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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!

Throughout this document, look for this icon and roll your mouse over it for more details, videos, pictures.

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August 27, 2014

Welcome from Region Director

Dear Class 21B Team Leaders,

Greetings from Denver! I hope this finds you well and having a good day.

My name is Ken Goodson and I serve as the Region Director for NCCC's Southwest Region. I came on board in Summer 2012 and am thrilled to have the opportunity to work with a team of dedicated professionals in supporting a mission which resonates strongly with me. Over the course of a 15 year career in 6 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 at the Southwest Campus.

I think you will find that while I believe NCCC's two goals are interrelated, I view our pursuit of strengthened communities, through 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 FEMA and disaster recovery efforts across the country, 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. As Team Leaders of the Southwest Campus' third FEMA Corps class, this is perhaps even more true as you are responsible for laying the foundation upon which future FEMA Corps members will serve.

Despite those challenges, the Team Leader position is 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 FEMA, communities and individuals who have asked for NCCC support. You have the ability to directly 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 Campus, there is a lot taking place. We are ensuring we have the supplies and resources necessary to support your training and the service work your teams will complete. We are coordinating with, and responding to, requests from FEMA for your team's assistance. Your training, as well as that of your FEMA Corps Members, is being planned incorporating feedback from previous FEMA 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 Campus is eagerly awaiting your arrival.

Until you head to Denver, I ask two things of you. First, think through the 11 month service commitment you are making and your motivations for national service. NCCC FEMA Corps 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 national priorities for disaster recovery, preparation and mitigation.

The team and I look forward to seeing you on the campus soon, greeting you in person and welcoming you to the NCCC family of service as our FEMA Corps Team Leaders.

Ken Goodson
NCCC Southwest Region Director

August 27, 2014

Welcome and Paperwork Needed

Dear Southwest Region Team Leader,

Congratulations on becoming an AmeriCorps NCCC Southwest Region Class 21B 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 Monday, January 12th, 2015 and your in-processing activities will begin on January 13th, 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 BUSINESS 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 21B
  - → 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 21B FEMA Corps Members" group to complete the following forms)
  - → Member Profile Form

The Southwest Region AmeriCorps NCCC staff members look forward to meeting you in January 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

3001 S Federal Blvd
Walsh Hall, Room 136
Denver, CO 80236

About NCCC

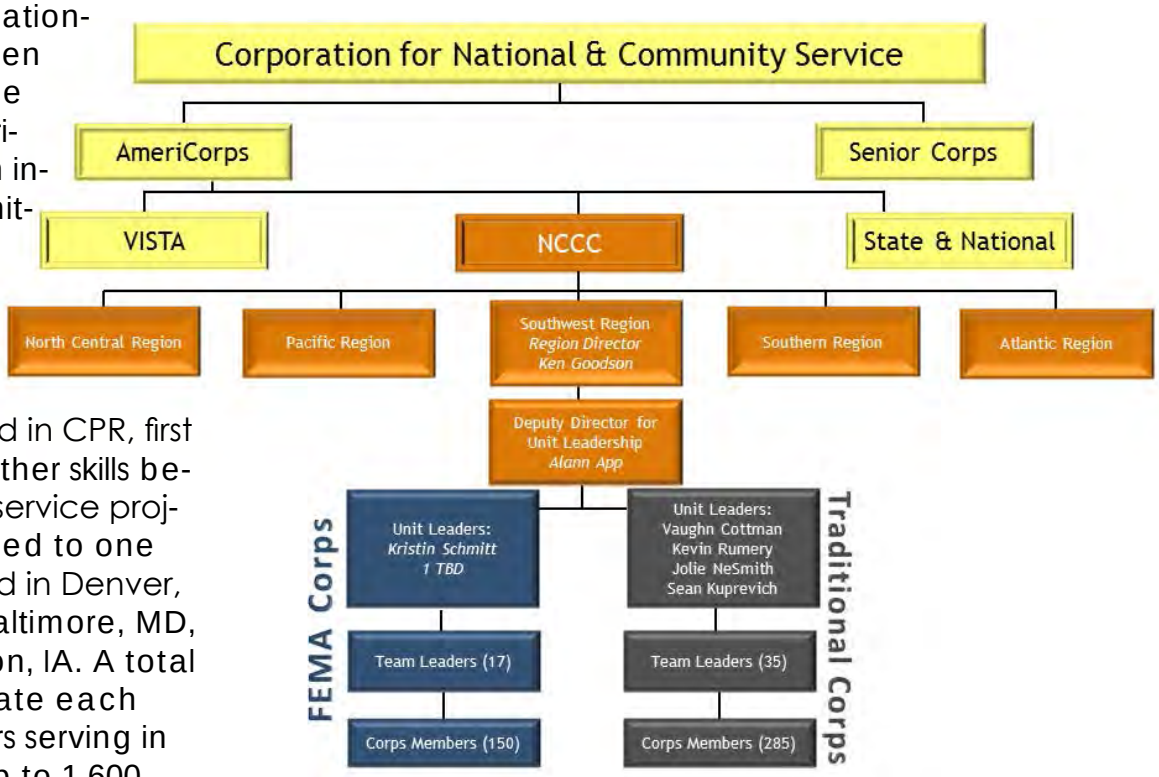
Connect with your fellow incoming Corps Members and Staff

Search for our group:
AmeriCorps NCCC Winter 2015: Denver Campus
https://www.facebook.com/groups/622272554507783/

For more on social media, see page 40.

