CLASS XXI

Traditional CORPS MEMBER

# WELCOME PACKET

Winter 2015

Atlantic Region Campus | Baltimore, Maryland

# IMPORTANT INFORMATION

This Corps Member Welcome Packet contains information vital to your success as a member of AmeriCorps National Civilian Community Corps. Prior to your arrival to the Atlantic Region the primary mode of communication will be e-mail. Please assure receipt of all correspondence by updating contact information through your My AmeriCorps account and with the campus Member Support Specialist.

**PLEASE READ THE ENTIRE PACKET**

It includes information such as:

- ✓ What you should pack
- ✓ How to arrive at the Atlantic Region Campus safely
- ✓ What to expect from the NCCC community

Please note there are several forms attached to the email you received with a link to this Welcome Packet that must be completed and returned prior to your arrival on campus. Forms must be completed within 10 days of Welcome Packet receipt. Forms may be submitted online, via fax, or standard mail. Failure to submit these forms will result in the forfeiture of your offer to serve with AmeriCorps NCCC at the Atlantic Region.

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**Dear AmeriCorps NCCC Atlantic Region Campus Selectee:**

Congratulations on your acceptance into AmeriCorps National Civilian Community Corps and welcome to the Atlantic Region campus in Baltimore, Maryland. We are happy you have made the choice to become a member of Class XXI. Your service year will consist of working in areas throughout our region as well as in areas hard hit by disaster. Your year will be full of discovery, growth, development, friendship and purpose. At the end of your service year, you will proudly stand with others who have given of their time and skills to the nation and its communities.

Your success as a corps member will be measured by what you have gained from your service to the nation, such as developing leadership skills, as well as by what you give. No matter what type of project you work on or where you actually perform your service work, you will come away from your Corps experience with a sense of awe and the joy of knowing you have made a difference and an impact in the lives of others. You can justifiably be proud that you are one of a select few chosen for this monumental task.

Your challenges throughout the coming year will be many. Your days will often be long. There will be times when you are tired, hot, cold, dirty, or hungry. There may be times when you may become frustrated that things aren't going the way you expected or the way you and or your team planned. You, your team, and unit will face these challenges and will surely overcome them. As your service year progresses, you will reflect back on these challenges and recognize learning opportunities that have enabled you to grow both personally and professionally.

All of us at the Atlantic Region campus know that your experience in AmeriCorps will be enriching and enjoyable. We will provide you with the tools to succeed. We consistently stress **"Safety in everything we do,"** maintain and always enforce **"Standards"** of professionalism and tolerance; and promote and display an attitude of **"Selfless Service."** In return, your unselfish devotion of time and energy to the NCCC program will net you many personal gains that will last a lifetime. You will leave the Atlantic Region with new skills, newly found confidence, great new friends, and a new respect for the joy of helping others.

The Atlantic Region staff stands ready to assist you and to help make this time a very memorable year in your life. We are excited about the possibilities a new year and class brings. We look forward to meeting you and enjoying our year together. Let's make a difference together while serving in America's communities!

Congratulations and welcome to Service Year XXI and to NCCC's Atlantic Region campus!

Yours in Service,

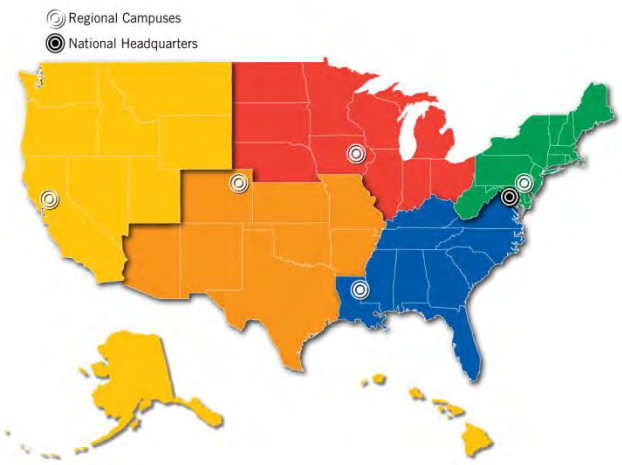
LaQuine Roberson

Region Director
Atlantic Region

# About the National Civilian Community Corps

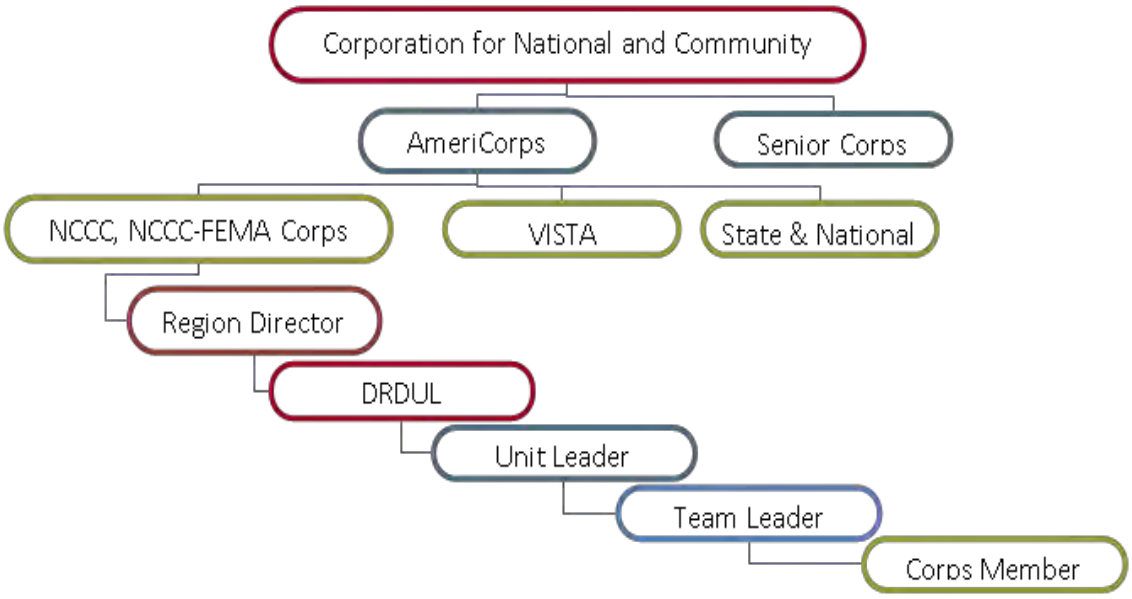
## NCCC Mission & Overview

The mission of the National Civilian Community Corps is to strengthen communities and develop leaders through team-based national and community service. As such, Members spend 10 months in teams assisting the nation's communities and working on projects in one of five service areas – natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation, and urban and rural development.




There are currently five NCCC campuses each serving a different area of the country -- Denver, Colorado; Sacramento, California; Vinton, Iowa; Baltimore, Maryland; and Vicksburg, Mississippi. Service projects fall within the geographic region served by each campus. However, no matter which campus they are accepted into, Members might be deployed anywhere in the US on disaster. Training is provided so you will be prepared. Specifically, Members receive training in CPR, first aid, leadership, team building, disaster services and more.

NCCC, like all AmeriCorps programs, is overseen by the Corporation for National and Community Service (CNCS). The three branches of AmeriCorps are AmeriCorps VISTA (Volunteers in Service to America), AmeriCorps NCCC and AmeriCorps State/National. You'll learn much more about the different AmeriCorps programs throughout your 10 months with NCCC. CNCS also oversees Senior 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.

## A Commitment to Service

The NCCC program is an entity of the public trust paid largely by taxpayers. Consequently, our objective is to always carry ourselves in a manner that warrants the respect, trust, and confidence 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 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. Acceptance into NCCC means you are making an 10 month commitment to serve the communities of this nation; to be fully engaged; to see the program through to completion; to be a part of the solution to some of our nation's most challenging problems; and 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 will change your life from this point forward.

## Getting Things Done

We take our motto of "Get Things Done" seriously. Past experience and research from many noted professors and public policymakers indicates that getting things done involves much more than simply going out and doing service. Through exposure and participation, we encounter complex social issues that often times cannot be solved by simply completing the short-term service that is assigned to us. We will wrestle with many of these issues in some way for the rest of our lives.

For example, we may question how we can help communities commit to the long-term responsibility for and maintenance of their own neighborhoods. We may wonder how to encourage greater community involvement in schools to help inner city and rural children who do not read at grade level. 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.

All of these questions merely hint at larger social issues for which we as a country are searching for solutions. However, by dedicating 10 months of your life to national service, you have taken the first step at providing solutions for some of these challenges. During your time as a member, your service in the focus areas of disaster relief and recovery, environmental conservation, energy conservation, infrastructure development and urban/rural development will make a real difference in people's lives. You will get things done, and those who benefit will not forget what you did for them.  By doing national service, you will help to build a web of relationships and social connections that will last for generations to come. In addition, you will learn about, gain an understanding of and evaluate some of these challenges. NCCC strives to build a community of critical thinkers who not only get things done, but more importantly, get things done thoughtfully through actions that are informed and prepared.

