager



Crystal Kelley  
Asst. Program  
Director



Christine King  
Asst. Resource  
Manager



Sean Kuprevich  
Water Unit  
Leader



Sarah Lyke  
Residence Coord-  
inator



Alex McGrew  
Program  
Associate



Lynette Murphy  
Asst. Program  
Director-Training



Jolie NeSmith  
Fire Unit Leader



Chris Neukom  
Asst. Program  
Director



Karen Phillips  
Program Associate



Richard Price  
Logistics Assistant



Brian Robison  
Support Services Specialist



Kevin Rumery  
Earth Unit Leader



Stephanie San German  
Asst. Program Director,  
FEMA Corps



Kristin Schmitt  
Alpine Unit Leader



Amy Stenson  
Counselor



## Lodging

Class 22-A will be lodged in several extended stay hotels in the Denver metro area for Corps Training Institute. The layout and amenities of each extended stay hotel will differ, but generally you can expect each room to have a common area with a kitchenette plus a bedroom. Three Corps Members of the same gender will share one suite.

Roommate assignments are not made until shortly before your arrival on campus, so you will meet your roommates when you get here.

Amenities like wifi, laundry, fitness centers, pools, phones, and cable tv will depend on the extended stay, but we are committed to finding the most amenities at a reasonable price or finding alternative ways to offer some of these amenities to you. Towels and linens are provided by all extended stay hotels; however are not guaranteed with project/SPIKE lodging. NCCC has a wide range of sports and recreation equipment available to checkout at no cost to members.

Below are two EXAMPLES of extended stay rooms, which may be similar to what you will live in while in Denver.





## Dining

When everyone is in Denver for training during CTI, or during transition weeks, Corps Members and Team Leaders will prepare breakfast and dinner in your extended stay rooms. Members will also prepare a bag lunch for themselves during breakfast on weekdays. On weekends, they will prepare meals each day in your room. The cost of modest grocery expenses is covered by NCCC.

**There is sometimes limited flexibility for people with special nutritional needs and you should be prepared to supplement your own dietary needs, if necessary.** Each room is equipped with a small refrigerator for storage of these supplements.

While on SPIKE teams have many eating options. Sometimes you may eat in a cafeteria, sometimes you may have food donated by local organizations, and sometimes teams prepare their own food. You may be surprised to learn how talented some of your teammates are in the kitchen. SPIKE food expenses are also taken care of by NCCC.



## Safety & Sanitation

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

While the extended stay hotels where you will reside have housekeeping services, Members are responsible for the cleanliness of their private rooms on a daily basis. In order to make sure that members are maintaining their rooms, room inspections are enforced. Inspections are an overall check for the health, safety, and cleanliness of each room.

Room inspections will be conducted periodically. Some inspections will be announced and some room inspections will be random. Inspections are managed by the Residence Coordinator and Unit Leaders. Unit Staff will manage discipline for failed inspections. Inspections will be completed by a two-person staff team to ensure the security and privacy of personal property.

Room inspection requirements are as follows:

- Bed: neatly made
- Desk: neat and orderly
- Floor: clean; no clothing or trash
- Refrigerator: no spoiled foods or odors
- Kitchen area: counters must be clean and free of dishes and food
- Bathroom & sink area: clean and neat; vanity top not sticky
- Trash containers: empty and clean
- Prohibited items include: candles, incense, flammable materials, hot plates, broilers, rice steamers, illegal drugs or any paraphernalia, ashtrays, alcoholic beverages and/or containers
- 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
- No clothes or scarves over lamps
- Nothing can be attached to or hanging from the ceiling or walls



## Drug and Alcohol Policy

**All lodging provided to you while in NCCC are drug and alcohol-free.** Use of alcohol by anyone in the extended stay hotels, SPIKE housing site, or work site, regardless of age, will result in appropriate disciplinary action, including possible suspension or dismissal from the program. Responsible alcohol use is permitted if you are at least 21 years of age, not on duty, and if you are away from NCCC property, lodging, and project sites. Underage drinking and providing alcohol to minors is a violation of the law, is taken very seriously in NCCC, and will result in disciplinary action.

Smoking is not permitted in or near the entrances of the NCCC-provided lodging, dining facilities, or the regional

## Security and Visitors

Caution and awareness are critical to your safety. Your safety is of the utmost important to us. NCCC staff will frequently be at the extended stay hotels and each night there will be a Team Leader on call at each hotel.

At the hotels as well as at the Federal Center, there are security cameras monitoring the buildings and their surroundings.

## Physical Fitness

Physical training is an important part of the AmeriCorps NCCC experience. PT will be required three times a week for at least 45 minutes each time. The activities will be determined by teams and facilitated by Team Leaders or PT Coordinators. Activities could include running, going to a gym, playing a team sport, or practicing yoga – there is plenty of room for variety and creativity. The Southwest Region campus challenges Corps Mem-

## Free Time

If there aren't any team or Corps obligations (i.e. working on the project site, team meetings, training sessions, all-Corps events, etc.) unscheduled time is free. There is generally free time after dinner and on weekends. NCCC Members will be expected to adhere to all community rules and regulations. During free time many Corps Members and Team Leaders like to go into Denver and explore the 16th Street Mall or various other stores and attractions in the downtown area. If you enjoy outdoor activities such as frisbee, basketball, or tennis, NCCC has some equipment you can check out and use in public parks or other spaces outlined during CTI.

offices. There are designated smoking areas outside the buildings.

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

Guests may not stay overnight in your room. However, if there are other vacancies at your hotel, friends and family are welcome to make reservations there. Additionally, there are numerous other hotels/motels across Denver where family or friends can stay. All visits must be worked around your work schedule and visitors must be accompanied by an NCCC staff member at all times while visiting the Southwest Region offices.



bers and Team Leaders to improve their physical condition during the program by conducting periodic baseline tests. During CTI all Corps Members will be timed on a 1.5 mile run and will do as many sit-ups in one minute and push-ups in one minute as they can. The test will be repeated during transition weeks, so members can measure their improvement.





# Benefits

## Living Allowance

Your first official day with NCCC – October 7, 2015 – falls on the 4th day of the established 14-day pay-period. Your first paycheck will encompass October 7 – October 17, therefore the gross amount of your first paycheck will be approximately \$148.06 and is slated to be directly deposited into your account on October 23rd. If your pay-date changes at any point, you will be informed immediately. For visual assistance in understanding the pay periods and pay dates, please see the chart below. The pay dates will occur successively every 2 weeks from the dates listed here.

Your personal finances are your responsibility. Your pay stubs are not mailed to you; instead, they are posted in your 'My AmeriCorps' portal so that you can automatically log on to view them. If there is a payroll error, it is your responsibility to inform the Member Support Specialist so that she can work with you to resolve the situation.

Members receive their living allowance every two weeks. The Corps Member stipend is \$13.46 per day before federal taxes are withheld; this amount is earned each day including weekends, NCCC breaks, paid-personal leave, and Life-After-AmeriCorps (LAA) days. With the exception of your first and last pay check, each stipend allotment will be for 14 days of pay, in the gross amount of \$188.44. The net pay that is actually deposited into your bank account will depend upon how many allowances you claim on your W4 Form (in your 'My

AmeriCorps' portal). Typically, if Members claim 0 or 1, their net stipend is between \$155 and \$165 every two weeks. The more allowances you claim, the less federal income tax you will have withheld from each paycheck. Each stipend allotment (paycheck) is electronically deposited into your personal account six days after the end of the established pay period for which the stipend is earned. Direct deposit is mandatory. This means you must provide your current account information in your 'My AmeriCorps' portal before arrival, or be prepared to open an account in a local banking facility immediately upon arrival in Denver. To assist you, there will be representatives from a major local bank (like Wells Fargo) present during in-processing. If you would like to open an account, a valid photo ID will be required. This is a courtesy provided to you and does not represent an NCCC endorsement of the financial institution. You DO have the option of selecting any financial institution you choose. It is also up to you to find a bank that will accept you or come up with an alternative solution, like a pre-paid credit or debit card that accepts direct deposit, if you have a poor credit history – NCCC cannot help you in this situation. **To avoid delays in receiving your stipend, you should submit accurate bank account information in your 'My AmeriCorps' Portal prior to arrival or as soon as possible during in-processing.**

Pay Period	Pay Day	Pay check stipend
10/7/15-10/17/15	10/23/15	11 days worth
10/18-10/31	11/6/15	14 days worth



\*\*This is the amount that you will earn every 2 weeks for the duration of the program, unless your pay is suspended for any reason. \*\*  
 \*Please make special note of the above dates and plan accordingly for your first month in Denver, Colorado.