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

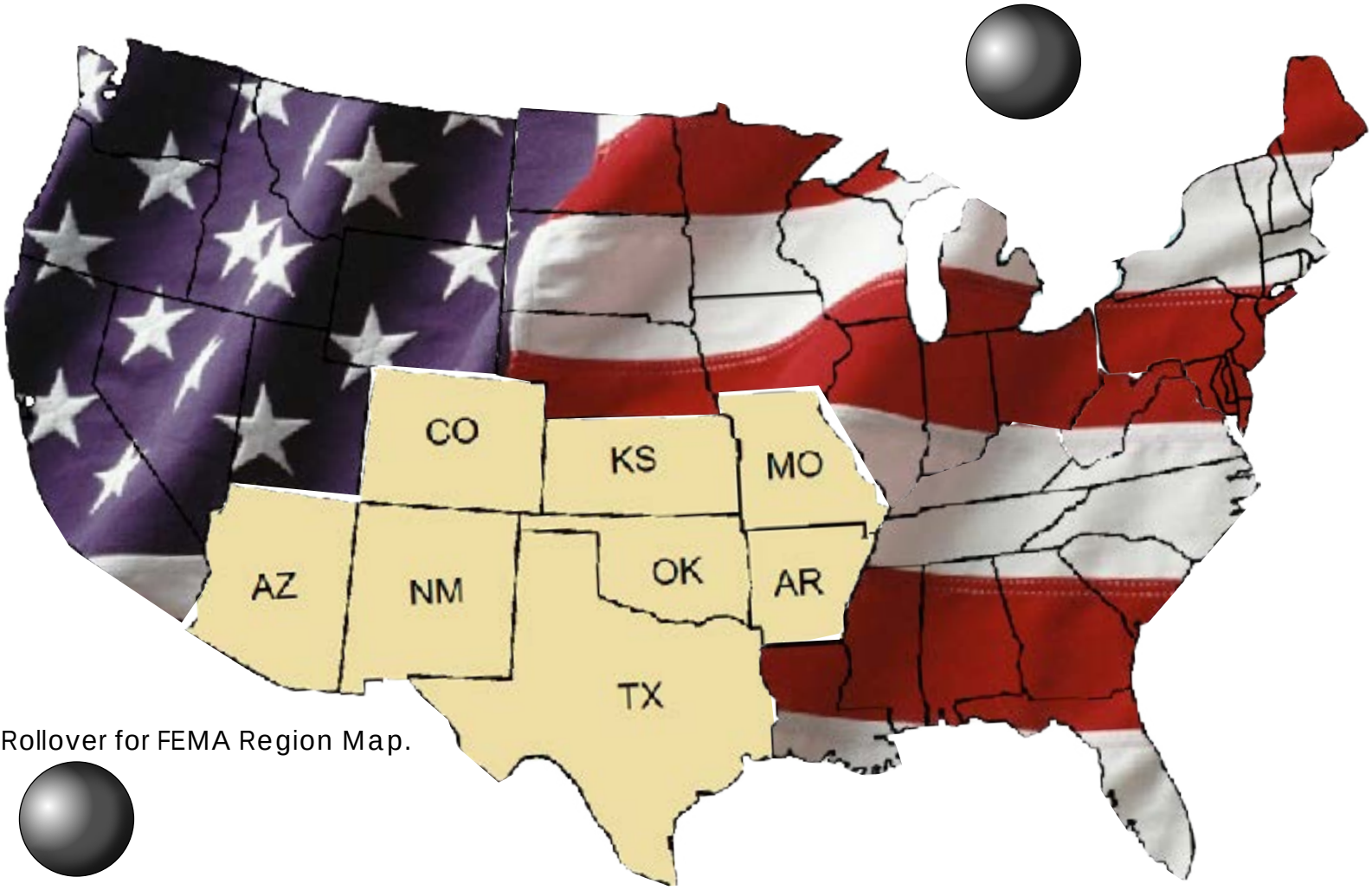
I will get things done for America,
To make our people safer, smarter, and healthier.
I will bring Americans together to strengthen our communities.
Faced with apathy, I will take action.
Faced with conflict, I will seek common ground.
Faced with adversity, I will persevere.
I will carry this commitment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

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). Founded in 2012, it establishes a track of up to 1,600 NCCC 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 an NCCC campus, they are not necessarily deployed within those regional boundaries; they can be deployed nationally wherever there is the greatest need. FEMA Corps members have a "deep" rather than "broad" service experience. Instead of completing a variety of project types, FEMA Corps members focus on emergency management activities for their full term of service. 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 trained in the areas of logistics, external affairs, individual and public assistance, and more. They support long-term recovery operations, help disaster-stricken communities recover through outreach, organize logistics of FEMA recovery centers, input and monitor data, create maps, locate resources for disaster survivors, and more.



Rollover for FEMA Region Map.

Commitment to Service

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

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

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.