# Getting There

## Arrival

**Personal vehicles are not authorized to stay at the Atlantic Region.** Most members will arrive via flights or trains booked through AmeriCorps NCCC. **Corps members who elect to arrange their own transportation must arrive at the campus on Tuesday, February 3, 2015 before 12:00 pm EST. The Atlantic Region - Baltimore Campus is located at:**

**6726 Youngstown Avenue**
**Baltimore, MD 21222**

## Travel

It is vital to complete the Transportation Selection Form. Your transportation to and from the campus at the beginning and end of the program will be arranged. In order to make your travel arrangements you must complete, sign and return the attached Transportation Selection Form.

**For questions related to travel arrangements, contact the Member Support Specialist, Dara Abrahams, at DAbrahams@cns.gov or (443) 503-8539.**

## Friends and Family Helping You Move?

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

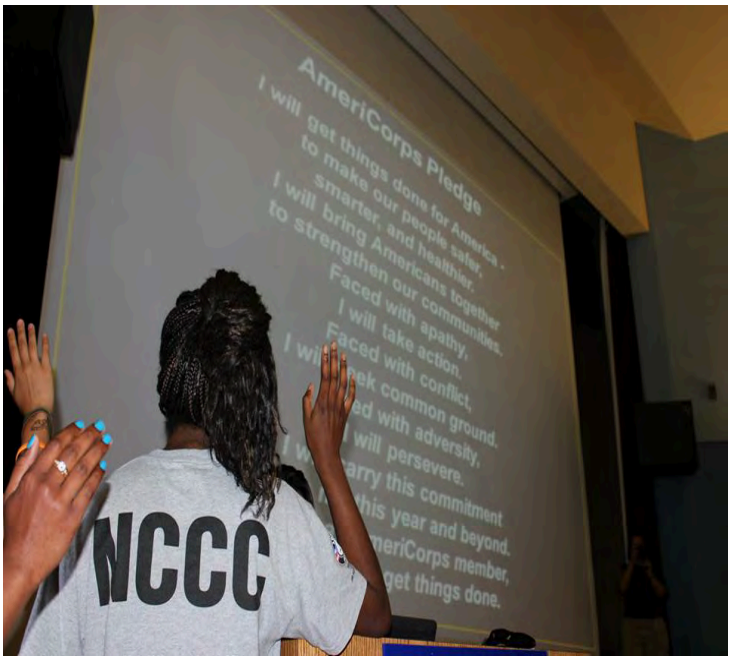
## Hotel Suggestions

**Americas Best Value Inn**
6510 Frankford Avenue
Baltimore, MD 21206
(410) 485-7900
www.ValueInnBaltimore.com
**4 miles from campus**

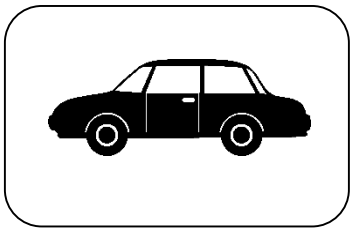
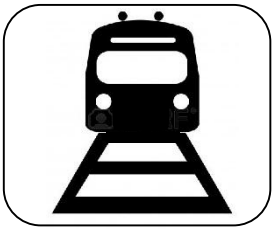
**La Quinta Inn**
4 Philadelphia Ct
Baltimore, MD 21237
(410) 574-8100
www.lq.com
**6.7 miles from campus**

**Holiday Inn Baltimore Inner Harbor Hotel**
301 W Lombard St
Baltimore, MD 21201
(410) 685-3500
www.HolidayInn.com/Baltimore
**7.8 miles from campus**

**Best Western Inn & Suites**
22 E Fayette
Baltimore, MD 21224
443-438-1410
http://book.bestwestern.com
**8.4 miles from campus**



# Travel Options

## Drop off

- **Personal Vehicles are not allowed at the Atlantic Region.**
- Yet you may have your ride drop you off. We are not responsible for damage or theft of your vehicle or items contained within during drop off time.

## Train

- Please specify if you prefer a train ticket. Your ticket will be purchased by the campus through Amtrak and an itinerary sent to your e-mail. There will also be a second e-ticket sent for your reservation.
- **The NCCC campus will puchase this ticket for you and contact you with your travel information. Identification (ID) will be required.**
- The NCCC campus arranges travel so we may coordinate shuttle pick-ups and also pay the government rate for tickets.

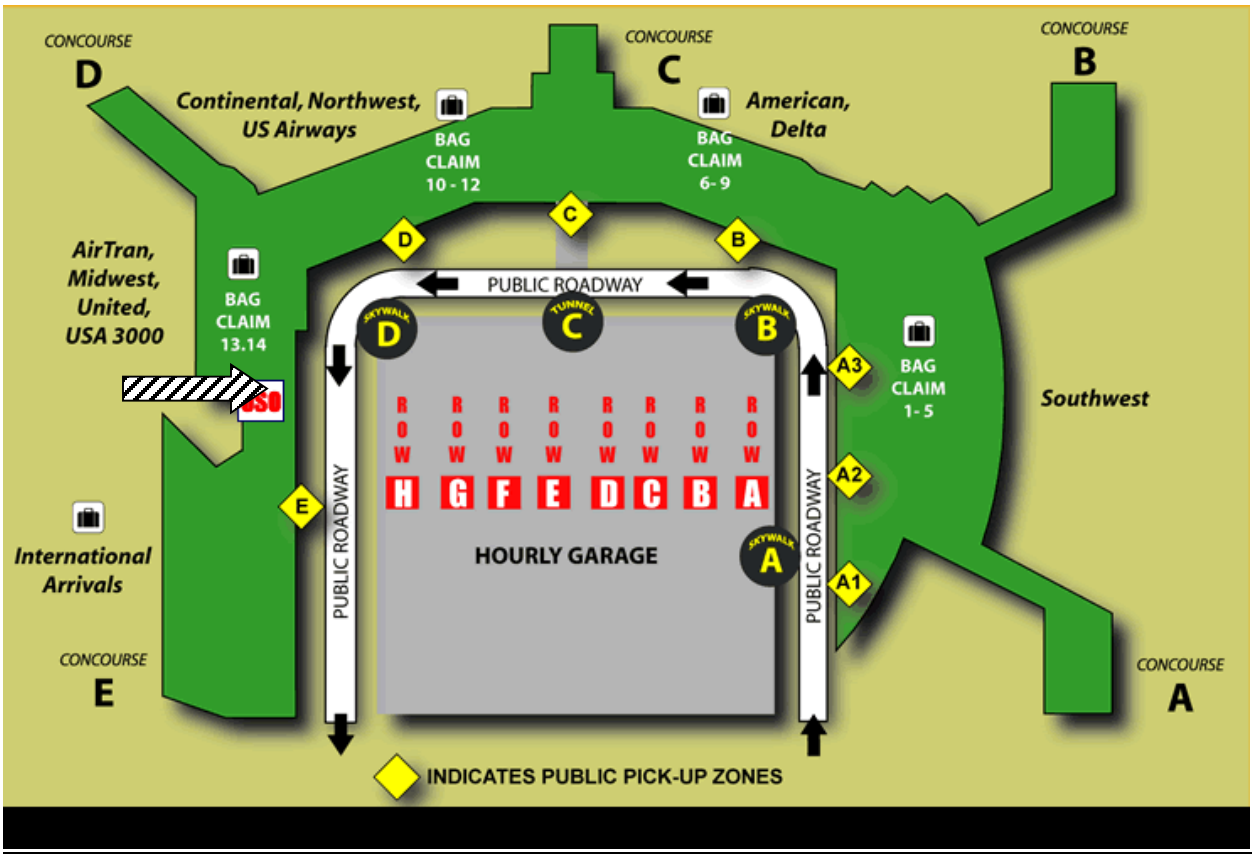
## Airplane

- If the trip to our campus is more than 100 miles from your home of record, in most cases, an airline ticket will be purchased.
- The NCCC campus **will purchase the airline ticket for you** and contact you with your travel information. The campus arranges travel in this way so we may coordinate shuttle pick-ups and also pay the government rate for tickets. **ID will be required.**
- Your itinerary will be sent to you via e-mail unless otherwise specified. **You will not receive a paper ticket.** Rather, you will be responsible for printing or documenting your flight information from your personal computer.
- NCCC will reimburse the first piece of checked luggage, but is not responsible for any additional charges by airlines for exceeding baggage limits/weights and the like. **You must retain your receipt in order to be reimbursed – do not forget to bring your receipt to campus.**
- If the airport of departure is greater than 50 miles from your home of record you will be reimbursed for your travel to the airport.

# Arrival to the Atlantic Region

**On Tuesday, February 3, 2015** staff and transportation will be available to members arriving at Baltimore Washington Airport and Amtrak Train Station. In order to develop our shuttle schedule it is vital to communicate any delays or changes in itinerary to the campus, 443-503-8539, Monday – Friday 8:00 am – 5:30 pm.

**Baltimore Washington International Airport-** Proceed directly to the baggage area and claim your luggage. Afterward, **move toward baggage claim 14, near the United Services Office (USO).** AmeriCorps NCCC reps (wearing green and khaki uniforms and/or the black AmeriCorps NCCC vests) will be there to meet you and direct you to NCCC vehicles.




**Amtrak Train - BWI Station -** Please be ready to be picked up at the curbside outside of the station's front doors. AmeriCorps NCCC reps (wearing green and khaki uniforms or black vests) will be waiting there to pick you up.

## Drop off

For those being dropped off at the Baltimore Campus, just GPS the address of the Atlantic Region Campus of 6726 Youngstown Avenue, Baltimore, MD 21222. ***You must arrive to campus by or before* 12:00 p.m.** Please check-in at the Welcome table where staff will be there to greet you.