## Health Care Benefits

Members are entitled to a health care benefit plan administered by SevenCorners, Inc. The AmeriCorps health care plan begins on October 7th and terminates at midnight on the date you exit the program. If you have other health insurance it is recommended that you keep it, as the AmeriCorps plan is limited and does not satisfy the individual responsibility requirement of the Affordable Care Act. Your other insurance will be your primary coverage; the AmeriCorps plan will become your secondary coverage.

Only you are covered under the AmeriCorps health care benefit 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 will be responsible for a \$5.00 co-pay for each medical office visit. Pre-existing medical conditions are not covered. One exception to this is if you have a mental health condition. In most of these cases, the AmeriCorps NCCC health plan covers three visits during the program year to see a Psychiatrist for medication management or re-evaluation. You will only be required to pay a \$5.00 co-pay per visit.

The AmeriCorps health care benefit plan provides a prescription drug program in combination with your health care benefits. Catamaran will be your prescription drug plan administrator. Your AmeriCorps identification card also serves as your prescription drug card. There is no co-pay for generic and \$5.00 co-pay for each brand name prescription filled at a pharmacy. While pre-exist-

ing conditions are not covered, your pre-existing prescriptions will be covered. We encourage you to bring a three month supply of prescription medication you are currently taking to ensure you are covered for the transition period.

The Member Health Care Guide and Health Care Card will be provided during Corps Training Institute (CTI). We strongly encourage you all to visit [www.americorps.sevencorners.com](http://www.americorps.sevencorners.com) prior to your arrival. At this website you may view the Member Health Care Guide which outlines your benefits and how to use them. Once you have gone to the website, click on the Forms link on the left-hand side then choose the Member Health Care Guide option.

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

The AmeriCorps health care plan does not pay 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.

**Full health care benefit guidance and updates are being written by CNCS staff now and will be distributed as they become available.**

## Education Award

After Corps Members complete the full 10 months and 1,700 hours of service, they will receive an education award of at least \$5,730.00. This amount may change in the future if Congress increases the maximum amount for Pell Grants. This award may be applied to future tuition, or to existing qualified student loans. Additional information on how you access this award and places you can use it will be distributed near the end of the program.

## Forbearance

If you have a qualified (federally backed, not private) student loan in your name, you can place it in forbearance while you are in AmeriCorps NCCC. You do not have to make payments on a loan that is put in forbearance, though interest will accrue on your loan. However, if you complete the program, the Corporation for National and Community Service will pay the interest accrued during the 10 months of your AmeriCorps NCCC service. This interest payment will be made directly to your lender at the end of your service term. For more information, see page 14.



## Child Care Benefits

A child care allowance is available to custodial or joint-custodial parents who are members of AmeriCorps NCCC. The allowance is to pay for expenses related to child care. Members who qualify for this benefit will need to complete the necessary forms and provide required documentation, including proof of dependent children (i.e. birth certificate). For more information about this benefit, and to access the required forms, please visit <http://www.americorpschildcare.com/>. Click on the "Child Care Program Forms" link in the column on the right side of the webpage, and download, fill out, print, and sign the forms, and bring them with you to campus to give to Vanessa Davis; she will submit them to Gap Solutions for you. Make sure to click on the "FAQs" link on this website – it provides important information. If you have any questions, please contact

Vanessa Davis at 303-844-7403 or [vdavis@cns.gov](mailto:vdavis@cns.gov) prior to your arrival.

### Forms you'll need to complete and bring with you:

- Member Application (you fill out)
- Provider Application (child care provider fills out)
- Attendance Sheet (child care provider fills out and submits each month, also signed by you)
- W-9 Form (child care provider fills out)
- Payment Authorization Form (child care provider fills out)
- AmeriCorps Member Checklist (for your reference)
- AmeriCorps Provider Checklist (for your reference)

## Personal Days

All members receive 3 paid personal days – days that you can take off when you would normally be working on a project. Personal days must be pre-approved by the Team Leader and the Unit Leader. Members wishing to use their personal days must complete a Leave Request Form and submit it to their Team Leader at least two weeks prior to the day/days being requested. Members can ask for a Leave Request Form from their Team Leader when needed. Transition weeks (between projects) are for training and programmatic activities; members should not plan to take leave during that time. Members who purchase airline tickets prior to having their leave request approved do so at their own risk. Members should also discourage parents/family members from purchasing tickets for them prior to confirmation of leave approval.

Members also receive 2 paid days off to use for "Life After AmeriCorps" activities, such as applying for colleges or jobs, conducting interviews, taking tests like the ACT, SAT, LSAT, or GRE, writing a résumé, etc. Members should use the same process as that for personal days to request "Life After AmeriCorps" days. Any additional time requested will be without pay and at the Unit Leader's discretion.

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

## Vacation/Holidays

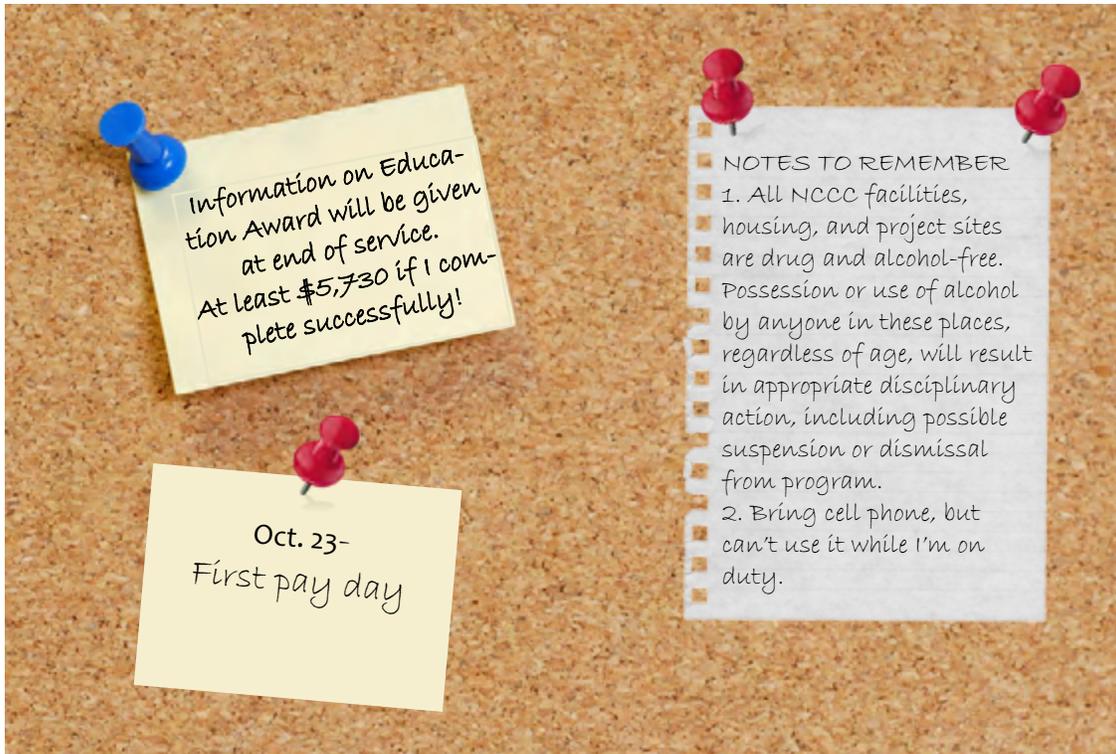
There are several paid breaks during your term of service. The extended stay rooms will remain available during breaks for members who decide to stay in Denver. Travel at these times will be at your own expense. The Corps observes official Federal Holidays. In some cases, members may work on various holidays due to the schedules of project sponsors, cost effectiveness of SPIKE travel, or disaster relief. In such a case, those members will be compensated with time off at a later date. During the course of the year there may be mandatory "All Corps Service Days" that can occur on Saturdays. On All Corps Service Days, the whole Corps participates in a selected service project.