Thinking about these large problems can feel overwhelming. However, by dedicating 10 months to national service, you have provided a solution for the first part of this problem – community involvement. During your time as a Team Leader your work will make a real difference, and those who benefit will not forget what you did for them. We may have a long way to go, but the way to get there is through learning, understanding, and evaluating some of these hard issues. NCCC strives to build a community of 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 two Units: Alpine or Tundra, and then be subdivided into teams within those Units. Check out the welcome from the Unit Leaders 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.

Kristin Schmitt- Alpine Unit

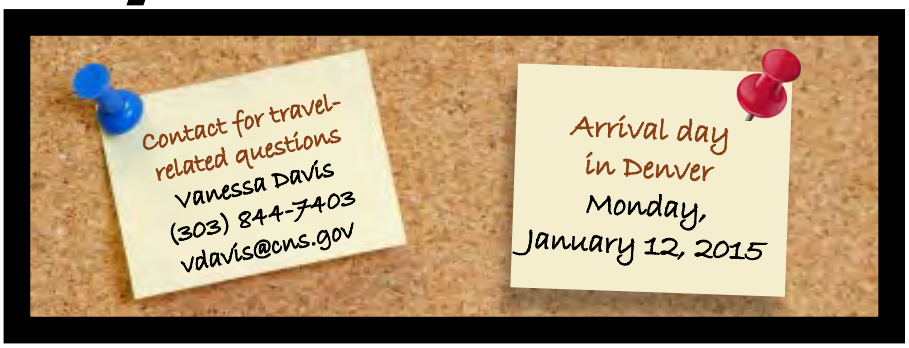
Welcome Class 21-B of AmeriCorps NCCC to Denver, Colorado! You have been selected to participate in a life-changing journey of service, growth, challenge, and great achievement. You will gain new skills and friendships while also having the opportunity to serve your country in an admirable way. There will be days when you will question if you are able to complete the ten-month period of service until you look around and see the fellow Corps Members that are enduring and overcoming the same obstacles right along next to you. I look forward to meeting each of you and seeing the great achievements that you all are certain to accomplish this year.

Jack Corcoran - Tundra Unit

Greetings Class 21-B! We are incredibly excited that you have committed to a year of serving your country with FEMA Corps! This experience will be unlike any other that you've had. It will challenge you in new and different ways on a daily basis. However, we are confident that with your commitment to service and individual growth that you will persevere and complete the program a stronger person and leader. Congrats on your acceptance and we look forward to meeting you soon!

Getting to Campus

Your transportation to and from the campus 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 working days after receiving the forms packet.



Friends and family helping you move? Here's information for two of the many nearby hotels:

- Hampton Inn: 3605 S Wadsworth Blvd, Lakewood, CO 80235 303-989-6900, www.hamptoninn.com
- Holiday Inn: 7390 S Wadsworth Blvd, Lakewood, CO 80235 303-980-9200, www.holidayinn.com

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 January).** 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 25). Make sure you get a receipt and bring it to campus. Without a receipt, you will not be reimbursed.

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 January 12.

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 - see driving directions on page 12. However, you cannot drive your vehicle to projects. There is a parking lot on campus 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 25). 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 January 12th, you cannot move in, but you may be allowed to drop off your belongings early. If this interests you, contact Brian Robison at 303-844-7425 and he will assist you. 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 Monday, January 12, 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 on campus.

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 January 12, 2015. Follow the directions provided on page 12. Upon parking your car in the Walsh Hall parking lot, 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

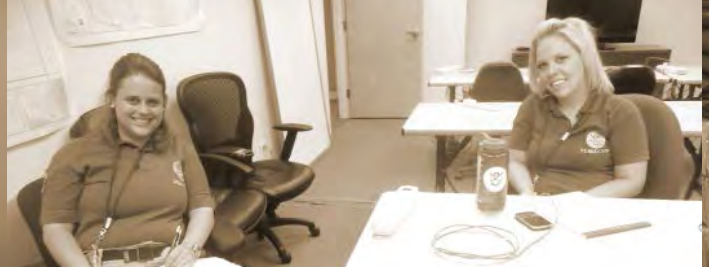
now — January 1

IMMEDIATELY – The deadline to send your Transportation Selection Form to the campus is 10 working 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 January 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.

Monday, January 12th, 2015
Travel and arrival on campus.

During your first few days on campus – 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 January 12).



Driving Directions to Campus

FROM THE NORTH (I-25)
Take I-25 South past downtown Denver to the Santa Fe Drive exit (mile 207). Go south (right) on Santa Fe Drive. Shortly after exiting I-25, keep to the left to stay on Santa Fe Drive rather than Platte River Drive – the road splits. Continue south on Santa Fe for about 3 miles. Turn right on Dartmouth, and continue on it for about 1 ½ miles. After you pass Federal Boulevard, Dartmouth enters the Colorado Heights campus and forks into two campus roads and a parking lot – keep to the right. After the tennis courts turn left to get to Walsh Hall, where you will park (see map of campus on page 20).