## Meeting Your Shuttle

Whether you travel by air or train, please read the above information to find out how to connect with your ride to the campus. Before your travel day, please communicate any travel changes to the Member Support Specialist. On arrival day, a staff member will be available at all times on the main campus phone (443) 503-8569 to adjust shuttle schedules and relay messages. All other staff will be at Campus assisting with in-processing.

## Travel Timeline

- Pay close attention to any emails or correspondence regarding your **Transportation Selection Form**.
- **About two weeks before your scheduled arrival** you will receive your final travel arrangements and itinerary via e-mail if you are flying to Maryland. If taking the train, you will receive both an itinerary and electronic ticket sent via your e-mail account. To ensure receipt of these important correspondences please send any change in contact information to the Member Support Specialist.
- **DATE OF ARRIVAL –** If you are new to air travel please review your airline's baggage policy and the Transportation Safety Administration guidelines for air travel prior to your departure. Once you arrive at BWI airport or train station you will be shuttled to the campus and immediately begin in-processing.

***Please keep in mind we must arrange transportation and logistically plan airport shuttles to the campus for several hundred people.***

**★Your consideration and patience in this process is greatly appreciated.★**

***If you have any problems, please contact the main campus at* (443) 503-8569*. A member of the staff will be available for assistance from 8 am until 5 pm on Arrival Day.***

# FAQ about Getting There

***Q: Are there limits to the personal belongings I can bring?***
A: **Your checked baggage will be limited to the green travel bags you will be receiving from campus and one carry-on** luggage limits will be based upon airline regulations. **Check with the specific airline for more guidance as you will be responsible for any additional costs for exceeding baggage limits/weights over 50 lbs.** You will not be allowed to have extra checked bags other than the green bag due to the need for easy mobility as teams projects. Also note, youwillbe sharing your room with another individual; be considerate. Please see list of recommended items on pages **42** and **43**.

***Q: Can packages be mailed before campus opening?***
A: Yes, at your own expense. However, packages **cannot arrive** on the campus **before January 29, 2015**. The address for packages sent via UPS, Fed Ex, or other private delivery companies is:

YOUR NAME/Class XXI
AmeriCorps NCCC
6726 Youngstown Avenue
Baltimore, MD 21222

When your team is assigned, please address packages as follows:
YOUR NAME/Class XXI/Team (e.g. Buffalo 3, Raven 5, Moose 4)

This will be your official mailing address for **private carrier packages only** and we do not recommend sending large items**. Only** mail (not boxes/packages) will be forwarded to project sites.

***Q: Is there anything special I need to have with me upon my arrival at campus?***
**A:** Yes. When you check-in at the Training Center upon arrival, you will be asked to provide a **valid driver's license/ valid state issued ID** and a **copy of your three year driving record**. All members should bring a copy of vaccination records. **If you are planning to work towards your GED, please bring prior transcripts with you.** Please make sure that you have packed in such a way that **makes these documents easily accessible for retrieval**.

**HIGHLIGHTS FROM THIS SECTION**

- Make sure you complete the **Transportation Selection Form** and return it to the Atlantic Region within 10 days of receipt.
- You will not receive your travel information until about two weeks before your travel day! Don't panic…We promise we will get you here!

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# In-Processing

To have a successful In-Processing experience all members are asked to provide the following documents and information. Please carry these items with you throughout your in-processing. You will need to refer to them frequently.

- ☐ A state issued ID, **MUST BE VALID THROUGH NOVEMBER 30, 2015**
- ☐ A copy of your current driving record (you will need to obtain this through your state department of motor vehicles prior to your arrival. Request a three year driving history record.)
- ☐ A voided check from your direct deposit checking/savings account
- ☐ Copy of current immunization record
- ☐ Copy of your transcripts if you are planning to work towards your GED

## A Valid State Issued Photo ID

To complete In-Processing, you must provide a valid government issued photo identification – e.g., driver's license, U.S. passport or state issued photo ID. **Your ID must be valid through November 30, 2015.**

## GED and Transcripts

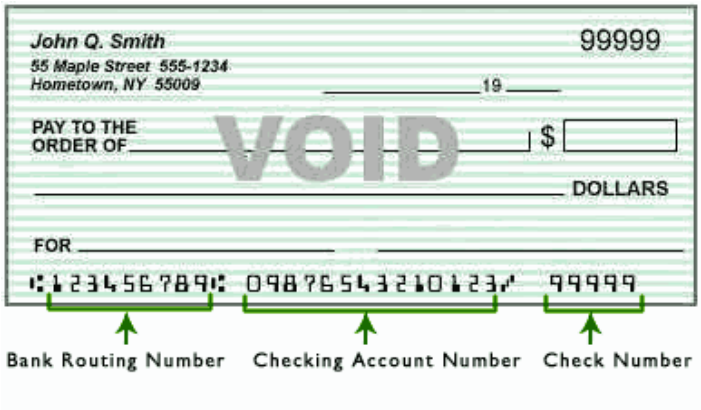
If you plan to work towards your GED, please bring a copy of your High School transcript. We will work with you to reach this goal during the service year.

## Driving Record

Members with a valid state driver's license are required to provide a current copy of their driving record to campus. Most records can be obtained by calling the registry of motor vehicles in your state. There is a small fee involved which is not reimbursed by the campus. ***This can often take serveral weeks to obtain.*** When requesting your driving record, ask for your dirving history for the past three years. In order to operate a government vehichle, you must be in good standing/ have no more than 6 points on your license at the time the record is requested.

## Banking

AmeriCorps NCCC Members are required to have a **checking or savings account** in order to receive your living allowance. Funds are automatically deposited into your account on designated dates. You must set up a checking account, if you do not have one already, and




elect to have your funds deposited into that account. Next, you must input your direct deposit information into your My AmeriCorps account.**You will need the direct deposit bank routing number and your personal account number and must enter in order to receive living stipend. Bring a voided check from your checking /savings account to give to the Member Support Specialist.**

**When considering banks, you should choose a national bank to ensure convenient ATM locations and online banking.**

***You will receive your first stipend within approximately four weeks of your arrival to the campus. Please plan accordingly and bring enough money for your personal needs.***

## Medical Screening

The medical screening is conducted by an outside contractor and takes place during your first week on campus.

- Drug-screening test
- Tuberculosis (TB) test
- Vaccinations for tetanus (Tdap)–- Please bring any immunization records you have.
- **Members are encouraged to get a flu shot prior to arrival on campus.**

**This is a drug free program! Anyone testing positive for any illegal drug during the initial screening will be immediately released from the program!**

# Frequently Asked Questions

***Q: What is "In-Processing" ?***

A: In-Processing takes place the day of your arrival. Members will rotate through various stations to complete paperwork for:

- Travel claims
- Member benefits
- AmeriCorps NCCC identification- For the AmeriCorps NCCC identification Members must have natural hair color and ear spacers if applicable. **Hair color may be dyed, but not green, blue, two-toned, etc. Mohawks, faux hawks and spike hairdos are not permitted.**
- Housing assignments
- Uniform for the steel-toe boot sizing, Members need to bring or wear **boot socks.** Boot socks must be black, gray or white to wear with the uniform. The boot socks must be thick and long enough to cover the calf.

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

A: Upon arrival, you will check in where you will verify your identity, show proof of citizenship (if applicable) and receive your housing assignment.

During In-Processing, you will learn more about and complete the necessary paperwork for your insurance, living allowance, educational award and other vital information.

During your orientation, you also will be introduced to the Atlantic Region staff and given a tour of the campus.

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

A: The NCCC staff provides breakfast, lunch and dinner during the first few days of in-processing.

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

A: A current driving record of three years is one of the requirements to become a certified driver with NCCC and operate government vehicles. We want to make sure that those members driving are safe drivers. **Please make sure your driving license is valid through November 30, 2015.**

**HIGHLIGHTS FROM THIS SECTION**

- These are the items you **must** bring with you for arrival day and in-processing:
  - Valid state issued ID **(MUST BE VALID THROUGH NOVEMBER 30, 2015)**
  - Documentation of immunization records
  - A copy of your GED, high school diploma or transcripts, if applicable
  - Copy of your driving record (3-year history)
  - A voided check from your checking or savings account
  - Boot socks
- Your living allowance will be directly deposited into a bank account of your choosing. You must have a direct deposit account to be paid.
- You will undergo a drug screening upon arrival. Anyone testing positive will be immediately dismissed from the program. Also, random drug testing will occur throughout the 11 month service term.