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



## 2015-2016 Calendar (Subject to Change)

CM Arrival on Campus	October 7
In-processing/CTI	October 8-October 30
Columbus Day	October 12
Induction	October 30
Round 1 Projects	October 31 – December 19
Veterans Day	November 10
Thanksgiving Break	November 26-27 – off
Transition Days	December 21-22 (until noon)
Winter Break	December 22 (at noon)– January 3 – off
Transition Days	January 4-6
Round 2 Projects	January 7 – April 1
Martin Luther King Day	January 18 – A Day On, Day of Service
Presidents Day	February 15 – off
Transition Week	April 4 – April 11
Round 3 Projects	April 12 – July 9
Memorial Day	May 30 – off
Independence Day observed	July 4 – off
Transition & Out-processing	July 11 – July 19
Graduation & Member Departure	July 19



Information on Education Award will be given at end of service. At least \$5,730 if I complete successfully!

Oct. 23- First pay day

- NOTES TO REMEMBER
1. All NCCC facilities, housing, and project sites are drug and alcohol-free. Possession or use of alcohol by anyone in these places, regardless of age, will result in appropriate disciplinary action, including possible suspension or dismissal from program.
  2. Bring cell phone, but can't use it while I'm on duty.



# Frequently Asked Questions: Corps Life

Q: Will I have holidays off?

A: Yes. AmeriCorps NCCC observes Federal Holidays. See page 25 for details.

Q: Will there be any free time?

A: See page 22.

Q: Are there uniform requirements?

A: While in your AmeriCorps NCCC uniform, facial piercings are not allowed except small nose studs. Any jewelry worn in the ears must be studs or smaller than a dime only, no dangling earrings. This is for safety concerns. Hair color must be a natural-looking color (i.e. it may be dyed, but not pink, green, blue, etc.). A full overview of uniform standards will be reviewed after you arrive in Denver.

Q: How are roommates assigned?

A: See page 20. You will not receive your room assignment until you arrive on campus.

Q: Will I have health care benefits?

A: Yes. See page 24. Limited health care coverage is provided by CNCS for injuries and illness that occur during the 10 months, **although the health benefits do not meet the individual coverage requirement of the Affordable Care Act.** More guidance is currently being written and will be sent to you when it becomes available.

Q: How will I receive my living allowance?

A: See page 23.

Q: Will I be issued any supplies?

A: You may be given a sleeping bag, sleeping mat, and other equipment to use while on a SPIKE. Work-related items, such as gloves, earplugs, tool belts, safety goggles, will also be given out as needed.

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

A: No. The varying service projects and schedules, including projects that will be located in states throughout the region (SPIKES) will prevent you from committing to responsibilities involved with outside classes or part-time jobs.

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

A: See page 25.

Q: Will there be any breaks?

A: Yes, there will be a break over the winter holidays. More on page 25.

Q: What are AmeriCorps NCCC disciplinary standards?

A: The NCCC Handbook includes all NCCC rules, policies, and procedures. You will receive a hard-copy of this handbook when you arrive in Denver. We will review this during the initial training period; however, you are ultimately responsible for understanding the policies and knowing their appropriate consequences if not followed.



# Member Development and Training

## Service Learning

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

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

munity problems after your term of service is complete.

AmeriCorps NCCC incorporates service learning into projects in many ways. The training given prior to a project is only one example. Your service learning experience will continue to evolve throughout the duration of your project. Not only will your practical skills develop, but you will learn more about the organization with which you are working and, ideally, connect with the community in which you are living. At the conclusion of an NCCC project, each team writes a project portfolio. The portfolio will capture what your team has learned and accomplished on its service project. The experience you will have with a project promises to leave you enriched in many ways, contributing to your personal and intellectual growth.

[Learn more here →](#)



## Corps Training Institute

Corps Training Institute (CTI) is an initial 3-week training period designed to prepare Corps Members for their upcoming term of service. During this intensive training, you will receive instruction on how to do your best work in a safe and professional manner. The objective of CTI is to orient you to the culture, procedures, and policies of the NCCC. CTI will also provide you with skills that will enable you to do your job, prepare you for your role as a team member, and allow for team bonding before embarking on your first project. CTI is a very concentrated period of learning. Included to the right is a **sample** CTI schedule to give you an idea of what to expect. You will receive your training schedule after you arrive in Denver.

In addition to CTI, you will receive further training during transition weeks. Transition weeks are short periods of time that fall between project "rounds," when the entire Corps will return to Denver. Transition week is not a break or vacation – you will be expected to attend trainings, meetings, and participate in project preparation. Apart from the NCCC-provided training that you will receive, you will also receive job-specific training from your project sponsors.

## Example Schedule

- Day 1
  - Arrival/In-processing/Orientation
  - Campus tour and Unit Meetings
- Day 2
  - Community Meeting
  - Uniform Issue
  - Banking and Travel Reimbursement
  - Personnel
- Day 3
  - Campus Standards
  - Media Training
  - Unit Meeting
- Day 4
  - Driving Confidence Course (van safety, simple van maintenance, ground guiding)
- Day 5
  - Driver Safety, Driver Training and PT
- Day 6
  - Med. Checks and Boot Issue
  - Residence Life and Unit Time
- Days 7 & 8- off
- Day 9
  - Safety Training

- Day 10
  - Service Learning & Projects
  - Awards & College Credit
  - Education Awards & Medical info,
  - National Service Overview
  - Equal Opportunity
- Day 11
  - First Aid/CPR
  - PT Baselines
- Day 12
  - Disaster Services Orientation
  - Healthy Lifestyles
- Day 13 & Day 14- Off
- Day 15
  - Diversity Training
- Day 16
  - Team Position Trainings
  - Team SPIKE preparations
  - PT
- Day 17
  - Induction preparations
  - Induction Ceremony
  - Project Prep / Room Packing, Cleaning, and Inspections
- Day 18
  - Teams deploy for Round 1 SPIKE projects



## Independent Service Project (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. NCCC Members must complete 80 hours of ISPs before they graduate. It is your 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 regular, team-based projects. The specific requirements for an ISP are discussed in detail during CTI. 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.

## Life After AmeriCorps (LAA)

Part of our mission at AmeriCorps NCCC is to help members develop into catalysts for positive social change. Throughout the year, AmeriCorps NCCC offers the opportunity for Corps Members and Team Leaders to explore their options for "Life after AmeriCorps NCCC." This training will provide valuable information such as résumé development, interview skills, money management, applying for college, how to get a job in a non-profit, careers in disaster response, and a variety of other career options. Southwest Region staff also organize an annual Career Exploration Fair for Corps Members and Team Leaders to speak with professionals

in a variety of fields and learn about different career tracks. Presenters include AmeriCorps NCCC alumni, as well as other friends of the program. Staff members are available throughout the year to assist with résumé development and refinement. You will also have two LAA Days during your member year with which you can pursue future plans. Please note that you will be held accountable for your activities during your LAA Days. For anyone who has not yet completed high school, the Southwest Region Campus will encourage and support them toward earning their GED.

