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IMPORTANT INFORMATION ABOUT YOUR WELCOME PACKET

This Welcome Packet contains information vital to your success as an AmeriCorps NCCC Team Leader.

PLEASE READ THIS PACKET FROM COVER TO COVER.

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

Please pay special attention to the "Guide to Completing Forms" at the beginning of the forms packet you received by email (the same email in which you received the link to this packet). It contains paperwork that you must complete in order to secure your placement in our program. Make sure to read the guide before filling out the online or paper forms. If you miss the deadline for turning in these forms, you may lose your place in the program. If you will have trouble meeting this deadline, please contact Vanessa Davis at 303-844-7403 or vdavis@cns.gov to inquire about an extension.

THANK YOU!

Table of Contents

Welcome from Region Director 3
Welcome and Paperwork Needed 4
About NCCC 5
- Connect with your fellow incoming Corps Members and Staff 5
- AmeriCorps NCCC Overview 5
- The AmeriCorps Pledge 5
- Differences of FEMA Corps track 6
- Commitment to Service 7
- Leave Your Mark 7

Meet Your Unit Leaders 8
Getting to Denver 9
- Travel Options 9
- Arrival in Denver, Colorado 10
- Travel Timeline 10
- Frequently Asked Questions 11

What To Expect On Arrival 12
- In-Processing 12
- Sample In-Processing Schedule 13
- More In-Processing 13

Required In-Processing Documentation 14
- Bring these to Denver with you 14
- A Copy of Your Driving Record 14
- Forbearance of Qualified Student Loans 14
- What is Forbearance? 14
- Banking 15
- Medical Check 15
- Frequently Asked Questions 16

Corps Life 16
- Your Contact Information & Mail 16
- Spike Mail 17
- Emergency 17
- Administration 17
- A little more about FEMA Corps 17
- Cell Phones 17
- About Denver, Colorado 18
- Getting Around Denver 18
- Campus Staff 19
- Lodging 20
- Dining 21
- Safety & Sanitation 21
- Drug and Alcohol Policy 22
- Security and Visitors 22
- Physical Fitness 22
- Free Time 22

Benefits 23
- Living Allowance 23
- Relocation Allowance 23
- Health Care Benefits 24
- Education Award 24
- Forbearance 24
- Child Care Benefits 25
- Personal Days 25
- Vacation/Holidays 25
- 2015-2016 Calendar (Subject to Change) 26
- Frequently Asked Questions 27

Member Development and Training 28
- Service Learning 28
- Team Leader Training 28
- Example TLT Schedule 28
- Corps Training Institute 29
- Example CTI Schedule 29
- Independent Service Project (ISP) 30
- Life After AmeriCorps (LAA) 30
- Frequently Asked Questions 30
- Common Acronyms/Phrases 31

AmeriCorps NCCC Teams 31
- Team Roles 32
- Support Team Leaders 33
- Frequently Asked Questions 33

Projects 34
- Project Information 34
- SPIKES 34
- Examples of Previously Completed Projects 35
- A Day in the Life of a Member 37
- Frequently Asked Questions 37
- Budget Responsibilities on Projects 37

Preparing for NCCC 38
- Packing List 38
- Uniforms 39
- Get Connected 39

Team Leader Reflections 43
- Alana Robles 43
- Jamian Jacobs 44
- Lupita Hernandez 45

Reference Sheet for Families 46

March 20, 2015

Welcome from Region Director

Dear Class 22A Team Leaders,

Greetings from Denver! I hope this finds you well.

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 Corps Members 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 Team Leaders and Corps 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 the organization, what I've already gathered from my colleagues and your predecessors is clear: the Team Leader position is essential to NCCC's ability to meet the agency's two goals. Your job is complicated, stressful and challenging. Yet it is also perhaps the greatest job in the organization as you are on the front line of our service efforts, leading your teams 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. What an opportunity! Each of you has been offered a Team Leader position, following a highly 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 your teams will complete. We are meeting with, and responding to, requests from potential project sponsors. Your training, as well as that of the Corps Members, 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 on campus, I ask two things of you. First, think through the 11-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 11 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 soon, greeting you in person and welcoming you to the NCCC family of service.

Ken Goodson
NCCC Southwest Region Director

March 15, 2015

Welcome and Paperwork Needed

Dear Southwest Region Team Leader,

Congratulations on becoming an AmeriCorps NCCC Southwest Region Class XXII-A Team Leader! 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 Tuesday, September 8th, 2015 and your in-processing activities will begin on September 9th, 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 September 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, Team Leaders and Staff

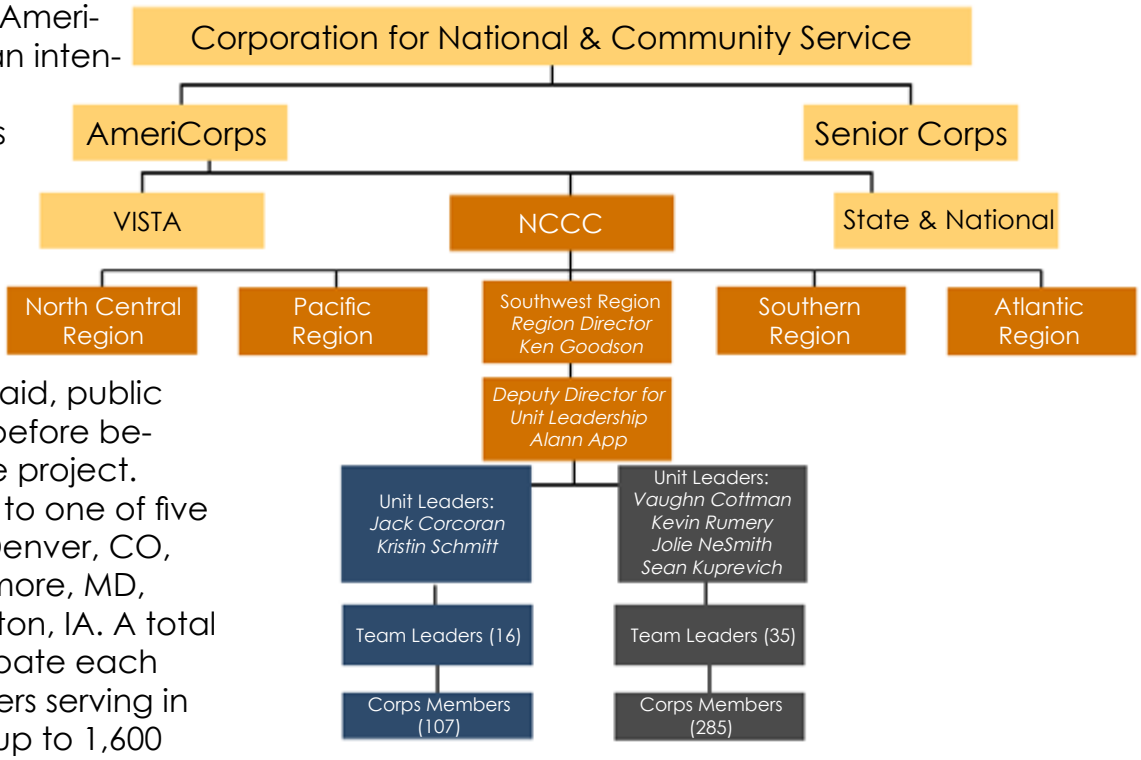
Search for our group:
AmeriCorps NCCC Fall 2015: Denver Campus
https://www.facebook.com/groups/375650555926165/

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

For more on social media, see page 39.