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# Preparing for NCCC

**PLEASE BE ADVISED**
You will live in campus housing only during Corps Training Institute (CTI) and during transition weeks in between project rounds (about 60 days). During projects, you will be required to vacate campus housing. As such, **you are permitted to bring ONLY the green bag as checked bag and ONE carry-on size bag**. We've established this requirement because there is limited storage space at the Baltimore campus.
**Thus, if you bring more than what is allotted, you will have to ship extra items home at your own expense.**

What You Should Bring

- ☐ Driver's License or state issued ID; **MUST BE VALID THROUGH NOVEMBER 30, 2015**
- ☐ Copy of Driver's License (Front and Back)
- ☐ Copy of Driving Record (Three year driving history)
- ☐ Documentation of all immunizations
- ☐ A copy of your transcripts, if still working towards obtaining your GED
- ☐ **Three month supply of prescription medication, including contraception, if applicable, or the doctor's prescription**

**Footwear NOTE: Black Steel-Toe boots will be provided.**
Athletic shoes are a must! (Steel-toe boots or closed-toe and closed-heel shoes are required on job sites)

- ☐ **Boot Socks:** black, gray or white, thick boot socks, long enough to cover the calf, must be worn with your work boots and uniform. Please bring or wear your boot socks on arrival day for steel-toe boot sizing

**Other Items to Bring:** Personal toiletries

- ☐ Towels
- ☐ Soft or collapsible laundry hamper & laundry detergent
- ☐ Bedding: Sheets, blankets, & pillow. Linens should fit a long twin-sized bed and may be shipped but should not arrive prior to January 29, 2015. **Please note: you will be issued a sleeping bag.**
- ☐ Alarm clock (portable one that you may bring on project is best)
- ☐ Eyewear (sunglasses, extra prescription glasses, contacts/contact solution)
- ☐ Headbands: solid colored in black, gray or white
- ☐ Padlocks: 2 needed for room locker and clothing dressers

**NOTE: Opportunities will be available upon arrival to go shopping.**

**Recommended Items**
**NOTE: You will be wearing your NCCC uniform on workdays!**
**DO NOT OVERPACK!**

**Clothing**

- ☐ Slacks, jeans, casual attire
- ☐ Shorts & T-shirts
- ☐ Sweaters & Thermal underwear (silk or polypropylene works best)
- ☐ Jacket /Winter Coat, Hats, & Gloves (NCCC provides a winter parka)
- ☐ Workout clothes (PT is required three days/week minimum)
- ☐ Personal undergarments (including sports bras for females)
- ☐ White, gray or black shirts to wear under your uniform on cold days
- ☐ Rain gear

**Optional Items NOTE: NCCC has recreational equipment available.**
**Thus, if you choose to bring the following items, you will be responsible for them:**

- ☐ Cellular phone and charger
- ☐ Laptop computers (there is a computer lab/internet access on campus)

**The following items are prohibited**

- ☐ Desktop computers (there is a computer lab with internet access)
- ☐ Weapons (knives, guns, bb guns, or any other weapon)
- ☐ Pets (not even fish….sorry Goldie!)
- ☐ Large electronic equipment; stereos, televisions, etc.
- ☐ Alcoholic beverages and illegal drugs (including paraphernalia)
- ☐ Items with a heating element are not allowed (i.e. hot plates, electric blankets, microwaves, coffee pots, candles/incense, space heaters).

# Uniforms

You will be fitted for your uniform within the first few days of arrival at the Baltimore campus. T-shirts come in the following sizes: **Small, Medium, Large, X-Large, XX-Large, XXX-Large**. Please know your waist size and boot size (in the male size scale) when you arrive on campus.

**Uniforms** *(Team Leaders are in Green-The "green shirt" distinguishes Team Leaders- while Corps Members wear gray)*

3 T-shirts
1 Sweatshirt
2 Khaki Cargo Slacks
2 Khaki Cargo Shorts
1 Polo Shirt
1 Black Cargo Slacks
1 Black Adjustable Belt
1 Grey Fleece
1 Winter Parka
1 Pair of Steel- Toe Work Boots

You also will receive other accessories during In-processing, such as bandanas, gloves, safety goggles, red cargo bag and more. Specific guidelines about how to wear the uniform will be discussed during Team Leader Training.

# FAQ about Preparing for NCCC

***Q: Will I have access to a phone or email?***

A: It is recommended that you bring a cellular phone - it will be especially helpful while you are away on spike. Internet access is available while on campus, but you want to be sure to set up a personal email account that you may use remotely before arriving on campus. **An email address will not be provided for you.**

***Q: When will I receive my uniform?***

A: You will receive your uniform items, along with other materials, during your in-processing which starts the day you arrive; Tuesday, February 3, 2015.

***Q: Can I bring incense or candles to burn in campus housing?***

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

**HIGHLIGHTS FROM THIS SECTION**

- Keep your health in mind when packing for this experience. You will need to keep warm during the winter months, so bring extra socks, layering clothes in white, gray or black and made of polypropylene materials.
- Cooking utensils are provided for you at spike sites.
- You will participate in physical training, so don't forget to pack workout clothes!

# Corps Life

## Your Contact Information

Even though you will travel and change locations on a frequent basis throughout your service year, we strongly encourage you to keep in touch with family and friends. Here is how they can reach you.

## Campus Mail

Mail service is provided.There will not be pick-up or delivery of mail and packages on Saturday or Sunday as US Postal Service, UPS and Fed Ex do not deliver to the campus on these days. Family and friends may send items to you addressed as follows:

*Example:*
YOUR NAME - Class XXI
AmeriCorps NCCC
6726 Youngstown Avenue
Baltimore, MD  21222

Jane Doe – Class XXI
AmeriCorps NCCC
6726 Youngstown Avenue
Baltimore, MD 21222

When you are assigned to a team, please include your team name in the mailing address (e.g. YOUR NAME – Class XXI – Raven 4).

The U.S. Postal Service will not forward to your next address at the end of the program Do not forward mail via the postal service from your current residence to the address above, as items may get lost or delayed. You will need to call all institutions from which you regularly receive mail and change your address with each of them at the beginning and end of the program.

## Spike Mail

Spike mail is any mail you receive while at a project, or “on spike”. You will rarely be at the Baltimore Campus. When you are residing at a project location you are on a “spike.”  However, you may consider the above address as your mailing address for the full 10 months. Once a week, most of the mail received at the campus address will be packaged and sent via UPS to you wherever your team is serving, with the exception of packages. All mail not forwarded to spike sites will be waiting for you in the mail room when you return to Baltimore for transitions between projects.

**Time sensitive mail should be sent directly to the project location.**

## Emergency

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

## Administration

The **Atlantic Region Administration** can be reached between the hours of 8 am and 5:30 pm Eastern time Monday through Friday at **(443) 503-8569.**

## Cell Phones

Personal cell phones are permitted. We do require, however, that you keep them turned off during trainings, work hours and team meetings. Special accommodations will be made for emergency situations. Additionally, we are not responsible for lost or stolen cell phones.

## Resources available to Members

- Computer Lab – We have an up-to-date computer lab which features HP laptops with reliable wireless capabilities. Please note, the entire building is equipped with wireless internet capabilities( WiFi); including the dorm rooms.
- TVs are made available in the dorm and day rooms along with tables, chairs and sofas. Gaming systems are also available for use.
- Career and Education room - Resources are available to assist you with your Life After AmeriCorps plans.
- Outgoing Mail (Dundalk Post Office) – There is a U.S. Post Office near the campus within close proximity to campus housing.
- Office Equipment – There is a fax machine, a photocopier and several meeting rooms available for Member use.

## Living Arrangements

Campus housing will be furnished for Members and **is not co-ed**. Our facilities are equipped with cooking facilities, refrigerators, pots, pans, flatware and utensils and other furnishings. Washers and dryers also are provided, free of charge. Each dorm room is equipped with individually controlled AC and heating units, 22 inch flatscreen televisions, and a leisure area. Each dorm can accomadate up to 16 members.

Religious facilities are available on the same block of the Baltimore campus as well as in the local community. Reference materials are available at the Atlantic Region for individuals to locate religious services of their preference. Sunday typically is a free day and other arrangements may be made to accommodate those with religious observances occurring on days other than Sunday. Project sponsors also are willing to assist in this area when teams are visiting. There will be a curfew implemented for the safety of members.

## Meals

All members are responsible for preparing their own meals after purchasing food at a local supermarket. During training and while on campus, all members are expected to pack a bagged lunch.

**Meals on Spikes -** Meals for teams on spike projects will vary. The Team Leader is given a budget for each spike project. The amount of the budget will vary depending on what food/meals your project sponsor may provide. **Special dietary needs will be at the member's expense.**

## Safety & Sanitation

We want to maintain a safe and healthy living environment for all members. AmeriCorps NCCC Members are responsible for maintaining a safe and sanitary residential living environment.
Please note: The Atlantic Region campus does not have an on-site nurrse or infirmary.

Members are responsible for the cleanliness of their residential facilities. In order to make sure that members are maintaining their living areas, inspections are held. Inspections are an overall check for the safety and cleanliness of each room.

Inspections will be conducted randoomly to ensure cleaniness of members' living space. There will also be pre-spike room inspections. Unit Leaders will manage discipline for failed inspections. Inspections will be completed by a two-person staff team if the members aren't present to ensure the security and privacy of personal property.

When a member fails on the first inspection, they will be issued a warning. Subsequent failure may result in further disciplinary action. Inspection requirements are as follows:

# Drug and Alcohol Policy

**THE CAMPUS IS DRUG AND ALCOHOL-FREE AT ALL TIMES** Use of alcohol by anyone in the residential facilities, regardless of age, will result in appropriate disciplinary action, including possible suspension or dismissal from the program. 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. The NCCC alcohol policy will be reviewed in detail upon arrival so that all members are aware of the expectations as well as consequences for failing to comply.

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

Smoking is not permitted within the campus facility including spike housing. There is a designated smoking area outside the building.