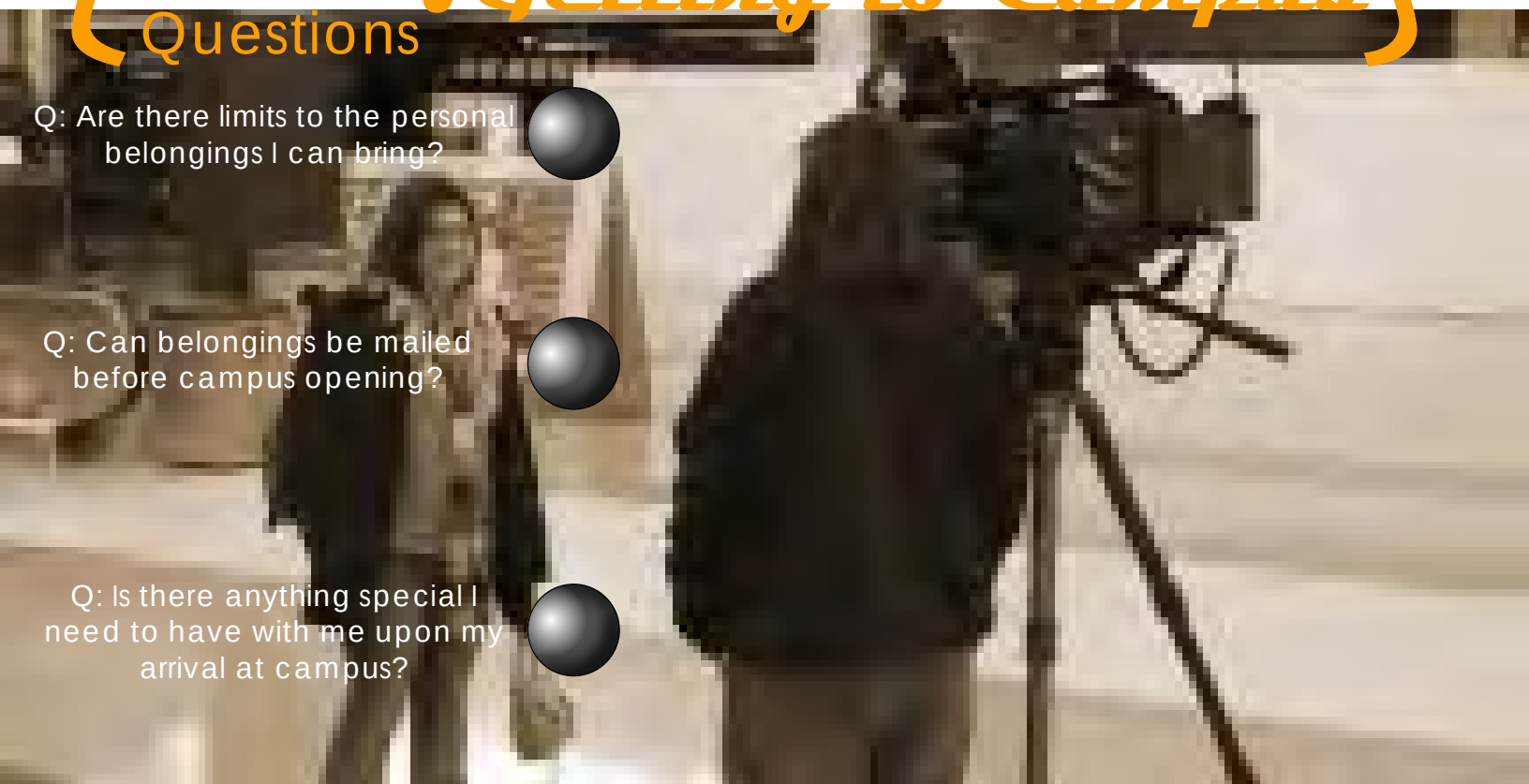
FROM THE NORTHEAST (I-76)
From I-76, merge onto I-25 south. Follow the directions above for coming from the north.

FROM THE SOUTH (I-25)
Take I-25 North to mile marker 194 and exit on C-470 West/North (left - towards the mountains). Continue on C-470 west for about 9 miles. Exit on Santa Fe Drive. At the light at the end of the exit ramp, turn right to go north. Continue north on Santa Fe Drive for about 6 miles. Turn left on Dartmouth, and continue on it for about 1 ½ miles. After you pass Federal Boulevard, Dartmouth enters the Colorado Heights campus and forks into two campus roads and a parking lot – keep to the right. After the tennis courts turn left to get to Walsh Hall, where you will park (see map of campus on page 20).

FROM THE EAST OR DOWNTOWN DENVER (I-70 OR I-25)
Take I-70 West to I-25 South. Follow the directions above for coming from the north.

FROM THE WEST (I-70)
Take I-70 East to mile 260 and exit on C-470 East/South (right). Continue on C-470 about 5 miles. Exit on Hwy 285 North (also called Hampden). Continue on Hwy 285 about 7 miles. Exit on Federal Blvd. At the light turn left to go north on Federal. Continue on Federal for about ½ mile – at the top of a hill is Dartmouth Ave. Turn left on Dartmouth and you will be on the Colorado Heights campus. Dartmouth forks into two campus roads and a parking lot – keep to the right. After the tennis courts turn left to get to Walsh Hall, where you will park (see map of campus on page 20).