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

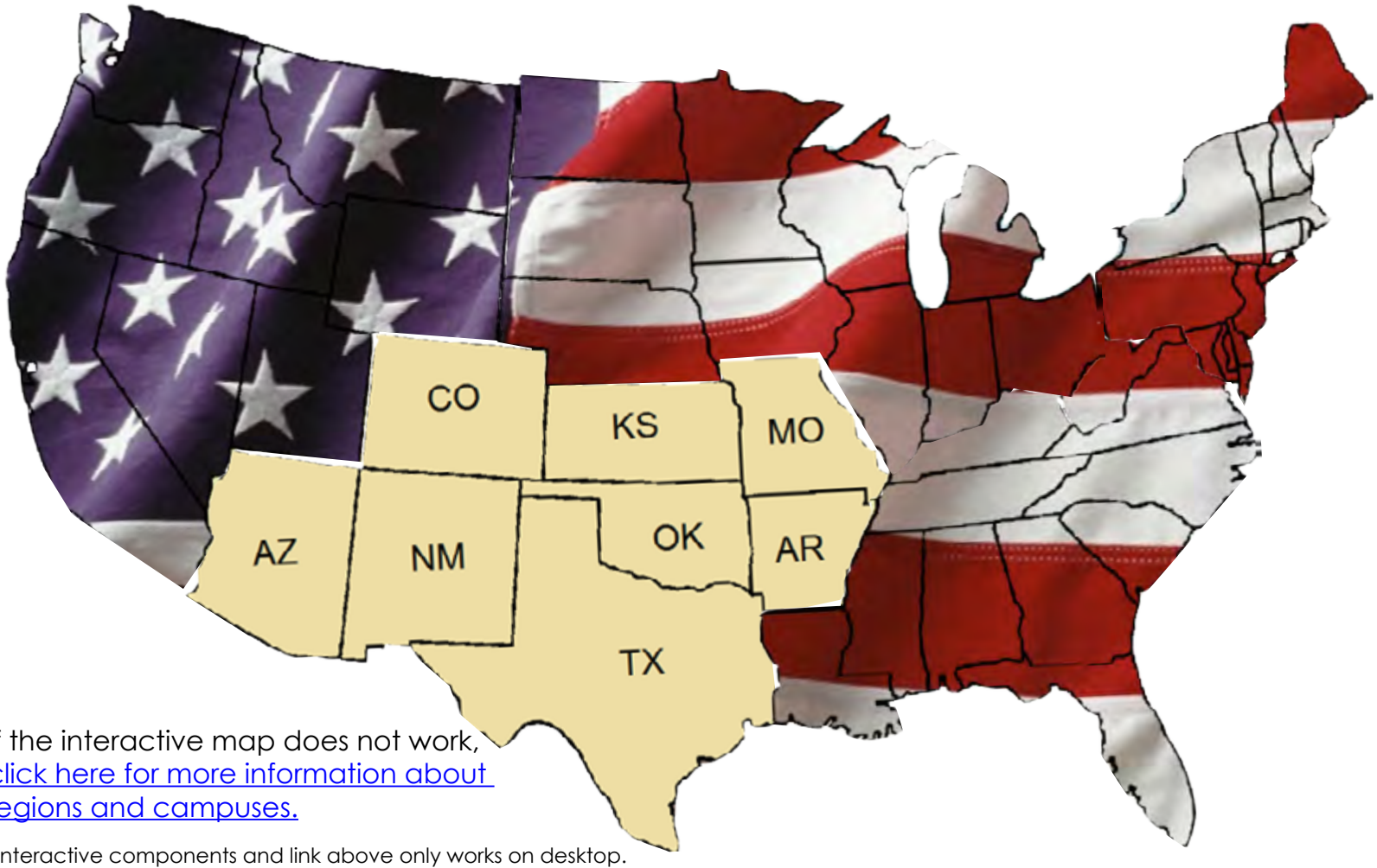
NCCC Mission

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

Differences of FEMA Corps track

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 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.

Roll your mouse over the map to see the different NCCC Regions.



If the interactive map does not work, click here for more information about regions and campuses.

*Interactive components and link above only works on desktop.

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 11 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.

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 11 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 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.

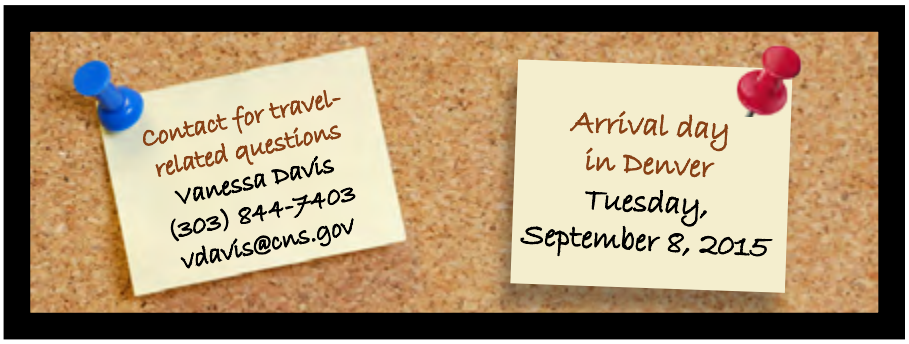
Jolie NeSmith, Fire Unit
Welcome Class 22-A of AmeriCorps NCCC to Denver, Colorado! You have been selected to participate in a life changing journey of service, growth, challenge, and great achievement. You will gain new skills and friendships while also having the opportunity to serve your country in an admirable way. There will be days when you will question if you are able to complete the 11-month period of service until you look around and see the fellow Team Leaders and 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 11 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 11 months of service. You WILL leave this program a different person. I look forward to working with you. Please travel safely and we'll see you in September.

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 informaiton, we wiill 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 September).** 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.

CHECKED-BAGGAGE SURCHARGES: NCCC will reimburse you for the cost of the first checked bag you are charged for. NCCC will not pay for additional bags to be checked or for overweight bag fees, but it can be covered by your relocation allowance (see page 23). 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 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 before your arrival, please contact Vanessa Davis at least 15 days before September 8th.

By Train

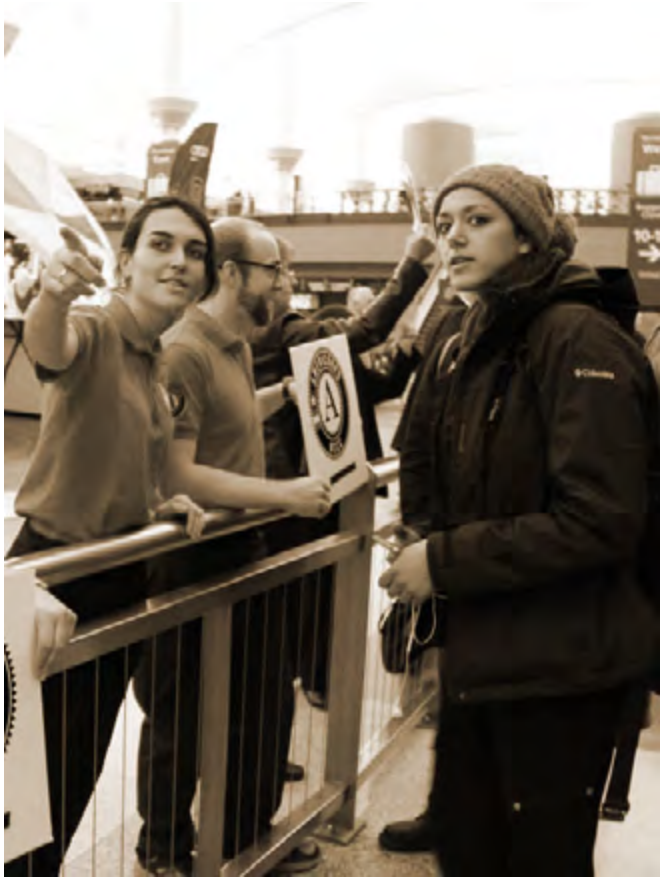
Travel by train is only an option if the cost of a train ticket is less than the cost of an airline ticket between your point of origin and Denver. Train tickets are sent via UPS. Travel to campus takes 2-3 days by train, and we do not purchase sleeper cars. Please note your choice to travel by train on your Transportation Selection Form, and **NCCC will purchase the ticket for you.** If you choose to book your own transportation, 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.