## Frequently Asked Questions

### Member Development and Training

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

A: Yes. Instructional preparation and GED testing will be provided for members seeking their GED or its equivalency.

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

A: See page 28-29. Members increase their competencies in all of the following areas: accountability/professionalism, leadership/coaching and mentoring, decision making, diversity, health and wellbeing, interpersonal skills and conflict management, safety and disaster response preparedness, self management and development, civic engagement and service learning, and teamwork and collaboration.

Q: What types of skills will I learn in NCCC?

A: During your 10 months of service, you will be developing your skills while you serve communities. You may be called upon to share personal achievements, cultural experiences, or special interests and abilities. You will meet with your Team Leaders one-on-one during the year to discuss your goals, aspirations, and performance in AmeriCorps. Professional development is also a part of the AmeriCorps NCCC experience.



## Common Acronyms/Phrases

- Application – Document that community/organization completes in order to request a team; may be shortened to “App” – not to be confused with Alann App, Deputy Director for Unit Leadership
- APD – Assistant Program Director = project developer
- ATL – Assistant Team Leader
- CNCS – Corporation for National and Community Service (formerly “CNS” – Corporation for National Service)
- CM – Corps Member
- COB – Close of Business
- CTI – Corps Training Institute
- Debrief – Team meeting upon completion of the project with Assistant Program Director and Unit Leader
- FEMA- Federal Emergency Management Agency
- HQ – Headquarters (located in Washington, DC)
- ISP – Independent Service Projects (Corps Members must participate in a minimum of 80 hours of Independent Service Project prior to graduation in order to receive their Education Award)
- NCCC – National Civilian Community Corps (pronounced “N-triple-C”)
- PCR – Project Completion Report (This report is turned in to the Program Department Program Associate (Karen Phillips). It should be signed by the project sponsor on the final day of the project)
- POC – Point of Contact
- Portfolio – Document that outlines a variety of elements of the project. This is turned in at the end of the project round.
- PT – Physical Training
- RD – Regional Director
- SL – Service Learning: learning opportunities that relate directly to the project that are in addition to the assigned project
- Spike – project site that is more than 90 miles from campus and/or that requires teams to stay overnight at the project site for one or more nights
- TL – Team Leader
- PBC (Project Briefing Call) – Telephone call with project sponsor, Team Leader, Unit Leader, and Assistant Program Director, conducted prior to team’s arrival at project site
- UL – Unit Leader
- WPR – Weekly Progress Report

# AmeriCorps NCCC Teams

You will work on a team of 8-12 diverse members and one Team Leader for your 10 months of service. You will prepare and eat meals, travel in your team’s 15-passenger van, and live together, all the while working collaboratively on service projects throughout the Southwest Region.

Members are assigned to one of our four units (Earth, Fire, Sun, and Water) and are then placed on teams in such a way as to balance out the diversity of the Corps. You may work as part of several different teams during your term of service.

Each team will have a Team Leader. Team Leaders are responsible for the daily activities of the team and act as on-site project supervisors. Sponsoring agencies also provide on-site supervision at least 2/3 of the work week. Team Leaders are the liaison between the team, the project sponsor, and the NCCC administrative staff. The 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 previous AmeriCorps NCCC experience as a Corps Member and/or extensive leadership backgrounds.





## Team Roles

Every Corps Member will be assigned a team role. Some individuals will serve in more than one role, while some positions will have two or more team members sharing the responsibilities. Some positions require special training, which will take place during CTI, as well as during transition weeks between project rounds.

- **Recruiter:** Corps Members are in a prime position to educate other young people about NCCC. Recruiters encourage other young people to apply to the program. Recruiters organize three to six recruitment events per project (depending on the length of the round), manage and distribute recruitment materials, and submit reports on the outcome of all recruitment events.



- **Media Representative:** The Media Representative tells the AmeriCorps NCCC story in communities where the team is serving. The Media Representative writes press releases and disseminates them to print and broadcast media outlets in their project communities. They also support NCCC's social media outlets and record, collect, and report on any media coverage received by the team. They capture team memories on camera and write project descriptions/ experiences to be included in the yearbook.



- **Project Outreach Liaison (POL):** POLs build awareness among potential project sponsors to develop community service projects that increase member engagement in the local community, offer diverse service experiences, and increase community awareness of NCCC for our traditional track. POLs also edit the team portfolio at the end of every round.

- **Vehicle, Safety, & Tool (VST) Coordinator:** A VST Coordinator is responsible for assisting the team leader/team in monitoring the team's vehicle(s), safety practices, and issued tools. All team members will be held accountable for safety standards, however, the VST Coordinator helps to ensure that teammates follow proper safety procedures at the worksite and housing site, and in vehicles. The VST Coordinator supports vehicle and tool maintenance, and coordinates proper training and usage of tools.

- **Service Learning Initiator (SLI):** SLIs serve as the overall coordinators for team service learning opportunities. This involves coordinating and completing the Service Learning Development Plan, identifying service learning opportunities in the project community, facilitating reflection activities on a weekly basis, ensuring team orientation and training, and documenting the service learning that occurred on the project.

- **PT Coordinator:** Organizes and facilitates three 45 minute team workouts weekly. Creativity is encouraged! Activities can include: hiking, yoga, dancing, workout videos, team sports, gym visits, etc.



- **Assistant Team Leader:** More information will be provided during the first project round.

- **Food POC:** Plan meals, go grocery shopping, and make sure everyone's dietary needs are being met.





## Are you up to the challenge? Join a fire management team.

This campus, in partnership with various fire management agencies, will train about 30 Corps Members to assist with wildland fire emergencies, fire prevention, and ecological restoration projects during two of their three project rounds.

Interested members who are selected to be on one of these teams will receive basic fire fighting, fire behavior, and incident command system training in order to become a Type II Hand Crew and Red Card Certified. Members must pass the pack test, which requires you to walk 3 miles with a 45 lb. pack in under 45 minutes. More information will be provided in a later mailing and during CTI.



# Frequently Asked Questions: *NCCC Teams*

**Q: Will I be required to have one of these "Team Roles"?**

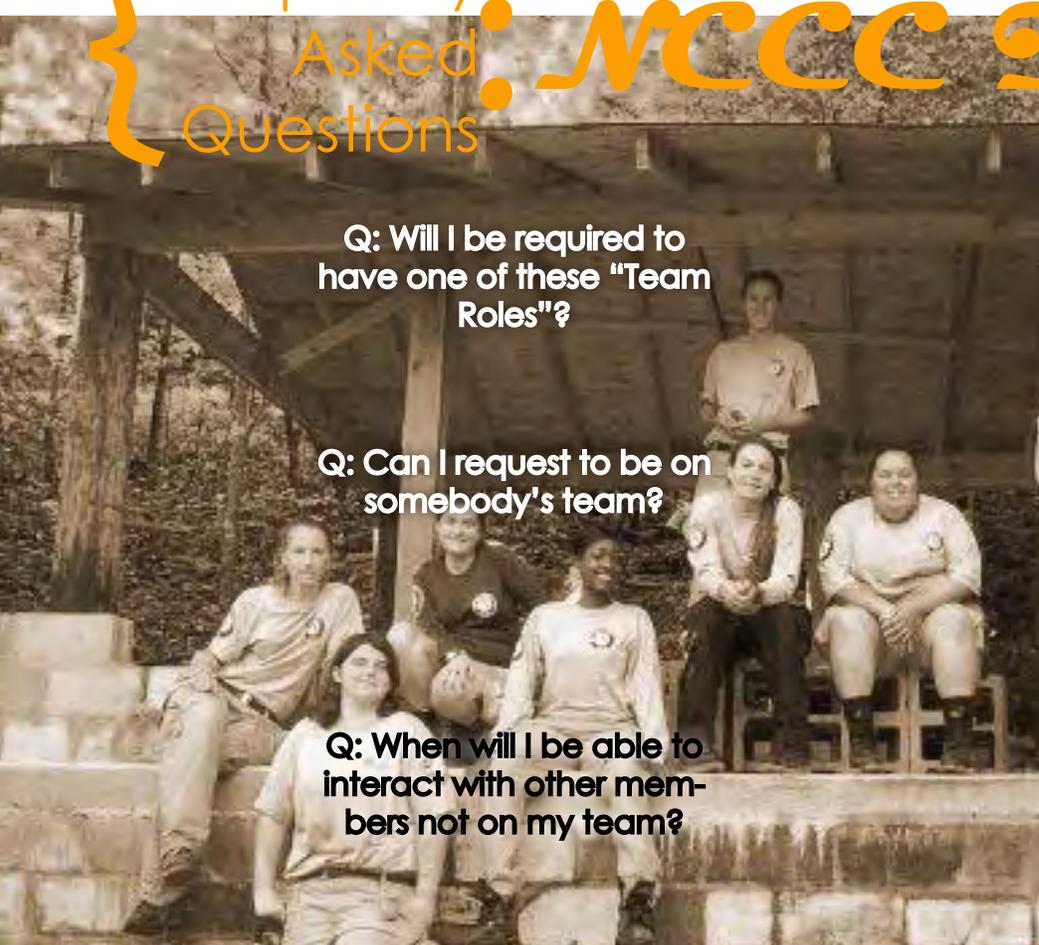
A: During your service, all members will take on one or more of the team roles. Depending upon the number of people on your team, an individual may have more than one role. It is your chance to let your talents shine – members are encouraged to participate in roles in which they have a specific strength.