## Security and Visitors

Your safety is important to us**.** NCCC Members are encouraged to remain cautious and aware. Buddy systems are advised, no one should be walking alone at night. Additionally, the doors and windows to all living spaces should be locked at all times. The campus has a security guard to monitor the campus facility 24 hours a day. **Identification must be presented upon entering the building.**

Secruity rounds will take place nightly.

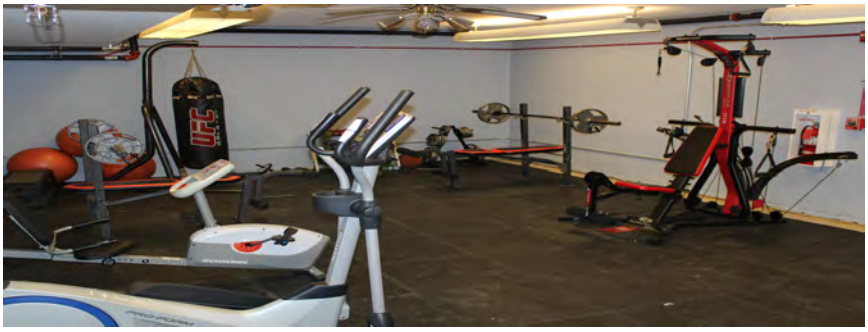
**Guests may not stay overnight in the residential facilities.** All visits must be worked around your service schedule.

## Getting Around

Public transportation is readily available for access into downtown Baltimore. Information about the service is available online at www.mtamaryland.com/index.cfm.

Teams are allowed to use government vehichles for health and wellness needs (e.g. trips to the bank, grovcery store, etc,

Teams are allowed to use government vehichles for health and wellness needs (e.g. trips to the bank, grocery store, etc.) with permission from their Unit Leader.



### Training and Physical Fitness

Physical fitness is part of the AmeriCorps NCCC experience. Exercise will be required three times a week throughout the year. The activities will be facilitated by your team leader or Fitness Trainer. Excerise equipment is available within the campus facility. NCCC will also provide members with access to a nearby gym.

### Recreational Activities

The staff of AmeriCorps NCCC fully supports activities organized by the Corps. If events are planned in advance, rooms or other buildings can be reserved. Past events have included: movie nights, AmeriCorps 5K run/walk, open-mic nights, knitting club, etc. The only limit is your *imagination and positive attitude!*

# Benefits

### Living Allowance

Members receive a living allowance every two weeks. Checks cover a 14 day period and are paid five days after the end of the pay period for which the allowance is earned. Please note that taxes are withheld from each check. The allowance is electronically deposited into your personal bank account. **Direct deposit is mandatory**. This means you must complete the direct deposit section of your MyAmeriCorps account with your checking or savings account number and bank's routing number. Also bring a voided check from that checking account to give to the Member Support Specialist, to complete the process.

**You will receive a complete schedule of allowance pay dates for the 10 months during in-processing. Your personal finances are your responsibility. If there is an error in receiving your allowance, it is your responsibility to keep track of your payments and to work with your bank and the Member Support Specialist to resolve the situation.**

**Make a special note that due to the payment schedule you will not receive your first allowance immediately but rather within four weeks of your arrival. Please plan accordingly to have enough money for your personal needs during your first month in Baltimore, Maryland.**

## Health Care

As a member, you are entitled to limited health benefits designed by the Corporation for National and Community Service and administered by Seven Corners, Inc. The AmeriCorps healthcare plan provides you with 24-hour health care coverage automatically upon your entry into AmeriCorps NCCC on February 3, 2015. Your health care benefits will automatically terminate at midnight on the date you exit the program. This coverage is **secondary to any privately held health insurance plan.**

The provided health benefits do not meet the minimum standards for the Affordable Care Act. Please refer to www.Healthcare.gov for more information.

**Benefits are not paid for pre-existing conditions**. A pre-existing condition is any condition or illness for which medical treatment was given or a diagnosis was made on or before the effective date of coverage. Routine dental and vision is not included within the provided health benefits.

**Only you** are covered under the AmeriCorps health plan – no dependents are covered. Coverage is limited and you will be responsible for a ***$5 co pay for each medical office visit*. You must** submit the "**Other Health Care Questionnaire**", which is attached to this document. Claims will be delayed or denied without the completion of this form.

The AmeriCorps health benefits also provides a prescription drug program in combination with your health care benefits. BeneScript will be your prescription drug plan administrator. The BeneScript network includes most major pharmacies. Your AmeriCorps identification card also serves as your prescription drug card. **There is no co-pay for each generic and a $5 co-pay for prescriptions with a generic equivalent. Seven Corners will reimburse for medications $3 copayment if there is no generic equivalent and there is no co-pay for generic equivalents. Members should bring a three months' supply of prescription medications, including contraception, if applicable, or bring the doctor's prescription to campus.**

More detailed information, including your Member Health Care Guide and Health Care Card, will be provided during Corps Training Institute (CTI). **However, we strongly encourage you to visit 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****

# Segal Education Award

After members complete the full 10 months and **1,700** hours of service (including **80** hours of independent service), they will receive an Education Award of **$5,645** provided they complete and turn in all paperwork (e.g., diplomas and transcripts). This amount could change in the future as the education award is now tied to the Pell Grant amount. This award may be applied to future school costs 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 your service year. The Segal AmeriCorps Education Award is subject to federal tax in the year payment is made. For more information please visit: http://edaward.org/or **http://www.nationalservice.gov/programs/americorps/segal-americorps-education-award**

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

**WHAT IS FORBEARANCE?**
**Forbearance**: You do not have to make payments on a loan that is put in forbearance, though interest accrues on your qualified student loan. However, if you complete the program, the Corporation for National and Community Service pays the interest accrued during the 10 months of your AmeriCorps NCCC service. This interest payment is made directly to your lender at the end of your service term. **A complete explanation of forbearance & its implications is given during in-processing at the campus.**

Members who enter AmeriCorps NCCC with a ***qualified student loan*** are eligible to apply for forbearance. A complete explanation of applying for loan forbearance is given during your in-processing. The following information is required to request a loan forbearance through your My AmeriCorps account. Please make sure to bring this information with you:

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

**We suggest you contact your lender prior to your service to verify qualification for forbearance through AmeriCorps NCCC. If your loans qualify for forbearance, this forbearance does not take effect until you are enrolled in the program (arrive at the campus and in-process). For your convenience after forbearance submission please verify with your financial institution that your request is approved before discontinuing payment.**

## Child Care

A child care allowance is available to custodia or joint-parents. The allowance is to pay for expenses related to day care. The child care subsidies are paid directly to eligible child care providers, not to AmeriCorps NCCC members.

Members who qualify for this benefit will need to complete the necessary forms and provide proof of dependent children. **Information is available through the provider's website: http://www.1stfinancialassociates.com. There are several documents that need to be submitted in conjunction with application.** If you feel that this benefit applies to you, please contact the Member Support Specialist at 443.503.8539 **prior to your arrival.**

**Please note: Children are not allowed to accompany the member during the service term.**

## Personal Days

All Members receive **three paid personal days** –days that you can take off when you would normally be working on a project. However, **you will not receive service hours for these days**. The use of personal days must be pre-approved by the team leader and the Unit Leader. Members wishing to use their personal days must complete a Leave Request Form and submit it to their Unit Leader at least two weeks prior to the requested day(s).

Members also receive two paid days of leave to be used for "Life After AmeriCorps" activities. The same process for personal days should be used 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 **all** leaves.

## Vacations, Holidays and Calendar

There are several paid breaks during your term of service. Housing will be available during

the breaks for members who decide to stay on campus. 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 will be mandatory "**All Corps Service Days**" that occur on Saturdays. On All Corps Service Days the whole Corps participates in a selected service project.

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

# FAQ about Corps Life

### *Q: How are roommates assigned?*

**A:** Roommates are assigned randomly. Only same gender matches are made for all rooms and houses. People who are placed on the same team are generally not assigned as roommates. **You will not receive your residential assignment until you arrive on campus.** Roommates are not assigned in advance because new Members are being added to replace those that have withdrawn before the campus opens.

### *Q: May I decorate my room?*

**A:** You should treat your living space as you would a hotel room. Thus, the hanging of pictures and posters is not permitted. Members are, however, permitted to prop pictures on the dressers and desks. Remember you will be deployed away from the community housing for much of your Corps year. Upon deployment, you will be asked to pack up all your belongings and vacate your room.

### *Q: Will there be any free time?*

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

### *Q: Will I be given any personal days or sick days?*

**A:** You are allotted three personal days to be used for any occasion (at the conclusion of Corps Member Training Institute), and two "Life After AmeriCorps" days to be used with permission to plan for the future, take tests or go on job interviews. Sick leave is a separate leave that will not detract from your personal or Life After AmeriCorps days. **It will be up to you to make up any hours not worked due to the use of personal, Life After AmeriCorps, or sick leave.**

### *Q: Will there be any breaks?*

**A:** Yes, there will be breaks. **The exact dates of these breaks will be announced during your initial training period.** All travel at these times will be at your own expense. All housing will remain open during these breaks. However, you are not required to leave. **Please remember you may be called to a disaster relief operation during any of these breaks. In addition to that some projects especially involving summer camps may ask for an alternative summer break, so there is no disruption of the program.**

### *Q: Will I have holidays off?*

**A:** AmeriCorps NCCC observes some of the federal holidays. You may be asked, however, to work or travel on these days depending on the schedule of your project and the cost effectiveness of travel or lodging.