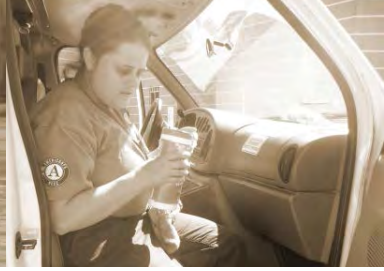
Frequently Asked Questions: Getting to Campus



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

Q: Can belongings be mailed before campus opening?

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



DUE:
Transportation Selection Form to Vanessa Davis (vdavis@cns.gov)

*due 10 days after receiving this packet

REMINDER
If mailing things to campus, they CANNOT arrive before Jan. 1st, 2015

What To Expect On Arrival

First Day on Campus: Arrival Day
January 12th, 2015

This schedule is subject to change:

noon – 4:00 p.m.	Arrival of Team Leaders
12:00-1:30p.m.	Boxed lunch
3:00-4:00p.m.	Campus Tour
5:00-6:30 p.m.	Dinner

In-Processing

The campus welcome and in-processing will begin at 8:00 or 9:00 a.m. on Tuesday, January 13th, 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, fill out the necessary forms below.

To Vanessa Davis by mail, fax, or email (within 10 working days)	Complete Online	In my.americorps.gov portal
• 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 Dposit 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 campus, you will receive your room assignment and a move-in checklist for your room. After completing your room checklist, you can move your luggage from the holding location to your room. Please do not pack the following items in your luggage as you will need them when you check-in: photo ID and copies of your driving record.

• Moving into your Room: After you check in with your Unit Leader, you will be able to start unpacking and settling into your room.

• 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 mail in the forms listed here.

Sample In-Processing Schedule

Tuesday
8:30-10am: Welcome
10-10:30am: Schedule overview
10:30-noon: Personnel processing
noon-1pm: Lunch
1-3:30pm: Travel Reimbursement, ID photos, Uniform Issue
3:30-5:30pm: Residence Life for TLs
5:30-6:30: Unit Introductions
7-8pm: Dinner

Wednesday
7:15-10:45am: Medical Checks
11-12:30: Kitchen orientation
12:30-1:30: Lunch
1:30-5:30: Team Leader Roles & Responsibilities
5:30-6:00: National Service Loan Forbearance
6:30-8:00: Dinner

Thursday
8:30-noon: NCCC Standards
12-12:45: lunch
12:45-3:15: Coaching the Van Driver
3:15-6:00: Van Confidence Course

Required Documentation

Bring these to campus with you

✓ TWO valid forms of ID, see box on next page
✓ A copy of your current driving record (past three years)
✓ Student loan and lender information (if you have a federally-backed student loan)
✓ Voided blank check- only if you haven't already set up a bank account for direct deposit of your living allowance on your 'My AmeriCorps' online portal
✓ Record of your current tetanus shot- you will receive this shot during your medical check if you cannot prove that you have had one in the past seven years
✓ If applicable, child care benefit forms and documentation (see p. 27)
✓ A list of all (no gaps) the places you have lived in the past 7 years including dates, address, and the name and address of a landlord or person who knows you lived there*
✓ A list of all the schools and addresses you attended in the past 7 years beyond junior high school and the name and address of someone who can confirm you attended each*
✓ A list of all employment (i.e. full-time, part-time, military, self-employment, other paid work, and unemployment) in the past 7 years including dates of employment, position title, employer address, employer phone number, supervisor name, address, and phone number*
✓ A list of 3 people and their phone number and address who know you well, but are not related to you*
✓ A list of the following information for your Mother, Father, Stepmother, Stepfather, Foster Parent, Child (adopted or birth), and Stepchild*
  • Full Name, Date of Birth, Country of Birth, Countr(ies) of citizenship, current address
✓ Your Military History and Selective Service Record, if applicable*
✓ Your investigations record and security clearance records, if applicable*
✓ List of foreign countries you have visited including date and reason for travel (e.g. business, leisure, education)*
✓ Your police record*

***All items marked with this symbol will be explained further in documentation sent to your email account soon as part of a background screening required for FEMA. That email will direct you to whom**

Valid Forms of ID

Bring one document each from List A and List B (two total required)

List A

1. US Passport or Passport Card
2. Driver's license or federal, local, or state-issued ID card- must contain photo or your name, date of birth, gender, height, eye color, or address
3. U.S. Military card, draft record, or military dependent ID card
4. US Coast Guard Merchant Mariner Card
5. Native American tribal document
6. Permanent Resident Card or Alien Registration Receipt Card with photo (Form I-151 or I-551)
7. Foreign passport that contains a temp. I-551 stamp or temp. I-551 printed note on a machine-readable immigrant visa
8. Employment Auth. Doc. containing a photograph
9. Driver's license issued by a Canadian government authority

List B*

1. U.S. Social Security Card issued by the Social Security Administration
2. Original or certified copy of a birth certificate issued by a State, County, Municipal authority or territory of the US bearing an official seal
3. Certification of Birth Abroad issued by the Dept. of State (Form FS-545)
4. Certification of Report of Birth issued by the Dept. of State (Form DS-1350)
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for use of resident citizen in the United States (Form I-179)
7. Employment authorization document issued by the Department of Homeland Security

*For items in list B, you can bring the original OR a NOTARIZED copy of the document.