**Q: Can I request to be on somebody's team?**

A: No – but fear not! You will grow close to all your teammates during your term of service. Also, you may serve on multiple different teams over the course of your term of service.

**Q: When will I be able to interact with other members not on my team?**

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





# Projects

Southwest Region AmeriCorps NCCC members help solve community problems in urban and rural areas throughout an eight-state region. The Southwest Region includes: Colorado, Arizona, New Mexico, Kansas, Oklahoma, Texas, Missouri, and Arkansas. Also, every NCCC campus is committed to immediate and continuing disaster response projects, which could bring you to any state or U.S. territory, though by statute NCCC is not able to respond internationally.

AmeriCorps NCCC hopes to give you as diverse of an experience during your 10 months of service as is possi-

ble, but there is no guarantee that each team will have a project that covers each service area.

While in the NCCC program, you will have the opportunity to do service projects in the areas of:

- Disaster Relief
- Infrastructure Improvement
- Environmental Stewardship and Conservation
- Energy Conservation
- Urban and Rural Development

## Project Information

- Your service year will be divided into three project rounds. You will have one or more projects each round focusing on the areas mentioned above.
- The work hours for the team will be determined by the project that they are assigned to. This can range anywhere from 12-14 hours a day (for disaster relief work or firefighting) to working close to a regular work week (Monday through Friday, 8:00 to 5:00).
- Project lengths can vary from one day to up to three months. The average length of a project is six to thirteen weeks.
- Teams work with "sponsors" who are nonprofit organizations, educational institutions, or government

agencies. Sponsors submit applications identifying their needs and how a team can help address those needs. The Program Department reviews these applications to determine where teams will serve.

- Teams will be trained by the American Red Cross in Disaster Relief Services in order to respond to national disasters. This training will occur during Corps Training Institute (CTI). Teams will respond to disasters as the situations arise, so there is no guarantee that you will have the opportunity to serve in this capacity. During disasters, members may respond in any state or U.S. territory.

## SPIKES

- SPIKES are projects where you are not housed on campus.
- While on SPIKE, the team will establish temporary housing accommodations in the community where the project is being conducted.
- You should come prepared to live in a variety of situations!

Examples of SPIKE housing

- Habitat for Humanity house
- Camping
- Large tents
- Church basements
- Apartments
- Cabins in state parks
- Youth hostels
- Floor of an armory





## Examples of Previously Completed Projects

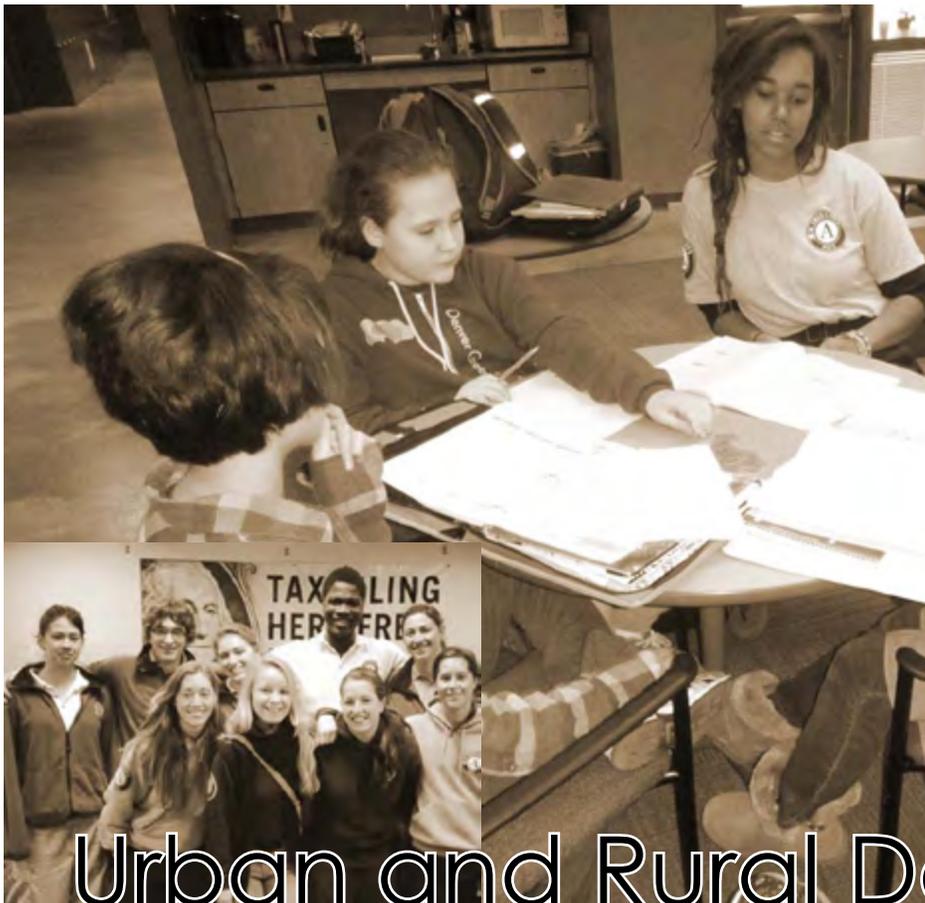
Of course, all Corps Members and Team Leaders enter the program anticipating the start of their first service project. What will my team work on? Where will we go? The Southwest Region program department works hard year-round to determine which organizations in which communities are in the greatest need of AmeriCorps NCCC teams. So, our list of project sponsors is continuously changing. However, to give you an idea of the type of work you may be doing, included below is a sampling of projects teams have worked on in recent years.



Flood Response – 2013-14  
Northern Colorado

In September 2013, heavy rainstorms caused major flooding in communities throughout northern Colorado, resulting in widespread damage to homes, businesses, farms, parks, and city infrastructure. NCCC teams responded in the immediate aftermath of the disaster, and continue to help with long-term clean up and rebuilding efforts.

## Disaster Relief



Denver Green School  
Denver, Colorado

Denver Green School provides a hands-on, brains-on experience that includes all students, staff, families, and the community in preparing all learners to lead the way toward a sustainable, bright green future. Corps Members work in classrooms as math and literacy coaches for students. Additionally, the team helps with physical activities during recess and game time to decrease bullying.