By Personal Vehicle

You can choose to drive your personal vehicle to Denver (driving directions and check-in location are forthcoming). However, you cannot drive your vehicle to projects. There is a parking lot on the Denver Federal Center (at the regional offices) where your vehicle can stay while you are away on SPIKE. Should you choose to drive, you will be reimbursed for the mileage you drive from your home of record to the campus at a rate of $0.56 per mile, up to a maximum of $275. Mileage will be calculated using the Rand-McNally Road Atlas. Additional travel costs (hotels, etc.) are at your own expense up front but can be covered by your relocation allowance (see page 23). If you bring your vehicle you must bring a valid, unexpired driver's license, a copy of the registration, a safety inspection sticker if required by your state, and proof of insurance. If your license expires while serving, your driving privileges will be revoked until it is renewed.

The campus has adequate parking for vehicles; however, NCCC is not responsible for damage to, or theft of, your vehicle or items contained within it. Typically 50-75% of Team Leaders choose to drive to campus. If your travel plans cause you to arrive earlier than September 8th, you cannot move in or drop off your belongings early. Should you experience any complications or personal emergencies that might prevent you from arriving at the time we have scheduled, please call Vanessa Davis at 303-844-7403.

Arrival in Denver, Colorado



By Air

Air travelers will fly into Denver International Airport on Tuesday, September 8, 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

Drivers should plan their trip to safely arrive on campus between noon and 4:00 p.m. on September 8th, 2015. Directions to the hotel where you will check in will be sent via email prior to arrival. Upon arrival, call your Unit Leader (or Alex McGrew if you do not know who your Unit Leader is) to let them know you've arrived; they will provide you with instruction about where to go and what to do next.

Travel Timeline

now — September 1

IMMEDIATELY – The deadline to send your Transportation Selection Form to the campus is 10 days after you receive the forms by email. You must complete and return your form on time or you may lose your spot at the campus.

During early September you will receive your travel arrangements and flight itinerary via e-mail and will receive tickets for train via UPS. For you to receive this information in a timely fashion, please make sure that your contact information is up-to-date – contact Vanessa Davis with any changes at 303-844-7403 or vdavis@cns.gov.

Tuesday, September 8th, 2015
Travel and arrival in Denver.

During your first few days in Denver– You will receive reimbursement for any travel expensesyou paid for out of pocket, including reimbursement for mileage and airline baggage fees. Additionally, if you must travel more than 50 miles in your personal vehicle to get to the airport or train station, you will be reimbursed for that as well. (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 September 8).

Frequently Asked Questions: Getting to Campus

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

A: Yes. For most of your 11 months, you'll only see and use what you bring on spike (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 out of your room each time you depart campus, so that the dormitory space can be used in your absence. You will be able to store one suitcase, which should be EMPTY. 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 pages 38. 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
September 8th, 2015

This schedule is subject to change:

noon – 4:00 p.m.	Arrival of Team Leaders
12:00-1:30p.m.	Boxed lunch
4:00-5:00p.m.	Uniform Issue
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 Wednesday, September 9th, 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 days)	Complete Online	In my.americorps.gov portal
• Transportation Selection Form • General Consent Form • Emergency Contact Info • Consent for Release of Info • Other Health Coverage	• Member Profile Form (link and instructions in forms packet)	• Transportation Selection Form • W4 • Direct Deposit Information

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. If you drove to Denver, you can now unload your items from your car. 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

Wednesday	Thursday	Friday
8-9:30am Meet the NCCC Southwest Region Staff	8-5pm Medical Check and boot issue	8-10am Driver Safety Training
9:30am-noon Travel, Banking, Campus Tour, Personnel and Paperwork	Afternoon shuttles available to local store (bag lunches)	10am-5pm On-the-road driver testing (bag lunches)
noon-1pm Lunch		
1-5pm Unit Meeting		
6-8pm Dinner		

Required In-Processing Documentation

Bring these to Denver 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), can be certified or non-certified
- ✓ Vehicle Registration (if driving)
- ✓ 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

All Team Leaders and 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.

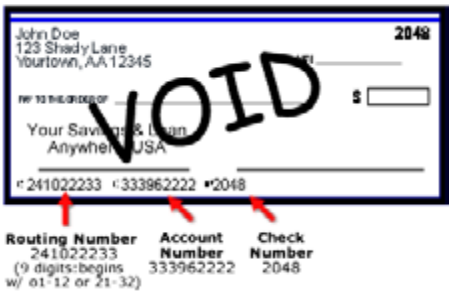
What is Forbearance?

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 11 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.



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 ILLICIT DRUG INCLUDING MARIJUANA DURING THE INITIAL SCREENING WILL BE IMMEDIATELY RELEASED FROM THE PROGRAM!

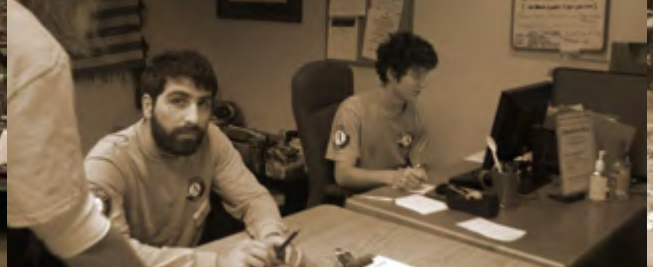
I can sign up for a bank account when I get to campus.

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

DRUG FREE AND PROUD!

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've had one.
- -If applicable, Child Care Benefit forms and documentation (see pg. 25)
- -Car registration & inspection sticker
- -Check driver's license expiration date



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 Wednesday, September 9th, 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 day or two, meals will be catered. After that, you will shop for groceries, cook, and pack bag lunches with your team and fellow team leaders while on campus 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

49¢

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

SHIPPING ADDRESS:
AmeriCorps NCCC
YOUR NAME- Class 22A
Denver Federal Center
Building 53, Suite E1319
W. 6th Ave. and Kipling St.
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. Additionally, government-issued cell phones are also provided for each Team Leader. This is for official use only. Specific guidelines for government cell phone use will be distributed with the cell phone during Team Leader Training.