A Copy of Your Driving Record

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

Forbearance of Qualified Student Loans

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

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

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

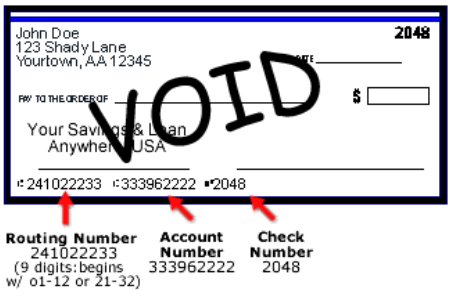
What is Forbearance?

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

Banking

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

If you do not presently have a checking account or desire to establish a new account once you arrive on the campus, you will be provided with an opportunity to do so. If you are not able to have a checking account, another option is purchasing a pre-paid credit/debit card to receive your direct deposit living allowance. These cards should ONLY be used as a back-up if you are unable to have a checking account. This site contains information on some pre-paid Visa cards and MasterCards: http://www.consumercreditcardguide.com/prepaid.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 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!

Frequently Asked Questions

What to Expect on Arrival

Q: What is "in-processing"?

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

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

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.

If I drive, CNCS is not responsible for my car being broken into, damaged, or stolen from the parking lot. I must bring proof of insurance, registration and a valid driver's license to campus with me!

DON'T FORGET

- -Copy of driving record (3 year history)
- -Driver's License or valid photo ID
- -Student loan and lender information (for forbearance)
- -Vehicle registration information (If I drive)
- -Voided blank check and bank phone number, or letter from bank with name, routing number, and account number
- -Documentation of tetanus shot. If I have not or do not have documentation, I will be provided the shot when I get there.
- -If applicable, Child Care Benefit forms and documentation (see pg. 27)
- -Car registration & inspection sticker
- -Make sure my Driver's license doesn't expire soon

Corps Life

Your Contact Information

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

Mail

You will be provided with mail service in the residence hall. The following will be your address for your 11 months of service. Family and friends may address items to you as follows:

Mom
123 I Miss You Lane
Pleasantville, CO 80236

49¢

YOUR NAME – Class 21B Winter 2015
AmeriCorps NCCC
3001 S. Federal Blvd.
Walsh Hall, Room 136
Denver, CO 80236

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

Spike Mail

Of course, you will not always be living in the residence hall in Denver. However, you may consider the above address as your mailing address for the full 11 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 SPIKE sites, due to the added cost of re-shipping. All mail that is not forwarded to SPIKE sites will be waiting for you in the dorm 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

FEMA issues each Corps Member and Team Leader a government cell phone and government laptop. You will use these to complete work duties, although they can be used on your off time for appropriate, professional use. As these devices are government property, your use can be monitored and certain websites may not be accessible. Specific guidelines for use will be issued during Corps Training Institute.

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

Administration

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

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

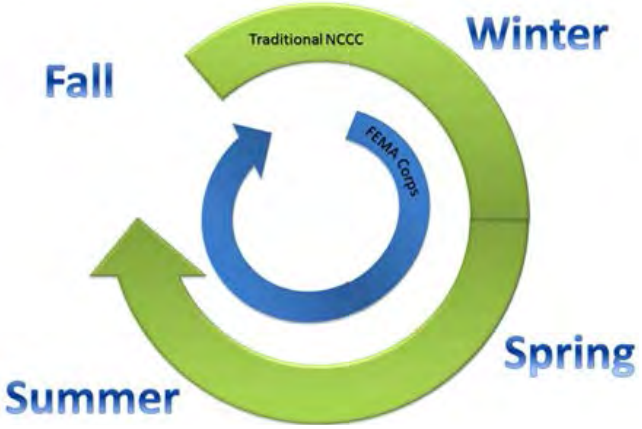
Vanessa Davis
Member Support Specialist
303-844-7403, vdavis@cns.gov

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

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

A little more about traditional NCCC teams

As you may know, you will be participating in the FEMA Corps track of AmeriCorps NCCC, but the program also administers the traditional Corps track. The Denver campus operates its traditional track of members beginning in the fall and FEMA Corps track in the following winter. So when you arrive on campus, traditional track members will be in the 2nd project round of their service. They will use campus facilities when you are on your spike projects, and vice versa. Some campus staff will primarily support one track or the other (such as Unit Leaders and Counselors), but many staff support both tracks. If you'd like to try your hand at a hands-on service experience with a variety of projects and sponsors, you can apply to the traditional track as a second year member or team leader in AmeriCorps NCCC!



About the Denver Campus

The Southwest Region campus is about nine miles southwest of downtown Denver. Located at the highest point in the city and boasting a spectacular panoramic view of the Rocky Mountains, Colorado Heights University is a landmark in the Denver area. Originally founded as Loretto Academy in 1891 by the Sisters of Loretto as an all-women's Catholic college, and changing to Loretto Heights College in 1918, the campus is full of history.