North Texas Area United Way  
Wichita Falls, TX

Round 2 (January to March) is a popular time for tax preparation projects for low-income families and individuals. Teams train with their sponsor to learn about preparing tax returns and advising on the Earned Income Tax Credit.



## Urban and Rural Development



Arkansas 4-H Camp  
Little Rock, AR

This 4-H center provides several experiential outdoor education programs to much of Central Arkansas. Because of the high use of the facilities, many areas of the Camp needed repairs. The Team helped clear a team-building area, built a rock wall, laid concrete, and built trail.

# Infrastructure Improvement



Center for Maximum Building Potential Systems  
Austin, TX

The Center designs and tests innovative programs that integrate air, water, food, energy, and material systems to build healthy and sustainable communities. Several teams assist with the construction and refurbishment of a solar decathlon home.

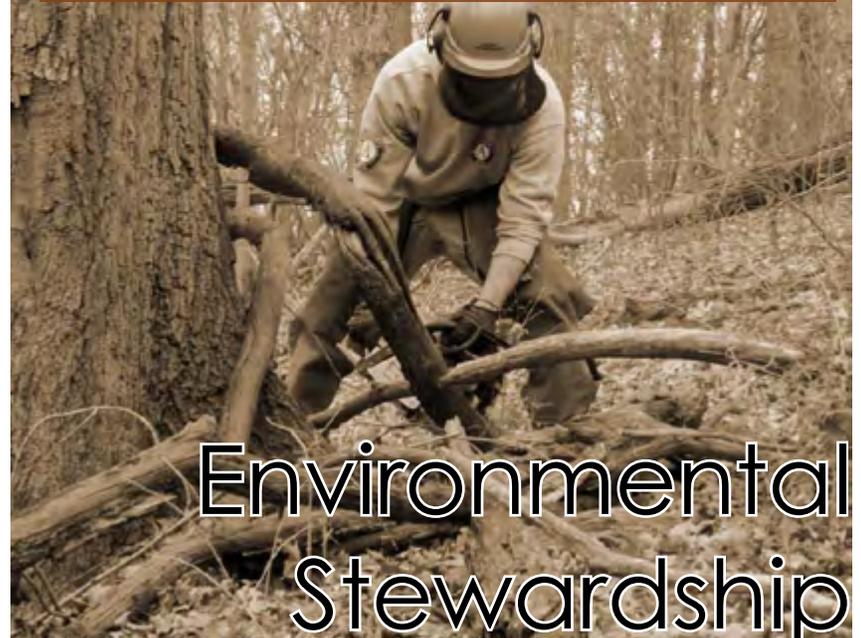


# Energy Conservation



St. Louis County Parks and Recreation Department  
St. Louis, MO

As a measure to combat the growing obesity trend, St. Louis Parks and Recreation surveyed its citizens and prioritized work on their trails. Our AmeriCorps members built a portion of a 10-mile-long single track multi-use trail joining municipal and state-owned properties along the Meramec River.



# Environmental Stewardship

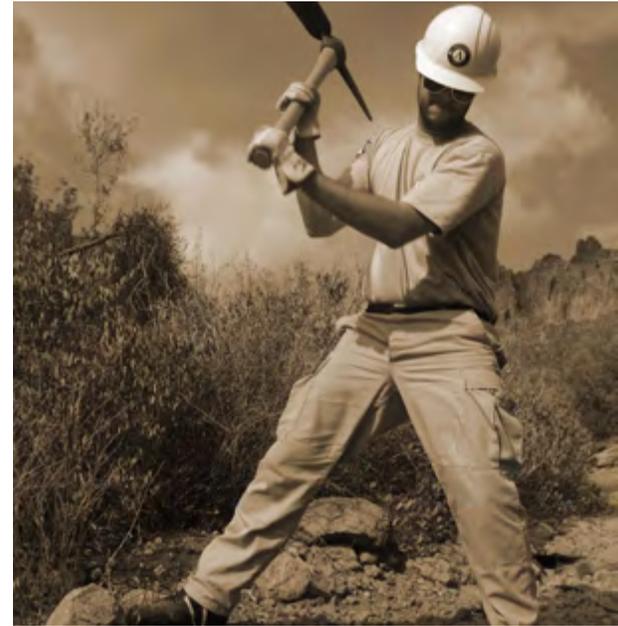


## A Day in the Life of a Member

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

### 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.: Work begins
- 12:00 p.m.: Lunch
- 12:30 p.m.: Work resumes
- 3:45 p.m.: Clean-up/prepare to leave for the day
- 4:15 p.m.: Depart for SPIKE housing
- 5:00 p.m.: Team physical training (PT) (3x per week)



# Frequently Asked Questions: NCCC Projects

**Q: Can I pick my projects?**

**A:** Not exactly. Projects are assigned by Unit Leaders, who will have an assigned geographic region each round. Unit Leaders will assign projects based on needs of the project sponsor and the strengths of the different teams in accommodating those needs.

**Q: How do teams get to project sites?**

**A:** Teams travel to the project site in a 15-passenger van. Some team members will be certified as van drivers. Certified drivers must attend a driver's class and take a driver's test at the campus. Only Team Leaders and certified drivers are permitted to drive the NCCC vehicles. Personal vehicles are not allowed on a project or on campus.

**Q: Will I be able to develop any projects?**

**A:** All members are required to complete 80 Independent Service Hours. Members develop and execute these projects on their own. The Project Outreach Liaison will also help with project development.

**Q: Will I do a project in each service area?**

**A:** The NCCC hopes to provide teams with a wide range of project experiences, but there is no guarantee that a team will complete a project in every service area.

**Q: How many projects will each team do?**

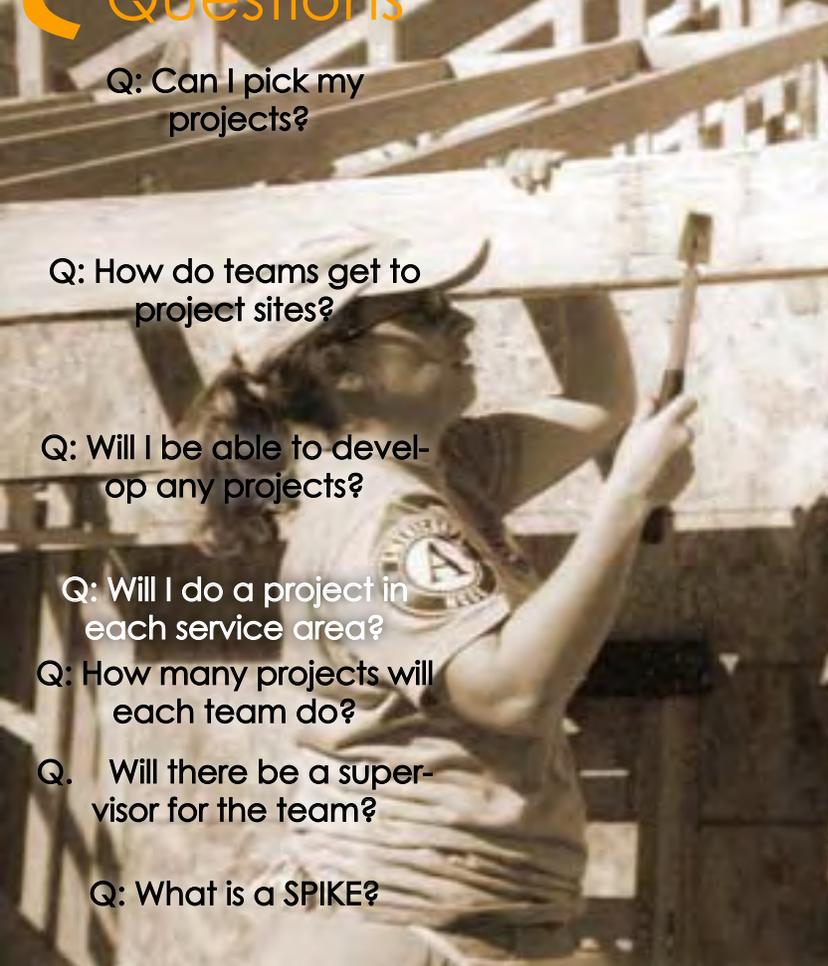
**A:** Each team will typically serve on three to six major projects during the program year.