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

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

### *Q: What are AmeriCorps NCCC disciplinary standards?*

**A:** The NCCC Handbook includes all rules, policies, and procedures, which are intended to benefit our Corps Members and the community organizations we serve. **It is important to review this handbook before arriving to the campus. You may view the handbook online at (**http://bit.ly/NCCCHandbook**) or request that an electronic copy be sent to you by emailing ANCCC@cns.gov.** We will review the handbook during the initial training period; however, **you are ultimately responsible for understanding the policies and knowing the consequences if policies are not followed.** Should you have any issues retrieving the handbook, you will be able to receive a hardcopy once you arrive on campus.

***Please note: Since the NCCC Handbook contains sensitive information; we are requesting that you do not share this document before or after your enrollment in the program.***

### *Q: Will I be issued any other items to keep or return?*

**A: Upon arrival you will be given a sleeping bag and a red cargo bag to use while on a spike.** Work-related items, such as gloves, earplugs, tool belts, safety goggles, etc. also will be distributed as needed.

### *Q: Are there other uniform requirements? Can I have an ear piercing or facial piercing?*

***A:*** **You must arrive to campus with natural hair color, ear and facial spacers.** While in your AmeriCorps NCCC uniform, any piercings must be the size of a dime or smaller such as a stud or small dime-size hoops. Spacers can be worn but they must be flesh-colored. Tunnels must conform to the size requirement and must be solid. This is for safety concerns. Hair color and highlights must be a natural looking color (i.e., it may be dyed, but not green, blue, two-toned, etc.) Mohawks, faux hawks and spike hairdos are not permitted.

### *Q: Will I have health care?*

**A:** Yes. Limited health benefits are provided by the Seven Corners, Inc., for injuries and illness that occur during the 10 months. **Privately held health insurance will also be primary to this health benefit.** Treatment for **pre-existing conditions will not be covered. It is recommended that individuals with pre-existing conditions retain other health insurance to cover the medical costs related to the treatment of pre-existing conditions. Members without other private health insurance will pay a $5 co-pay for services at medical facilities. Members with other insurance must pay their plans co-payment and follow the stipulations of that coverage. Members should bring a three months' supply of prescription medications, including contraception, to campus if applicable, or bring the doctor's prescription to campus. Life insurance is not provided to members.**

**HIGHLIGHTS FROM THIS SECTION**

- **THE CAMPUS AND HOUSING ARE DRUG AND ALCOHOL-FREE AT ALL TIMES**. Use or possession of alcohol by anyone, regardless of age, will result in appropriate disciplinary action, including suspension or dismissal from the program.
- Your will receive your roommate assignment when you arrive on February 3rd.
- The exact dates of your breaks will be announced during training.
- You will receive your first living allowance within four weeks after arriving at the campus. Please plan accordingly.
- **Pre-existing conditions will not be covered by your AmeriCorps health coverage.** It is recommended that individuals with pre-existing conditions retain other health insurance to cover medical cost related to those pre-existing conditions.
- You will receive your education award at the end of your service, provided you meet all of the qualifications.
- Cell phones are permitted on campus. Cell phone use is prohibited while members are earning service hours.
- **While in your AmeriCorps NCCC uniform, any piercings must be the size of a dime or smaller such as a stud or small dime-size hoops. Spacers can be worn but they must be flesh-colored. Tunnels must conform to the size requirement and must be solid. This is for safety concerns. Hair color and highlights must be a natural looking color (i.e., it may be dyed, but not green, blue, two-toned, etc.) Mohawks, faux hawks and spike hairdos are not permitted.**

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# FAQ about the Atlantic Region

***Q. What is the area of the country served by the Atlantic Region Campus?***
A: The Atlantic Region Campus serves Connecticut, the District of Columbia, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Puerto Rico, U.S. Virgin Islands. Moreover, Corps Members will respond to any national disasters across the United States that may occur during the service year.

***Q. Where is the Atlantic Region Campus located?***
A: The Atlantic Region Campus is currently located in Baltimore, Maryland, approximately 15 minutes east of downtown.

This campus offers:

- Increased public transportation options
- Wide variety of arts & cultural opportunities
- More restaurants and entertainment options
- More neighborhoods and diverse populations
- More community involvement
- Communal living

**HIGHLIGHTS FROM THIS SECTION**

- The Atlantic Region Campus, located in Baltimore, is one of five NCCC campuses in the USA. The other campuses are located in Sacramento, California; Denver, Colorado; Vinton, Iowa and Vicksburg, Mississippi.

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# Member Development and Training

## Corps Training Institute (CTI)

Many members arrive on campus enthusiastic about doing community service. Preparation and training are essential so that you and the communities you serve will have the best possible experience.

CTI is the "Kick-Off" to your service year. CTI, which lasts about four weeks, is designed to equip Members with the foundation of knowledge necessary to begin to serve. CTI can include weekends, evenings and long days in training classrooms. However, CTI is essential and will be a memorable time.

Key training topics will include:

- Diversity Awareness
- NCCC Policies & Procedures
- Conflict Management/Team Building
- American Red Cross Disaster Services
- CPR/First Aid Certification
- Service Learning
- Team Specialty Roles

## Service Learning

It is important to understand how participation in the NCCC program relates to the larger goals of active citizenship, community engagement and social issues facing communities.

The technique used to facilitate this understanding is called service learning. Service learning is a method by 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. We use the PARC Model to illustrate how service learning is integrated into each project. PARC stands for Preparation, Action, Reflection and Celebration. Through ongoing reflection, service learning encourages participants to consider why certain needs and issues exist in a community and in what way service projects address those needs and issues. This critical thinking also will help Members recognize how the knowledge, skills and awareness gained in the NCCC will enable them to continue to help solve community problems long after their AmeriCorps service is complete.

**Preparation**

**Action**

**Reflection**

**Celebration**

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 a NCCC project, each team writes a project portfolio. The portfolio will capture what your team has learned and accomplished on its service project. Each project will leave you enriched in many ways, contributing to your personal and intellectual growth.

## On-going Training

Training occurs throughout the service year. You will receive training before, during and as needed at each project. This will include in-depth project orientations, tool training, skill trainings (such as hanging siding on houses) and more. You also will participate in a variety of service learning activities while at your project sites and during project transition periods.

## Mid-Year Training

During Mid-year, members have an opportunity to mark their progress since CTI and reevaluate their knowledge base. Mid-year also is a time to reexamine the dynamics of a team, prepare for projects and conduct pre-service training and professional development. Mid-year training begins at the conclusion of summer break and typically lasts one week.

## Independent Service Project (ISP)

ISPs are an integral part of our program. Members must complete 80 hours of ISPs before they graduate. This gives members the opportunity to develop and implement a service project on their own or with a few other teammates or friends. The specific requirements for an ISP will be discussed in detail during CTI. Some examples of an ISP are cleaning up public schools or volunteering at a homeless shelter. You will be able to carry out ISP activities any time after work, on weekends or even in your own communities when you return home during break.

## Member Development

Part of the NCCC mission is to help members develop into catalysts for positive social change. Résumé workshops will be conducted during Mid-year training along with other workshops to assist with your personal and professional development**.**

**Also, if you have not yet completed High School, the Atlantic Region Campus will support you in achieving your GED.** The GED Assistance Program is a grand opportunity for members in pursuit of receiving their GED. If you do not have your GED or High School Diploma, enrolling in the program will guarantee that you have the opportunity to take the GED test (one time) at no cost to you. We will provide you with study resources and aid with the logistics of registering and taking the GED test. If you are interested in taking the GED, **please be sure to have your state ID**, **your GED transcripts** (if you have taken the test before), and an eagerness to excel.

Other Member development opportunities AmeriCorps NCCC offers include the Presidential Volunteer Service and Congressional Awards as well as two opportunities to obtain college credit through accredited partnerships with the Non-Profit Leadership Alliance and American Humanics.

**Life After AmeriCorps (LAA)** LAA is an important component at the Atlantic Region Campus. We want you to feel comfortable in your transition from AmeriCorps. Our LAA Resource Room contains materials that will aid you in your job search, other service opportunities or future studies. If you want to go to college or graduate school after AmeriCorps, the resources and materials that will help you to select the educational institution of your choice are available in the LAA Resource Room. Likewise, the Programs Department posts job openings on a monthly basis throughout the year for Members looking to start careers after NCCC. **You also are granted two LAA Days during the service year with which you can pursue future plans.** Please note you will be held accountable for your activities during your LAA Days.

# FAQ about Member Development & Training

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

A: Instructional preparation and tutoring will be provided for Members completing their GED or its equivalency. If you have previously taken the GED and are still working to obtain it, please bring your transcripts.