Administration

The Southwest Region staff 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

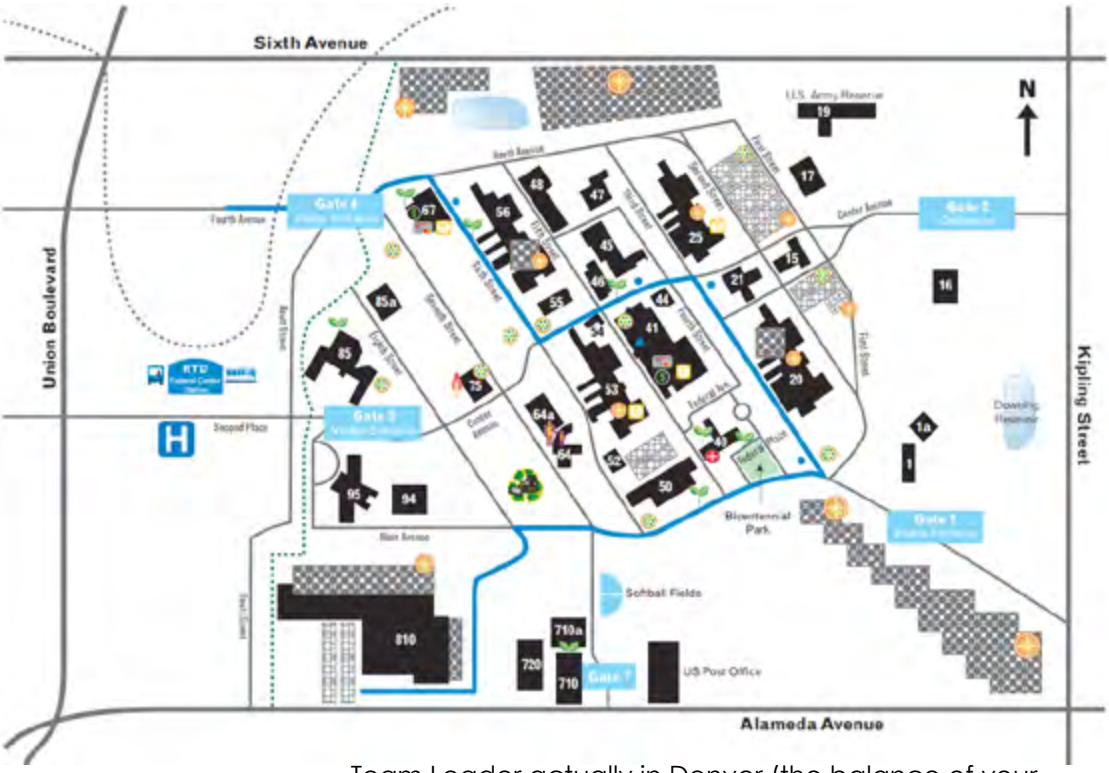
Amy Stenson, Counselor
303-844-5820, astenson@cns.gov

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 Denver, Colorado

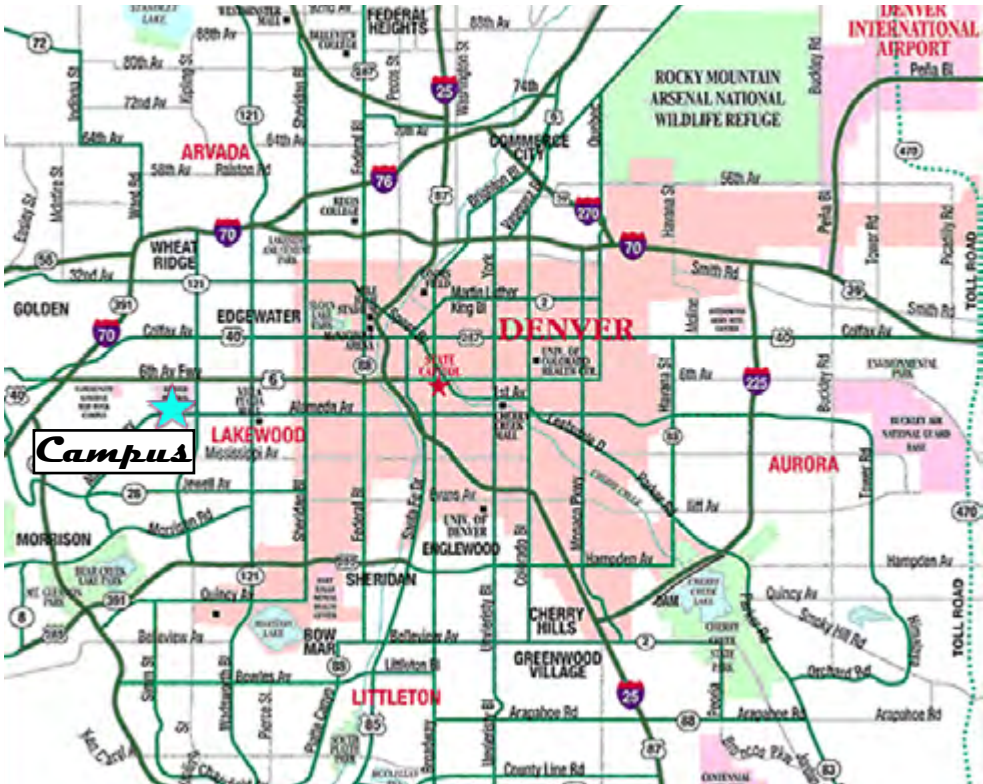
The Southwest Regional office is in the process of relocating to the Denver Federal Center located at West 6th Avenue and Kipling Street, Building 53, Suite E1319 in Lakewood, CO. Corps Members may attend trainings at the Federal Center, but will be lodged in several extended stay hotels in the Denver 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 Team Leader 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 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 Coor-dinator

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 Team Leader Training and 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. Up to three Team Leaders 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 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 staff 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.

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.

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.

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 Members 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.

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 while on campus.

Benefits

Living Allowance

The Team Leader stipend is $37.20 per day before federal taxes are withheld; this amount is earned each day including weekends, NCCC breaks, and paid-personal leave and Life-After-AmeriCorps (LAA) days. With the exception of your first and last paycheck, each stipend allotment will be for 14 days of pay, in the gross amount of $520.80. The net pay that is actually deposited into your bank account will depend upon how many allowances you claim on your W4 Form (to be completed at the end of this Welcome Packet). Depending on whether a Team Leader claims 0, 1, or 2 their net stipend will be approximately $420 - $480 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 bank 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 fill out a direct deposit form and provide your current bank account information, or be prepared to open an account in a local banking facility immediately upon arrival in Denver. If you would like to open an account in Denver, there are several banks available in the area such as Chase Bank, Wells Fargo, and US Bank. You have the choice in selecting the financial institution that you most prefer. 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.

Your first day with NCCC – September 8th, 2015 – falls two days after the beginning of the established 14-day pay-period. Your first paycheck is scheduled to encompass September 8-19th. Your first partial paycheck will be approximately $446.40 gross and should be deposited on September 25th. You first full two-week stipend (gross $520.80) will be directly deposited on Friday, October 9th. 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 paystubs are not mailed to you; they are posted in your 'My AmeriCorps' portal so that you can 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 help you resolve the situation.

Pay Period	Pay Day	Pay check stipend
9/8/15-9/19/15	9/25/15	12 days worth
9/20-10/3	10/9/15	14 days worth**

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

Relocation Allowance

The purpose of the Team Leader relocation allowance is to assist in transferring personal items from their Home of Record to the campus. The total amount of the relocation allowance is $500.00. The first payment of $250.00 is given upon arrival during in-processing. The remainder is given upon successful completion of their contract.