**Q: Will there be a supervisor for the team?**

**A:** Team Leaders are responsible for the daily activities of the team and act as on-site project supervisors. Team Leaders are the liaison between the team, the project sponsor, and the NCCC administrative staff.

**Q: What is a SPIKE?**

**A:** A SPIKE is when a team undertakes a service project away from campus. See pg 33 for SPIKE accommodations.





# Preparing for NCCC

## Packing List

**PLEASE NOTE:** You will be required to move out of your room each time you depart campus. You will be able to store one suitcase/luggage item while you are away on your project. Any other personal items you leave on campus (clothing or otherwise) must fit in a provided military-issue duffel bag which we will store for you in a locked container. These duffel bags are about three feet long and about a foot in diameter. Please plan accordingly so as not to bring extra items to campus which you will not be able to bring on SPIKE and which will be in excess of what you can store.

- ❑ Power surge protector
- ❑ Driver's License or Photo ID
- ❑ Copy of Driver's License (Front and Back)
- ❑ Copy of Driving Record (past three years)
- ❑ Student loan and lender information (if you have a federally-backed loan)
- ❑ If you have not entered your bank routing and account numbers in 'My AmeriCorps': a Voided Blank Check or Letter From Your Bank (with your name, account number, and routing number) - (if you plan to use your current account for your living allowance)
- ❑ Record of Tetanus shot (if you have had one in the past 7 years; if not, we will provide it)
- ❑ If applicable, Child Care Benefit forms and documentation (see pg. 25)

**NOTE: You will be wearing your uniform during training and on workdays. Do not over-pack!**

### Clothing & Footwear (suggested items)

- ❑ White, grey, or black long-sleeved, plain shirts to wear under your uniform on cold days
- ❑ Shoes: athletic, hiking, casual, dress (must be closed-toe and closed-heel to wear with uniform when work boots are not required)
- ❑ Pants, jeans, shorts
- ❑ Shirts, sweaters
- ❑ Personal undergarments (including sports bras for females)
- ❑ Thermal underwear (polypropylene works best; not cotton)
- ❑ Jacket, winter coat, gloves, hat
- ❑ Workout clothes (up to 5 days/week in training, 3 days/week during the rest of the year)
- ❑ Socks: athletic, casual, dress, and thick socks to wear in steel-toed work boots
- ❑ Bathrobe & flip flops: You may share a communal shower room
- ❑ Other clothing of your choice – what you would normally wear during various seasons, but on a small scale

### Other (suggested items)

- ❑ Medications: We highly recommend bringing 3

months of prescription medication. Remember it is your responsibility to obtain medication refills before you run out. We recommend initiating prescription refills at least 1 week prior to running out of your medication.

- ❑ Personal toiletries: deodorant, shampoo, soap, toothbrush & toothpaste, sunscreen, hair dryer, curling iron, shaving cream and razor, laundry detergent (can also buy this when you arrive), etc.
- ❑ Eyewear: sunglasses, extra pair of glasses, contacts, contact solution (contacts are not covered under the health plan)
- ❑ Towel & washcloth
- ❑ Shower caddy
- ❑ Hangers
- ❑ Water bottle (you will also be issued a water bottle)
- ❑ Soft or collapsible laundry hamper
- ❑ Cell phone with charger and/or long distance phone card
- ❑ Writing utensils and notebook
- ❑ Alarm clock: a portable one that you can bring on SPIKE is best
- ❑ Backpack: to carry items day-to-day, like water bottle & jacket

### Optional Items

- ❑ Padlock or a small lock box for personal items such as credit cards
- ❑ Recreational Equipment: baseball glove, swimsuit, Frisbee, etc.
- ❑ Entertainment: guitar, books, CD/MP3 player, laptop computer or tablet, board games, art materials, etc.
- ❑ Camera
- ❑ Flashlight or headlamp (NCCC has flashlights available, but not headlamps)
- ❑ Bedding: Sheets, blankets, & pillow, if you want them while on SPIKE. Note: NCCC will issue you a sleeping bag; many members choose to use this throughout the program instead of bringing linens.



## Uniforms

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

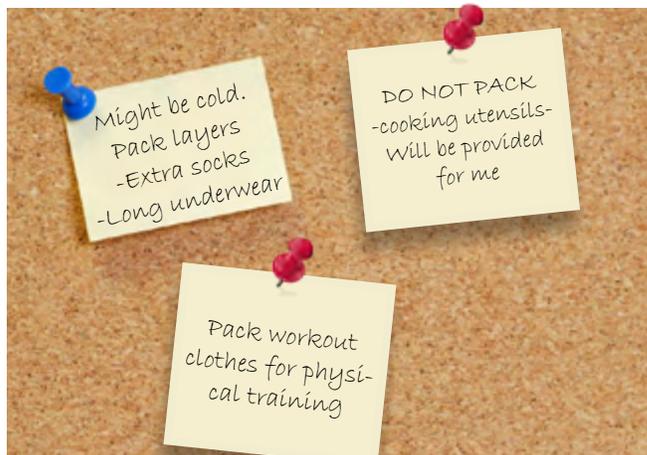
- 1 pair of black BDU (battle dress uniform) pants
- 2 pairs of tan BDU (battle dress uniform) pants
- 2 pairs of khaki shorts
- 1 gray fleece jacket
- 3 short-sleeve gray T-shirts (Team Leaders wear green T-Shirts)
- 1 long-sleeve gray T-shirt
- 1 short-sleeve polo
- 1 long-sleeve gray rugby shirt
- 1 gray hooded sweatshirt
- \*1 winter parka
- 1 neck gaiter
- 1 pair of steel toed work boots
- 1 AmeriCorps baseball cap
- \*1 rain suit (as needed)
- 1 black wool skull cap
- 1 bandana
- \*1 red back pack for traveling (26"x15"x10")

Items with an asterisk must be returned at the end of your term of service. If you are dismissed or leave before your term of service officially ends, all items must be cleaned and returned. Otherwise, you may keep your uniform items (with the exception of those with asterisks) at the end of the year.

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

Footwear is project-specific. Safety considerations will always prevail in determining the type of footwear to be worn. On construction or trail building work projects, normally the steel-toed boots will be worn. When working in an educational setting, for example, you may wear personal footwear as long as it is closed-toe and closed-heel. Sandals are not permitted on project sites. When in uniform, only NCCC-issued headgear may be worn.

You will receive other accessories during in-processing, such as safety goggles, work gloves, and more. Specific guidelines about how to wear the uniform will be discussed during Corps Training Institute (CTI),



## Get Connected

AmeriCorps NCCC Class XXII-Fall Group Site

To provide you with an opportunity to learn more about the Southwest Region and your upcoming service year, we have created a group site that you can join and visit. We encourage you to use this site to ask questions of the Southwest Region staff and to get to know your future fellow Corps Members. We ask that all postings are civil and appropriate.

To join, go to Facebook and search groups for: "AmeriCorps NCCC Fall 2015: Denver Campus" or just click the Facebook icon below for a direct link.

Can't get enough of AmeriCorps NCCC? Here are some of our other social media sites:

- Southwest Region Facebook page – members, alumni, friends, and family "like" this page for updates on campus news and events – feel free to share this link with others who would like to get a taste of what you'll be doing! <https://www.facebook.com/AmeriCorpsNCCCSouthwest>
- National AmeriCorps NCCC Facebook page- <https://www.facebook.com/AmeriCorpsNCCC>
- National Twitter feed- [@AmeriCorpsNCCC](https://twitter.com/AmeriCorpsNCCC)

Fall 2015

# AMERI-FASHION

Check out the latest fall  
AmeriCorps NCCC  
fashions!!