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

A: During your 10 months of service, you will develop skills while you enhance communities you serve. You may be called upon to share personal achievements, cultural experiences or special interests and abilities. Your Team Leader will meet with you one-on-one during the year to discuss your goals, aspirations and performance in AmeriCorps NCCC. **Professional development is also a part of the AmeriCorps NCCC experience.** At the conclusion of a project, your team will complete a portfolio and present the challenges and successes of the project to the staff. You will have full access to the internet, printers, scanners and copiers to accomplish these tasks. **All members will develop a résumé commemorating their experience in order to successfully complete the program.**

**HIGHLIGHTS FROM THIS SECTION**

- Service learning is enhancing an educational principle through public service. At NCCC, service learning involves enhancing service through awareness and knowledge. Each team has a SLI, Service Learning Initiator, who facilitates service learning opportunities. The Atlantic Region Program Office works with the SLIs to ensure that service learning takes place on projects.
- Corps Members must complete 80 hours of Independent Service Projects (ISPs) in order to graduate from NCCC. You also must complete a résumé.
- You will be granted two Life After AmeriCorps (LAA) Days to pursue future plans. You will be held accountable for your activities during your LAA Days.
- Instruction, preparation, and tutoring will be provided for members working to complete their GED.

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# NCCC Teams

You will serve on a team of up to 12 members and one team leader during your 10 months of service. You will prepare and eat meals with your team, travel in your team's 15-passenger van, share living space and collaborate with your teammates on projects assisting communities throughout the Atlantic and Disaster Regions. Members are randomly assigned to teams and teams are then randomly assigned to one of our units.

## Team Specialty Roles

Each member will be asked to take on the responsibilities of at least one team role. You will receive training and additional information regarding specialty roles during CTI. There are brief description of the specialty roles provided below.

**Recruiter** The Recruiter is a recruitment liaison/marketing assistant for the NCCC program. Corps members are in a prime position to educate other young people about the NCCC experience and the opportunities it offers. The role of the Recruiter is to share their NCCC experience with potential applicants by planning and executing a minimum of three Recruiter events during each round.

**Media Representative**

The Media Representative tells the AmeriCorps NCCC story in communities where the team is serving. Working closely with the Community Relations Department, the Media Representative writes press releases, articles and letters to the editor, then distributes these items to a variety of media outlets, including newspapers, newsletters and magazines, as well as radio and television stations. The Media Representative also acts as the team photographer, collects pictures from other team mates, and uploads them to a team photo account. Lastly, the Media Representative submits 8 pictures and a summary of each project for the yearbook.

**Project Outreach Liaison (POL)** The Project Outreach Liaison (POL) builds awareness among potential project sponsors and identifies Independent Service Project (ISP) opportunities that increase member engagement in the local community, offer diverse service experiences, and increase community awareness of NCCC. The POL also plans one day of service per round that engages community volunteers and contributes to NCCC's volunteer coordination goals. The POL works with Media Representatives and Recruiters to maximize community contacts.

**Fitness Trainer (FT)** The Fitness Trainer, FT, is primarily focused on fitness development and boosting exercise enhance for members and Team Leaders. The development aspect may occur (with coordination from TL) for activities such as PT, goal-setting, and documentation of skills acquired. FTs are required to facilitate 3 PT sessions per week. The fulfillment of this requirement leaves room for creativity. The FT should cater activities to the needs and abilities of the team. The FT is an integral part of team safety and morale, allowing members to adopt a lifestyle fitness routine, presently and for the future. By improving health and fitness today through exercise, the FT improves members' quality of life in the long term.

**Service Learning Initiator (SLI)** The goal of service-learning is to facilitate the team's understanding of personal, social, and community implications of the service in which they are engaged. The SLIs must facilitate the creation of a team plan for the round and document the project orientation provided by the sponsor. To enhance members' understanding of the complex social issues being addressed by their service work, SLIs are required to arrange 3 formal service-learning events each round. These activities could include viewing and discussing a documentary, attending and debriefing a community forum or lecture, participating in a training or class offered to the clients of your sponsoring organization, or any activity that relates to and illuminates the underlying issues addressed by the project. Additionally, SLIs facilitate regular reflection activities for the team. These more informal service learning activities could include team journals, sharing highlights of the day, lunchtime discussion questions, or any activity that helps the team process, share, think about, and commemorate their service experience. Reflection activities should include a variety of styles: writing, discussing, creating/drawing, acting/doing, etc… At the end of the round, the SLI facilitates the reflection and celebration process of completing the team portfolio.

**Vehicle Safety and Tools Officer (VST)** Safety is the key to preventing accidents at the work site, at spike housing, and in vehicles. Through the performance of assigned duties, the VST officer plays a significant role in ensuring the well-being of the team and a safe and productive service experience, as well as taking responsibility for program property issued to the team.

**Assistant Team Leader (ATL)** The Assistant Team Leader (ATL) position is basically the "right arm" of the Team Leader (TL). The ATL works closely with the team leader in the multitude of tasks for which the TL is responsible. The ATL can help support the TL and team in a variety of ways such as helping with paperwork, checking in with all specialty role positions, and communicating with the TL regarding the physical and mental wellbeing of the team. The ATL serves as the acting TL when the TL is away from the team. Individuals who choose to volunteer for or who are selected for the ATL position should be highly motivated individuals who are seeking additional leadership experience.

**Community Council Representative (CCR)** No corps member can succeed without knowing there is help and support around them. The Community Council (CC) gives all Corps members a voice at the grassroots level and creates a unique opportunity to identify and solve issues together. The Council can be more responsive to local team needs where rules and regulations may often prohibit intervention from staff. The Council can help the staff be responsive to teams' concerns. By developing sound, community-supported plans to encourage active engagement during the time at the Point, and continuing this engagement while on SPIKE, the Council can play a major role in increasing the retention and success of ALL AmeriCorps NCCC members.

**Health and Wellness Liaison (HAWL)** A Health and Wellness Liaison (HAWL) works with the TL and FT to enhance our Corps' values for individual health and wellness, skills and leadership development, and in improving team dynamics and communication. Health and Wellness Liaisons will assist the team leaders in individual and team development, identifying needs for the team and individuals, and facilitating training to the team regarding issues that affect the health and wellness of the team, promoting self sufficiency and self advocacy and facilitating trainings and conversations that focus upon the personal wellness, five dimensions of health (physical, emotional, social, spiritual and mental and environmental) and wellness (balance, mindfulness, stress management). HAWLs will serve as the team's point person for resource and referrals while on spike.

## Expanding Your NCCC Experience

NCCC offers a host of opportunities to grow professionally and personally whether you want to improve your leadership and communication skills, diversify your AmeriCorps experience or advance the national service movement. As such, you may want to consider becoming involved in one of the following opportunities.

**Van Drivers --** If traveling through the county in a 15-passenger van is your idea of "Family Fun", then you're at the right place. We need skilled drivers to help transport teams all over the country. You must bring a valid driver's license and a current copy of your driving record, covering the last 3 years. You will then receive training and must pass a road test before your can drive the vans. **If you have more than six (6) points on your record or have your license suspended within the past 24 months you may be denied the opportunity to drive.**

**Sawyer Training (Chainsaw Operator) –** Several members per team will have the opportunity to be trained in chainsaw operation. This two day course will teach you the basics of saw operation, maintenance, safety and cutting techniques to include bucking, limbing, and brushing.

**Composite Teams –** During the service year, composite teams are formed for unique project opportunities. The application process may consist of written letters of interest, interviews and special trainings designed to prepare you for amazing projects that take place all over the country. These teams can be led by both support team leaders as well as corps members who show strong leadership qualities and have the desire to step up to take on the position.

**Wildland Firefighter** -- Wildland firefighting teams fight forest fires and also are a vital source of manpower for controlled burning with the Maryland Department of Natural Resources, the Delaware Forest Service and the U.S. Fish and Wildlife Service, among others. Firefighters participate in a week-long fire training to become a "Red Carded" firefighter. During the training, you must pass a fitness test that requires you to **walk three miles with a 45-pound pack in under 45 minutes.**

# FAQ about an AmeriCorps NCCC Teams

### *Q: How are teams assigned?*

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

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

**A:** Each member will be asked to take on the responsibilities of at least one team role. You will find out more about all the opportunities once you arrive on campus.

### *Q: If I am a firefighter, will that be the only thing I do?*

**A:** Individuals interested in the Wildland Firefighting program will be required to pass physical conditioning tests. The test will occur within the first week of CTI. Selected firefighters will be placed on regular teams and have the opportunity to serve on Fire Composite Crews as needed throughout the year.

**This program is offered to Support Team Leaders and interested Corps members.**

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**HIGHLIGHTS FROM THIS SECTION**

- You will have a specialty role on your team, so start thinking now about the role you would like to perform! More information on each role also will be given during training.
- If interested, you can be certified to drive a 15-passenger van if you pass the driving test. You must bring with you a valid driver's license and current driving record.
- If interested, you can become part of a Wildland firefighting team. Be prepared, however, to pass a fitness test.

# NCCC Projects

## FLEXIBILITY IS KEY!

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

- **Natural and other disasters**
- **Infrastructure improvement**
- **Environmental stewardship and conservation**
- **Energy conservation**
- **Urban and rural development**

NCCC attempts to give you a diverse experience during your 10 months of service, but there is no guarantee that each team will have a project that covers each service area.

### Project Information

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. Project lengths (known as rounds) can vary from one day to up to eight weeks. The average length of a project is about six weeks**.**

The Unit staff assigns projects to the teams based upon the projects selected by the Programs Department. The decisions are primarily based on availability of the team and the timing and scope of the project. As much as possible, the Unit staff aims to expose all teams to a wide variety of projects. Teams will also be trained by the American Red Cross in Disaster Relief Services in order to respond to disasters. This training will occur during Corps Training Institute (CTI). Teams will respond to disasters as the opportunity to serve in this capacity occurs.