Health Care Benefits

Members are entitled to a health care benefit plan administered by SevenCorners, Inc. The AmeriCorps health care plan begins on September 8th 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 indiviudal 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-existing 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 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 Team Leaders complete the full 11 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 11 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 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. The use of personal days must be pre-approved by your Unit Leader; for Corps Members personal days must be pre-approved by the Team Leader and the Unit Leader. Anyone wishing to use their personal days must complete a Leave Request Form and submit it to their Team Leader/Unit Leader at least two weeks prior to the day/days being requested. Team Leaders will have access to these forms. Transition weeks (time between projects) are reserved for training and programmatic activities; Team Leaders and Corps Members should not plan on taking leave during that time. Anyone who purchases airline tickets prior to having their leave request approved does so at their own risk. Team Leaders and Corps Members should also discourage parents/family members from purchasing tickets for them prior to confirmation of leave approval.

Team Leaders and Corps Members also receive 2 paid days off to use for "Life After AmeriCorps" activities, such as job interviews, completing college application materials or tests, 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 11 months of service, which may alter any published calendars or approved leave requests.

2015-2016 Calendar (Subject to Change)

TL Arrival on Campus	September 8
Team Leader Training	September 9-October 6
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
Team Leader Departure	July 23

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

Sept. 25-
First pay day (partial)
Oct. 9-
Second pay day (full)

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 11 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 community 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 →

Team Leader Training

Team Leader Training will last approximately four weeks. During this time you will learn the ins and outs of getting things done within the NCCC framework. In addition, you will learn some of the skills you will need in order to manage a team. These include communication, team building, supervision, the role of service-learning in each project, conflict management, budget administration, vehicle/tool safety, and stress management. We also expect and hope that you will use this time to build a solid support network with the NCCC staff and other Team Leaders. The goal of Team Leader Training is to prepare you to lead a team of your peers through a very intense year of service. You will also learn new skills and experience challenges that will build character and prepare you for leadership roles in your community after AmeriCorps NCCC service.

Example TLT Schedule

Day 1
Arrival and Uniform Issue
Day 2
Welcome, Schedule Overview, Campus & National Priorities, Personnel, Unit Introductions
Day 3
Medical Checks, Computer Security, Insurance, Travel Reimbursement, Debit Card Issue, Dorm Life, Unit Time
Day 4
Member Handbook, TL Roles & Responsibilities
Day 5
Team Building
Day 6&7 - OFF
Day 8&9
Driver Safety & Test, Ground Guiding & Motor Stables, Yoga
Day 10
Safety Training, Physical Training (PT), Laptop, Flash Drive, and Cell Phone Issue, Tool & Tool Safety TOT, NCCC Standards
Day 11&12
PT, Projects, Unit Time, Resource Management, Support Services
Day 13&14- OFF
Day 15-16
Tool Training, Spike Procedures, Spike Prep Planning, PT, Spike Brief
Day 17-19
PT, Deploy to Spike, set up camp, Pack Up Spike Camp, SPIKE, Return Supplies, Debrief Prep, Spike Budget Closeout, Spike Debrief with Community Mapping Report, Supervisory Skills
Day 20 & 21- OFF
Day 22-24
PT, Red Cross Intro, Supervisory Skills, TL/Staff Check-In, Media, Meal Management, Team Building TOT, Culture of Disaster, Diversity
Day 25-26
Diversity, Healthy Leadership, Unit Time, PT, CTI Overview & Theme Integration, Dorm On-Call Procedures, Web Portal Training
Day 27-28- OFF
Day 29-30
Unit Time, TL Planning Time, PT, Scenario Activities, UDA/STL Overview and Training, TLT Debrief, CTI Prep
Day 31
Corps Member Arrival – CTI begins

Corps Training Institute

Corps Training Institute (CTI) is an initial training period designed to prepare Corps Members for their upcoming term of service. During this training, Corps Members will receive instruction on how to do their best work in a safe and professional manner. The objective of CTI is to orient Corps Members to the culture, procedures, and policies of the NCCC. CTI will also provide them with skills that will enable them to do their jobs, prepare for their roles as team members, and allow for team bonding before embarking on your first project. They – and you - will also receive specialized training from the American Red Cross in CPR/First Aid, Disaster Services, and Family Services. Team Leaders will be involved with facilitating several trainings – you will receive instruction on what and how during TLT. Please also use CTI for team-bonding activities. Included is a **sample** CTI schedule, to give you an idea of what to expect.

In addition to TLT and CTI, you will receive further training during transition weeks. Transition weeks are short periods of time that fall between project "rounds," which last between six and thirteen weeks. Typically during transition weeks the entire Corps will return to the Denver campus. Transition week is not a break or vacation – you will be expected to attend trainings, meetings, and participate in project preparation. The types of training you will receive during these periods will enable you to do your job in the safest manner and further develop your leadership skills.

Apart from the NCCC-provided training that you will receive, you will also receive job-specific training from your project sponsors. We are confident that the experience you bring to NCCC, in combination with the new skills we will teach you, will prepare you to be a leader in your community in the future.

Example CTI 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. Corps Members must complete 80 hours of ISP before they graduate; Team Leaders are exempt from this requirement, but may participate in ISP if they choose to. It is your member's responsibility to contact non-profit organizations to develop ISP opportunities. ISPs must be approved by your Unit Leader and be performed so as not to interfere with a Corps Member's regular, team-based projects. The specific requirements for an ISP are discussed in detail during CTI. Corps Members can 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 are also granted two LAA Days during your member year with which you can pursue future plans. Please note that you will be held accountable for your activities during your LAA Days. Also, if you have members on your team who have not yet completed high school, the Southwest Region Campus will support them towards earning their GED.

Frequently Asked Questions

Member Development and Training

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

A: See page 28-29. NCCC's combination of training and experiences is an opportunity to develop an array of knowledge, skills, and abilities. Called the *Service Learning Experience*, 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.

What types of skills will I learn in NCCC?

A: During your 11 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 Corps Members one-on-one during the year to discuss their 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 lead a team of 8-12 diverse members for their 10 months of service. You will prepare and eat meals, travel in your team's 12- or 15-passenger van, and live together, all the while working collaboratively on projects throughout the Southwest Region. Members are assigned to one of our four traditional corps 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. Members will rotate through a series of "temporary teams" during the early weeks of CTI, with "Round 1" team assignments announced about a week before Induction. Members may work as part of several different teams during their term of service.

Each team will have a Team Leader – you! 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 to 3 days 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 prior AmeriCorps NCCC experience 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.