After spending nearly 100 years as a Catholic women's college, the institution closed and the property was bought in 1988 by Japanese investors. It was then reopened as Teikyo Loretto Heights University, which primarily catered to international students from Japan. The campus was renamed Colorado Heights University in 2009. Luckily for AmeriCorps NCCC, Colorado Heights does not need the full capacity of the university, so we are able to share space with them. Additional tenants on campus include Southwest Early College and Summit Academy, both charter high schools, and the Denver School of Science and Technology.

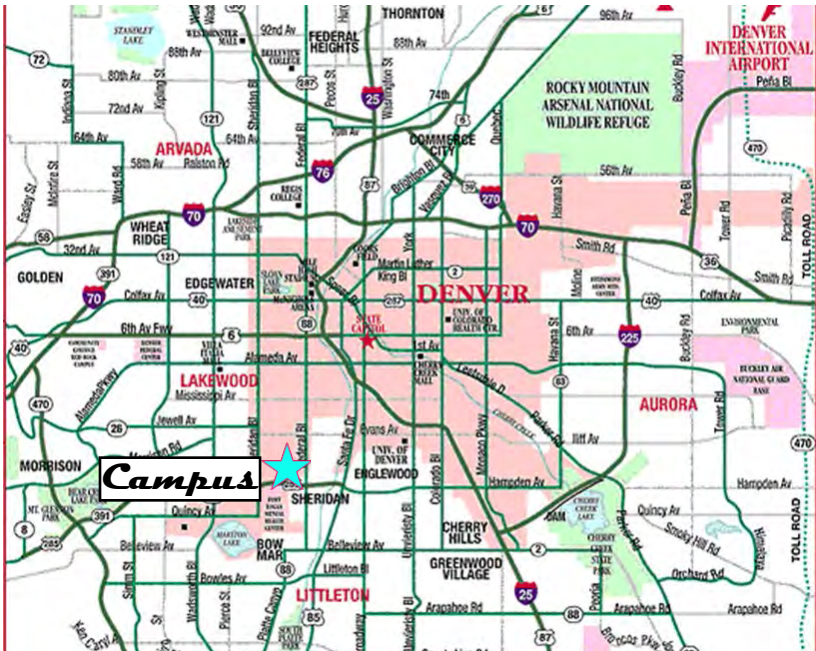
As you walk through the campus, you will find artifacts of the school's history and culture. AmeriCorps NCCC is a federal, secular program. We understand that some members of the Corps may have religious beliefs that differ from those symbolized by some of the art on the campus. AmeriCorps NCCC is in no way working to proselytize any set of beliefs by operating on this campus. We ask that you respect these works of art as you would art in any museum.

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 10-25% of your time as a Team Leader actually on campus (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.

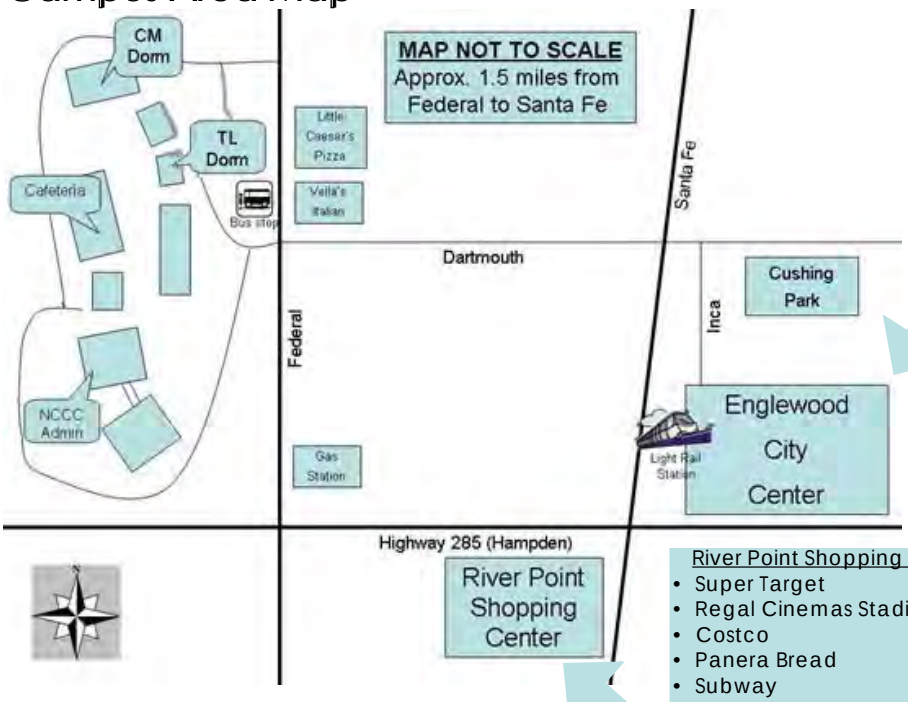
The Southwest Region campus consists of five buildings: the NCCC offices (beneath the library), the cafeteria (Machebeuf Hall), the Colorado Heights administration building (for training rooms) and two dormitories: Walsh Hall and Pancratia Hall (Pan Hall). Most of the staff is located in the NCCC offices, with the exception of the Counselors, Support Services Specialist, Fleet Manager, Logistics Assistant, and Residence Coordinator, who are all located in the basement or at the front desk of Walsh Hall. The administrative building is 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.