The work hours for the team may range from a standard Monday through Friday, 40 hours per week schedule or a Tuesday through Saturday work week. When on a disaster assignment or firefighting, the work schedule could be 12 to 14 hours per day, seven days a week.

### Spikes

Spikes are projects where teams live off campus. During spikes, the team will be provided temporary housing accommodations in the community where the project is being conducted. The Program Department arranges the accommodations with the project sponsors. In the past these accommodations have included staying at community centers, churches, youth hostels, campgrounds, and so forth. Members should come prepared to stay in a variety of locations.

## A Day in the Life of a Member

(This is an actual schedule of a past NCCC team at the Atlantic Region Campus, representing an example of what a day might be like.)

**Schedule: Habitat for Humanity**
**(Tuesday-Saturday)**
**7:00 am**: *Daily morning team meeting*
**7:15 am**: *Depart spike housing for work site*
**7:25 am**: *Arrive at work site*
**7:30 am**: *Daily briefing by site supervisor*
**7:45 am**: *Work begins*
**12:00 pm**: *Lunch*
**12:30 pm**: *Work resumes*
**3:45 pm**: *Clean-up/prepare to leave for the day*
**4:15 pm**: *Depart for spike housing*
**5:00 pm**: *Team physical training (PT) (3x per week)*

## Examples of Past Projects

**Example 1: DREAM Program, Fletcher, VT**

**(Infrastructure improvement, environmental stewardship)**
The DREAM Program is a mentoring program that serves the entire youth population of Vermont. AmeriCorps NCCC has been instrumental in turning the 50-acre property, purchased in 1994, into a successful, operating camp. Currently, there are no other viable residential summer camps for the children with whom DREAM works. As a mentoring program, a community development organization, and a camp, DREAM explores avenues to help low-income families address the economic instability, drug use, delinquency and lack of positive role models that put their children at risk. The camp has already had success in increasing DREAMers' self-reliance, strengthening their interpersonal skills, facilitating adventure and constructive risk taking and expanding their comfort zone. NCCC's help in creating beautiful spaces, trails and facilities around camp has been instrumental to DREAM's success.

In 2008, the NCCC DREAM team:
Restored four miles of existing hiking trails
Built four footbridges
Constructed or repaired 55 feet of erosion controlling walls
Installed three water bars in hiking trails
Built eight steps into steep slopes

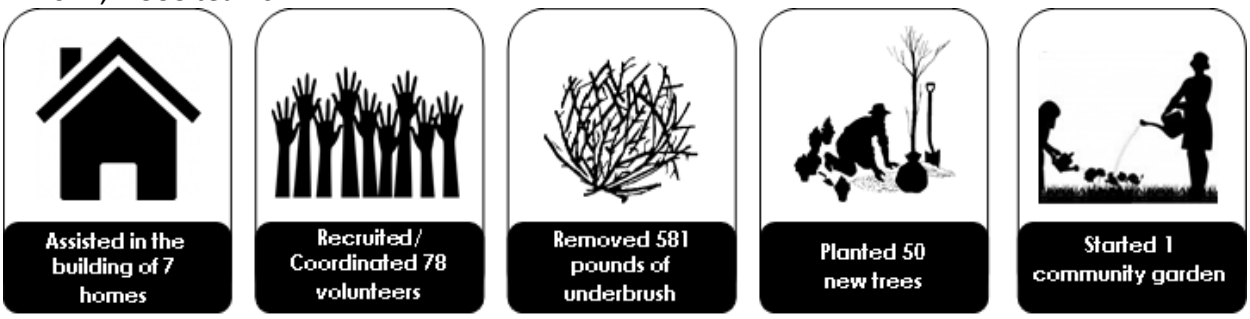
**"DREAM and the NCCC are a perfect match. The work we did, where we lived, and who we did it for made it great. It's the best project ever."**
**-Jimmy Kelly, Corps member, Service Year XII**

**<u>Example 2</u>:**
**Habitat for Humanity of New Castle County, DE**
(Urban and Rural Development)

The Mission of Habitat for Humanity is to build affordable housing at no-profit through a combination of volunteer labor, 'sweat-equity' and no-interest mortgages. Habitat for Humanity of New Castle County is one of the largest Habitat affiliates in the Northeast region, of over 200+ Habitat affiliates from Delaware to Maine (in terms of housing production). Habitat for Humanity New Castle County has built or renovated 185 homes since their inception; more than half of which have been completed in the last five years.

AmeriCorps members have worked on all phases of construction and have been part of several house dedications. Members have also assisted with the renovations to the ReStore, which helps to recycle and reuse building materials.

In 2011, NCCC teams:




**"Habitat for Humanity of Hancock County was one of my most rewarding projects. My team and I were able to experience a 'blitz build' where we built seven homes in one week. The last day of our project, we dedicated the homes to the new owners. It was amazing to see our results and the gratitude from all the families." -Shawna Vreeke, Team Leader, Service Year XIII**

**<u>Example 3</u>: Hands On New Orleans, New Orleans, LA**
**(Natural disaster)**
The Hands On Network brings people together to strengthen communities through meaningful volunteer action. The Hands On Network is partnering with community-based leaders to establish Civic Action Centers in coastal Mississippi and the New Orleans area to provide critical volunteer infrastructure and build civic leadership that becomes a catalyst for sustainable community change and rebuilding. The work allows residents to spend time and resources on more pressing concerns, thereby accelerating the development for the resident and the community as a whole. The act of gutting a house sends the message to New Orleans residents that neighbors have a vested interest in their community and are willing to take the steps necessary to rebuild New Orleans. Sometimes in cases of natural disasters, members are deployed outside of the Atlantic Region to areas of need. Additionally, NCCC members acted as crew leaders to manage the short-term volunteers.

# FAQ about NCCC Projects

***Q: Can I pick my projects?***
**A:** No. Projects are developed by staff and assigned to the various teams based on a number of factors.

***Q: Will I be able to develop any projects?***
**A:** Corps Members have a requirement to complete 80 Independent Service Project (ISP) hours -- projects that members can develop and execute on their own. Certain team roles also will play a role in project outreach for the Atlantic Region.

***Q: What is a spike?***
**A:** A spike is a project that requires Corps members to be housed somewhere other than campus. Spike accommodations have included staying at community centers, churches, youth hostels, camping, and the like. You may frequently be without a bed, but 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 with your teammates. Come prepared for any of the above and even more.

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

***Q: Will I do a project in each service area?***
**A:** The Programs Department and Unit Staff will make every effort 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 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, as well as have a valid driver's license and current 3 year driving record. Only certified drivers are permitted to drive NCCC vehicles.

# LIKE the NCCC Atlantic Region on Facebook

The Atlantic Region has a Facebook page. Check it out and like us on Facebook!

**Web Address:** http://www.facebook.com/NCCCAtlanticRegion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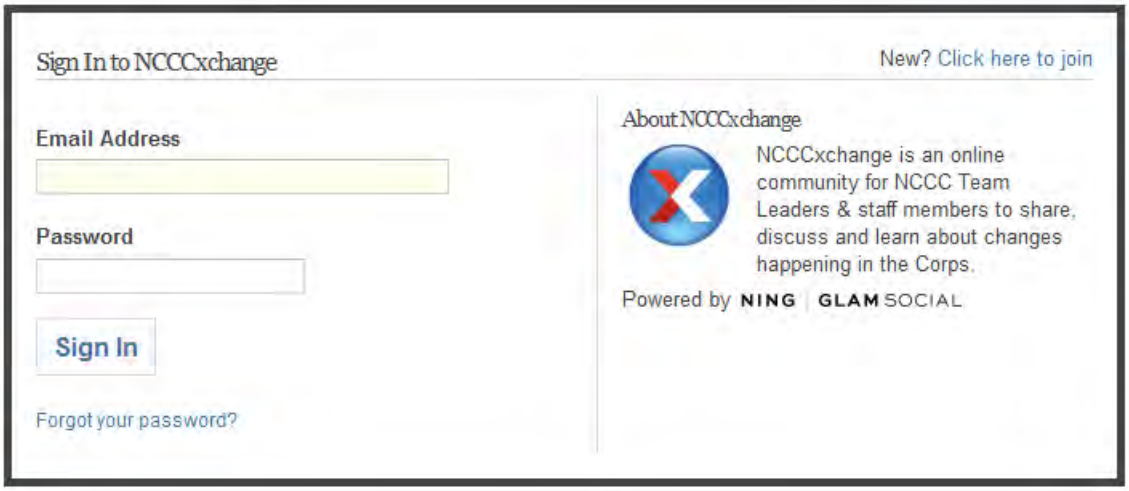
# Log into NCCC xChange




We've created a NCCC xChange Group for Class 21! This platform is the best place for you to connect with new Corps members, returning Corps members, team leaders, Unit Leaders and the other staff at the Baltimore campus. The staff will answer questions and also post important information for everyone to view.

You should log into NCCCxchange to complete the Member Profile form.
NCCCxchange will be the home of documents for the Recruiters and Media Reps. It will also contain information about the AmeriCorps NCCC and FEMA Corps. Join and be informed.

**Web Address:**
http://corpsxchange.ning.com/main/invitation/new?xg_source=msg_wel_network

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