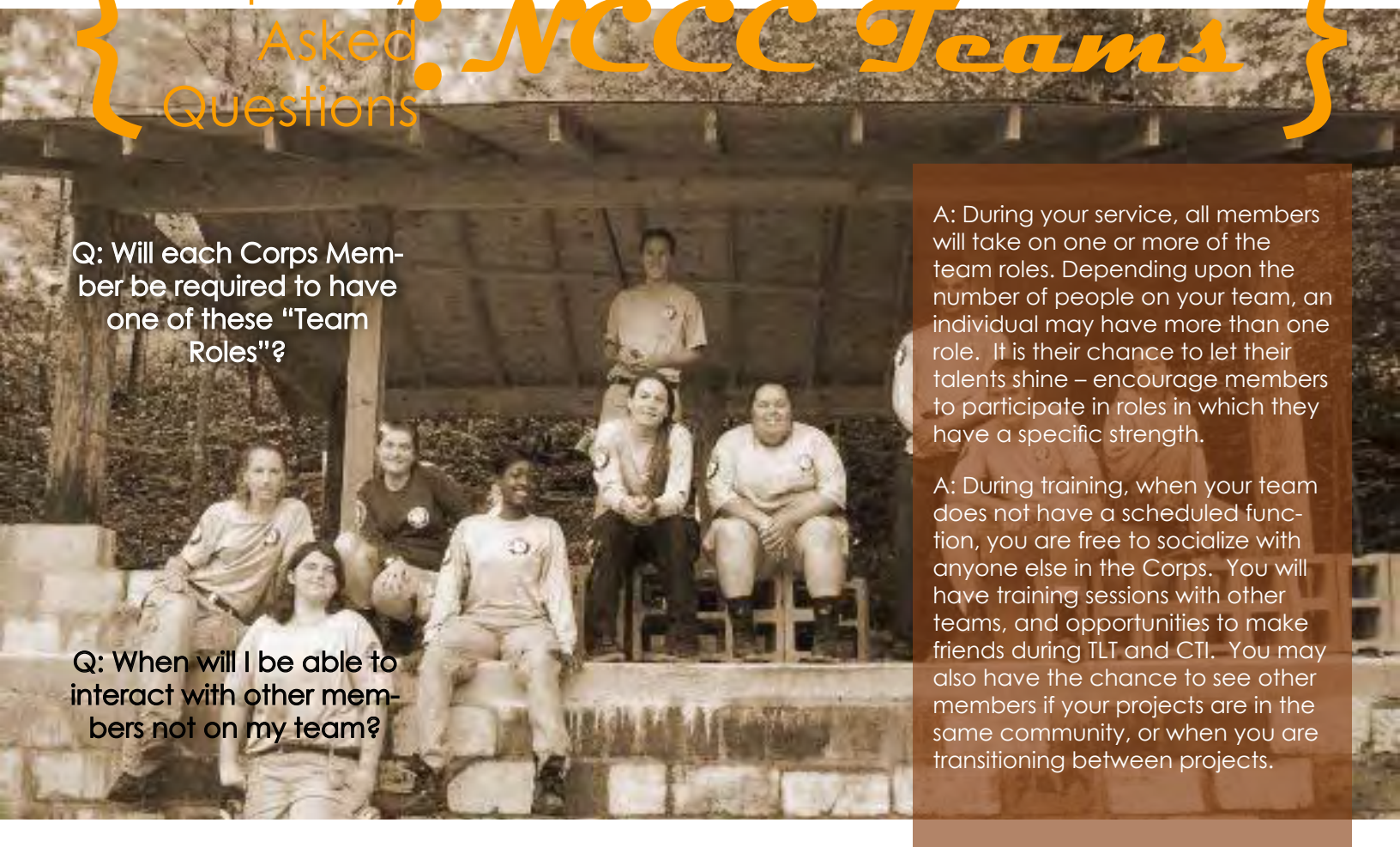
- Food POC: Plan meals, go grocery shopping, and make sure everyone's dietary needs are being met.

Support Team Leaders

While most Team Leaders will spend most of their term of service working in the field leading and supervising a team of members, a small cadre of seven Team Leaders will remain on campus to assist with a variety of program support activities. They are on-call to step into the role of a field team leader as needed, due to disaster deployments or other circumstances. Also, all Support Team Leaders (STLs) will become Field Team Leaders for one project. At that time, seven Field Team Leaders will have the opportunity to rotate into an STL position for a round. STL positions include:

- Unit Development Assistant (UDA) – one per Unit Leader; assists with a wide variety of administrative, operational, and unit development tasks
- Community Relations STL – works with the Community Relations Specialist to support member recruitment, media, special events, publications and other outreach and administrative tasks
- Programs STL – primarily works to support projects, training, member development, service learning, Life After AmeriCorps, and other activities
- Operations STL – primarily works with the Support Services Specialist to support residence hall activities & maintenance oversight, supply & vehicle management, and other operations tasks

Frequently Asked Questions: NCCC Teams



Q: Will each Corps Member 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 their chance to let their talents shine – encourage members to participate in roles in which they have a specific strength.

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 TLT and 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 possible, 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

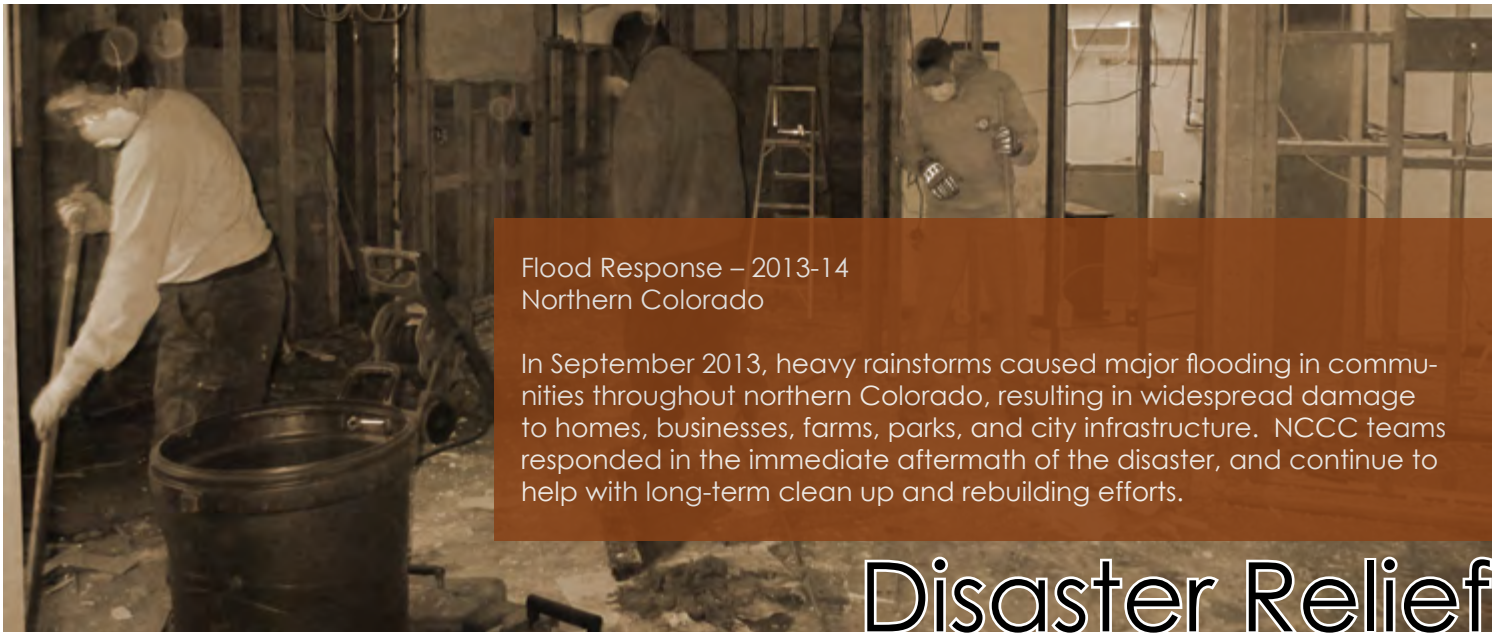
- SPIKES are projects where you are not housed on campus.
- While on SPIKE, the team will establish temporary housing accommodations in the community where the project is being conducted.
- If you are without a bed you will be provided a sleeping bag and sleeping mat.
- You may or may not be cooking your own food.
- You may have to share a single bathroom or shower facility among your teammates.
- Come prepared for any of the above and beyond.