Outfit combinations you  
**WILL NOT  
BELIEVE**

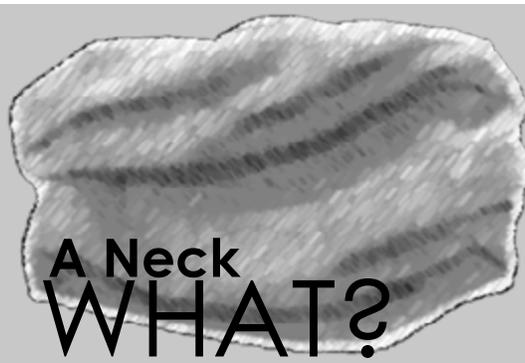
## Important fashion questions answered!

- Neck gaiter faux pas- Do's and Don'ts of the most elusive NCCC garment
- Secrets of layering REVEALED
- How to pair all the jazzy accessories with your uniform



# Inns and Outlets of NCCC Fashion

An exclusive, inside look into  
your future wardrobe



A Neck  
WHAT?

\*Note: The  
pictured neck  
gaiter has been  
altered to show  
detail. Actual  
gaiter is black.

The neck gaiter is often the most misunderstood and under-used NCCC uniform item. And for no good reason!

The neck gaiter pairs beautifully with any item, except possibly the hoodie (too much fabric around the back of the neck can lead to accidental mistaken mullet). Keeping your head and neck warm helps keep the rest of your body warm. So don't fret about this funny-named item! Toss it on during windy or chilly days and flaunt the gaiter.



Pictured to the left is the assortment of luxury items you'll receive to wear on your bottom half.

Fashionisto (and NCCC Assistant Program Director) Geoffrey Hickox comments on the Battle Dress Uniform (BDU) pant options saying, "This year's black BDU pants are the hot item to rock with your steel-toed boots- fashion meets function, you can't beat it!"

## T H E W A R M T H

t-shirt



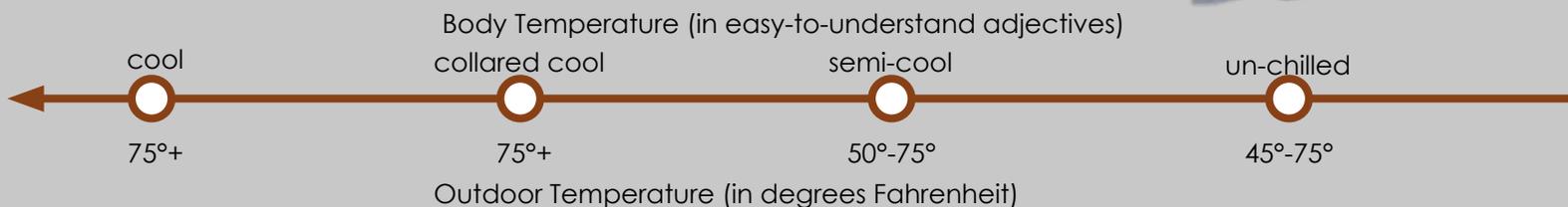
polo



long sleeve tee



rugby



# Other Accessories



← This backpack is standard issue for all Team Leaders and Corps Members to take all their uniform items on SPIKE. Affectionately known as "big red bag."

↓ Your steel-toed boots go with everything! Great as a style accessory with hard work.

↙ These stylish bandanas can be used for double duty to tie your hair back and keep sweat off your brow!



## Preparing for the Elements

The perfect accessory gloves for pulling weeds, painting walls, and removing fences



Skull cap for cold days, baseball cap for sunny days. Please and thank you!

Whether it's rain, snow, or sunshine, we've got you covered!

You'll be ready for torrential downpours in this rain slicker coat and over-all set. Lucky you!!



## C O N T I N U U M

hoodie

fleece

parka



cozy

hot in here

toasty

35°-60°

30°-50°

20° and below



## Reference Sheet for Families

### AmeriCorps NCCC Overview

AmeriCorps National Civilian Community Corps (NCCC) is a residential national service program for men and women between the ages of 18 and 24. Approximately 1,200 members serve nationwide annually in the traditional program track. Up to an additional 1,600 serve annually in the new FEMA Corps track.

For 10 months, members in the traditional track serve on teams to meet urgent community needs through projects that support the environment, infrastructure improvement, energy conservation, urban and rural development, and immediate and continuing disaster response, which is our priority project area. Projects in the traditional track operate through partnerships with non-profit organizations, state and local agencies, and other community and faith-based groups. Projects for FEMA Corps members are led by the Federal Emergency Management Agency (FEMA). Teams will work on a series of different projects, allowing members to experience different communities and cultures throughout their region. Members receive training in CPR, first aid, leadership, safety, team building, and disaster services, in addition to many other topics throughout the year.

Members are based out of one of five campuses, located in Denver, CO, Sacramento, CA, Vinton, IA, Vicksburg, MS, and Baltimore, MD, which serve as regional hubs. The Southwest Region campus in Denver regularly serves eight states (AR, AZ, CO, KS, MO, NM, OK, TX), but may deploy teams to any state or U.S. territory for immediate disaster response or long-term recovery projects. AmeriCorps NCCC does not have the authority to respond internationally.

The Corporation for National and Community Service oversees Senior Corps and all AmeriCorps programs. The three branches of AmeriCorps are AmeriCorps VISTA (Volunteers in Service to America), AmeriCorps NCCC, and AmeriCorps State & National.

### Visiting AmeriCorps NCCC Members

Some family members travel to the Denver campus with their Corps Member, visit during the year, or come to celebrate graduation. We welcome your visits and enjoy meeting the family of the Corps Members we have the pleasure of working with during their 10 months in the program. We just ask that you coordinate with your family member to work visits around what may be a busy schedule for them, especially during training and transition weeks. Please note that overnight guests are not allowed in our Corps Member rooms. However, if there is vacancy at the hotel where our members are lodged, you are welcome to stay there.

### Administration

The AmeriCorps NCCC Southwest Region Administration can be reached between the hours of 8:00 a.m. and 5:00 p.m. Mountain Time Monday – Friday at 303-844-7400. In the case of an emergency after hours, all Team Leaders and Unit Leaders are issued cell phones. Corps Members will receive this contact information upon their arrival.

### Selected Staff Contact Information

Southwest Region Front Desk  
Alex McGrew – 303-844-7400  
amcgrew@cns.gov

- General inquiries or to be transferred to another department

Vanessa Davis, Member Support Specialist  
303-844-7403, vdavis@cns.gov

- Corps Member travel, health benefits, living stipend, and education award

Heather Dirck, Community Relations Specialist  
303-844-7420, hdirck@cns.gov

- Corps Member recruitment, media outreach, and special events

### Vacations/Holidays and Calendar

There are paid breaks during the term of service. Lodging is covered for members who decide to stay on campus or their project site. Travel home or elsewhere at these times will be at the member's expense.

All members also receive 3 paid personal days – days that they can take off when they would normally be working on a project. The use of personal days must be pre-approved by the Team Leader and the Unit Leader at least two weeks prior to the day/days being requested. Transition weeks (time between projects) are reserved for training and programmatic activities; members should not plan on taking leave during that time. Parents/family members are discouraged from purchasing airline tickets for Corps Members prior to confirmation of leave approval by their Team Leader and Unit Leader.

Please note that disaster relief is a high priority for AmeriCorps NCCC. Members may be required to respond to a disaster at any time during their 10 months of service, which may alter any published calendars or approved leave requests. Check out our Facebook page for program news and updates:

[www.facebook.com/AmeriCorpsNCCCSouthwest](http://www.facebook.com/AmeriCorpsNCCCSouthwest)