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

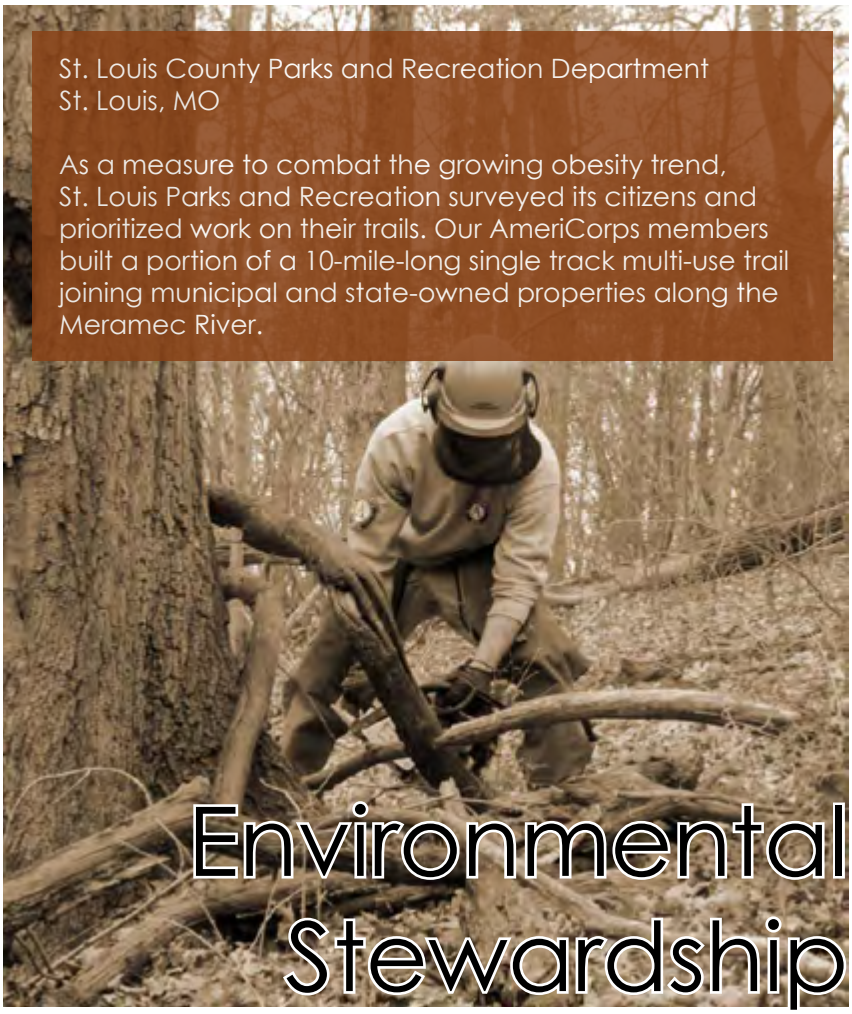
This 4-H center provides several experiential outdoor education programs to much of Central Arkansas. Because of the high use of the facilities, many areas of the Camp needed repairs. The Team helped clear a team-building area, built a rock wall, laid concrete, and built trail.

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)

Budget Responsibilities on Projects

SPIKE…you will hear this term many times during your 11 months of service with NCCC. A SPIKE is a service project away from the Southwest Region campus requiring a stay for one or more nights. A Team Leader (TL) will normally manage $1,000 to $10,000 during each Spike. This means that during the year you could handle and be financially accountable for approximately $5,000 to $30,000. The TL will make certain that the SPIKE funds balance to the penny at all times. If you have not been in a situation where you had to be financially accountable in the past, you may want to establish a checking or savings account and manage that to become familiar with the accountability process. You will receive training in SPIKE financial procedures, which will ensure a thorough understanding of the safeguarding, accountability, and proper use of government funds issued for SPIKE projects.

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. You cannot take your personal vehicle to a project.

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; Team Leaders are exempt from this requirement, but may elect to participate.

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. YES – YOU! 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 p. 34 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, gray, 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.
- ◻ Extra set of car keys if you drive

Uniforms

You are required to wear a uniform. Uniforms are issued to Team Leaders 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, while on desk or driver duty, or any other time when representing AmeriCorps NCCC. Team Leaders will be issued the following garments:

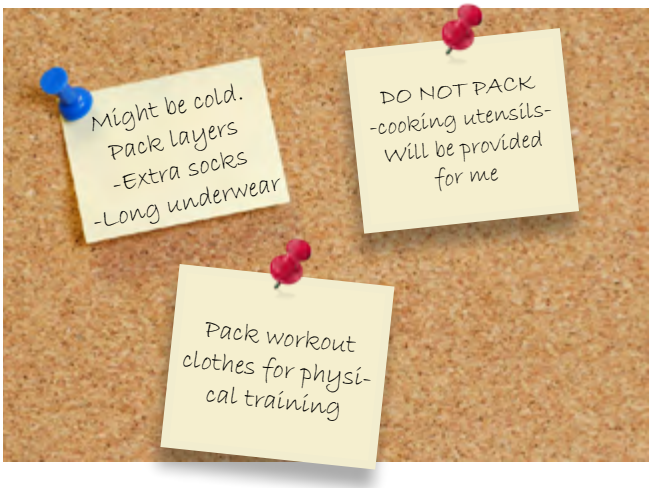
1 pair of black BDU (battle dress uniform) pants
2 pairs of tan BDU (battle dress uniform) pants
2 pairs of khaki shorts
1 gray fleece jacket
3 short-sleeve green T-shirts (Corps Members wear grey T-Shirts)
1 long-sleeve green T-shirt
1 short-sleeve polo
1 long-sleeve green rugby shirt
1 green hooded 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 backpack for traveling (26"x15"x10")
*1 Team Leader backpack (book bag size)

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 green T-shirt or sweatshirt (either of which can be worn as an outer garment) and the BDU pants. 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

To provide you with an opportunity to learn more about the Southwest Region and your upcoming service year, we have created two group sites 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 Team Leaders and 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.

The Team Leader group can be found by searching for "AmeriCorps NCCC Fall 2015 Team Leaders: Denver Campus"

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

Fall 2015

AMERI-FASHION

Check out the latest fall AmeriCorps NCCC fashions!!

Outfit combinations you WILL NOT BELIEVE

Important fashion questions answered!

- Neck gaitor 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

Ins and outs 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!"

THE WARMTH

t-shirt

polo

long sleeve button up

rugby

Body Temperature (in easy-to-understand adjectives)

cool	collared cool	semi-cool	un-chilled
75°+	75°+	50°-75°	45°-75°

Outdoor Temperature (in degrees Fahrenheit)

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!

C O N T I N U U M

hoodie

cozy

35°-60°

fleece

hot in here

30°-50°

parka

toasty

20° and below

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 overall set. Lucky you!!

Team Leader Reflections

Alana Robles

Congratulations on being selected as a Team Leader for AmeriCorps NCCC! Now comes the hard part. Your mission: keep 10 Corps Members and yourself alive, happy, and productive while completing various service projects, PT, service learning, team meetings, portfolios, WPRs, MPAs, Spike travel, deciding where to get the whole team to eat (gasp!), and any unexpected task that could be asked of you.

For those of you who have served a year in NCCC and are returning as a Team Leader, I know you're wondering: "I know my Team Leader always seemed to stay busy and occasionally appeared to be frazzled, but what did she/he do?" The answer is simple: everything. This will be one of the hardest jobs you'll ever have and love. You will grow a thousand times as not only a leader but as a person. And, even though you will question yourself and your leadership, know that you got this job because you are the "cream of the crop," as they say.

With that having been said, here are a few words of advice from one Team Leader to another:

- Depend on your fellow Team Leaders. They can always empathize with you.
- "Stick by your guns." The saying is true: you can always let the reigns out a bit, but it's hard to pull them back in. So, even if the whole team doesn't want to do something (and you know it's necessary), you've got to be firm in your original decision or the team won't take you seriously in the future. Which brings me to my next point:
- PT. Almost every team starts off baulking at the idea of having to do PT three times a week. So, don't take it personally. It's just hard to get up the energy to play Ultimate Frisbee Tag after a long day of kids running you ragged.
- Everyone runs their team differently. Don't be worried about whose style is "right." As long as you are fair, dedicated, play by the rules, and you love your team most of the time, then you're fine.
- Get mentally prepared to do an infinite number of jobs simultaneously. You'll be surprised how quickly you learn to handle it, though.
- Team positions are a great way for each Corps Member to have full responsibility of an aspect of the team. For example, encourage your Food POC to take complete responsibility for collecting the weekly recipes, dividing up the grocery list, and monitoring the budget. It is important that each Corps Member has a task that they can take pride in outside of the worksite.
- Don't hesitate to visit Jamie Brennan, either with your team or solo. She is a wonderful resource who can encourage communication even with the toughest of teams.

Finally, enjoy this year and all that comes with it. And – most importantly – love your team. They will teach you so much about yourself and you will miss them in the end. Being a Team Leader in the NCCC is an unbelievable opportunity and has been an unparalleled experience thus far in my life. Congratulations again on being selected as an AmeriCorps NCCC Team Leader!

As my 8th grade science teacher used to say: "I wish you good knowledge, because when there is knowledge there is no need for luck!"

Good knowledge,
Alana Robles
Class XI Team Leader (2005)
Class X Corps Member (2004)

Jamian Jacobs

It cannot be done. It is not possible for me to encapsulate all that I have experienced while serving in AmeriCorps NCCC in anything less than dissertation length. It has been a time of constant growth and discovery on so many levels, and despite the fact that I have been serving others for nearly two years, I almost begin to feel selfish when I think about how much and in how many ways I have benefited.

I graduated from college unsure of what I wanted, but ready for the next big adventure. Looking back it seems almost a lifetime ago. Now, as I come to the end of my time with the NCCC, I can only marvel at the depth of the experience I've gained. I grew up in South Carolina, went to school in Atlanta, and had only ever been as far west as Illinois before I came out to Denver. Now I can look back and be amazed at how much of the United States I was unaware of, but that I now am familiar with.

It is mind blowing to realize the sheer variety of places I have traveled through, settled in, and sometimes even fallen in love with. I once went straight from an education project, sprinkled with a bit of demolition work in Detroit, to cleaning up debris left in the yards of the elderly by an ice storm in Enid and Ponca City, Okla. I can almost recall by memory the street names, and the quaint houses, and I remember vividly the expressions of gratitude on the faces of those we came to help. I remember, too, nights spent at Scooter's, my first experience with country line dancing.

And therein lies the source of my selfish feelings… the incredible memories I have of my service experience: teaching English to Hispanic mothers in classrooms in Denver; mucking out horse stalls and painting fences on a farm in Parker, CO; knocking down cabinets in Detroit; putting up drywall and roofing in Lubbock, TX; whitewater rafting with special needs groups in Winter Park, CO; chain sawing oak and pine in the mountains of West Texas; watching Corps Members bewildered by the basketball handling skills of the residents of Pine Ridge Indian Reservation, SD; leading camp songs in Kalamazoo, MI, while wearing a Superman costume; and finally the project I am currently engaged in, where my team figured out how to dismantle and repair a chipper to help clear slash (dead tree parts cut for fire mitigation), fixed it, watched it roll at high speed into a ditch, figured out how to pull it out, fixed it again, and went right back to work all in the same day. These recollections of serving are all wrapped up in, and equally as enjoyable as, memories of the myriads of people I've met, and the scores of places I've hung out, and relaxed, and had a blast. These places, and people, and experiences I won't even attempt to describe because I have already gone far over my 200-500 word limit.

How can I even attempt to explain what it feels like to work with a group of peers from all over the country, with varying backgrounds, who have all come to the NCCC for reasons as unique as each individual, and yet each one ultimately seeks to serve? Could I accurately portray what it is like to be one among a group of hundreds who are so very, very different, and yet in some ways so similar? I do not even wish to try to explain how it feels to be the leader of a group of 10-12 of these extraordinary individuals, to be looked up to, and to act as the first point of contact for everything.

With all I've written, I know I've barely scratched the surface. The life I've lived the past two years does not lend itself to summation. The breadth of experience I've gained seems as wide as the vast expanse of the Midwestern sky. The depths I've found within myself seem unfathomable, as boundless as the night sky in the Fort Davis Mountains of West Texas, or on the high plains of South Dakota. Forgive me for waxing a bit poetic, but that's what happens when I reflect back on my time here. It has been the best decision I have ever made. It has been better than I could have imagined, and despite all I have written and gone on and on about, it is ultimately inexpressible.

Jamian Jacobs
Class IX Team Leader (2003)
Class VIII Corps Member (2002)

Lupita Hernandez

Congratulations on being selected as a Team Leader!!! Your eleven month commitment will be one of the most amazing experiences of your life. I guarantee it! I am completely obsessed with this program!!! I tell everyone I can about my experience, and what a privilege and honor it has been to be a part of such a wonderful organization. You will be forever grateful for the opportunity that you've been offered.

I've had the pleasure of giving two years of my life to AmeriCorps NCCC, and I have enjoyed every second of it. I feel like there is no challenge I cannot conquer. There is no task I cannot complete. There is no situation I cannot handle. This confidence was nothing I gained over night. It was nothing I was taught during Team Leader Training. I had to earn it in all the hardest ways, and that is the beauty of your job!!! Call me crazy, but nothing feels more rewarding than having to earn the right to be confident in yourself and what you're doing.

One of the most important things to remember is that you will have to be the most selfless person on the team. Your team is going to drain you. You will give them your attention, your time, and your energy. After giving up so much of yourself it's all worth it when you realize how much you've taken away from them. The amount of skills, growth, knowledge, and life lessons are priceless. They will be the best teachers you've ever had!!!!

Here is some advice I'd like to share with you:

- You will never please everyone. It's impossible, and that's okay.
- Try not to take anything too personally.
- DELEGATE! This is a team-based program.
- This is a stressful job. Remember to make time for yourself. Some "me" time is always a great thing!
- If you are an external (meaning that you weren't a Corps Member first) you might feel so far behind during Team Leader Training. It can be intimidating. Always remember to participate and ask questions!! You'll be fine. I was once in the same boat!
- "Good Job" and "Thank you" are golden phrases to say to your team.

I hope this information has been valuable to you. You're going to do awesome! Good luck and have fun!!!!!!

Cheers,
Lupita Hernandez

Class XVII Team Leader (2010-2011)
Class XVIII Team Leader (2011-2012)

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 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 vancacy at the hotel where our members are lodged, you are welcome to stay there. Additionally, there are plenty of hotels in the area.

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. The rThere 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