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 run between campus and nearby locations, including Wal-Mart and the Light Rail station. Denver has an adequate public transportation system, as well. There is a bus stop (Route 36) at Federal and Cornell, next to the campus on Federal – you would transfer at the Federal/Evans hub (about one mile north of campus) to Route 30 to go downtown. There is also a Light Rail station only about one mile east of the campus, at Hwy 285 and Santa Fe. 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 in the dormitory, or online at www.rtd-denver.com.



Campus Area Map

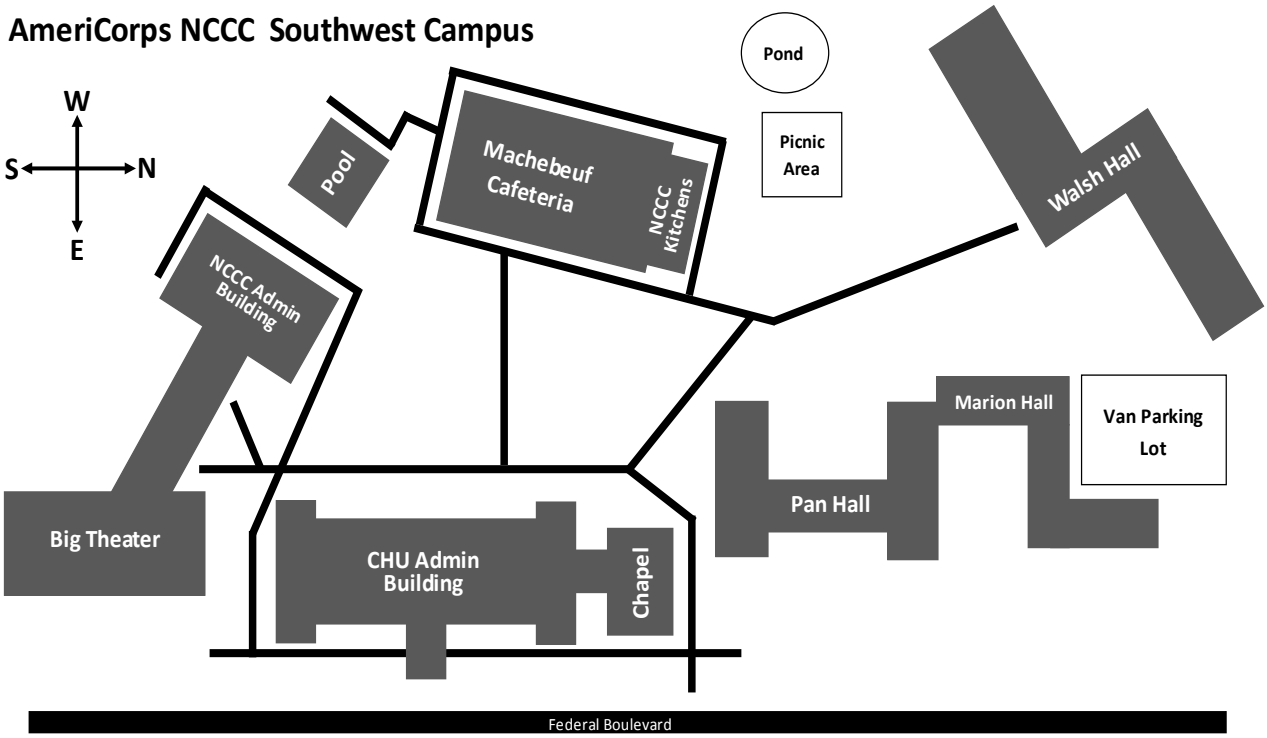


Englewood City Center
- Wal-Mart
- Cold Stone Creamery
- Cost Cutters
- FedEx Office
- GNC
- Hobby Lobby
- IHOP
- Coffeeshop
- Noodles & Company
- Office Depot
- Payless Shoes
- Qdoba Mexican Grill
- Quiznos
- Ross
- Sports Authority
- Tokyo Joe's
- Wells Fargo
- And more!

River Point Shopping Center
- Super Target
- Regal Cinemas Stadium 14
- Costco
- Panera Bread
- Subway
- Chick-Fil-A
- Chili's Bar & Grill
- And more!

Campus Map

AmeriCorps NCCC Southwest Campus



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

Eric Cook
Resource Manager

Jack Corcoran
Tundra Unit Leader

Vaughn Cottman
Sun Unit Leader

Vanessa Davis
Member Support Specialist

Dee Diaz-Eustaquio
Asst. 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 Coordinator

Alex McGrew
Program Associate
(not yet on board as of printing date)

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

Residence Halls

As a Team Leader, Pancratia (Pan) Hall will serve as your "home base" during your 11 months of service with the Southwest Region campus. Team Leaders live two buildings away from Corps Members, most of whom live in Walsh Hall, and it has a separate access card. This is to ensure some level of privacy for Team Leaders during off-duty hours; at no time should a Corps Member be in Pan Hall unless they have been assigned a room in that building. Corps Members and Team Leaders do, however, share the same dining facilities. The information in the following paragraphs describes the residence hall for Corps Members. Team Leaders will have a similarly furnished room. Each room is also equipped with telephone service for local calls, limited cable TV access, and high-speed wi-fi Internet access. To access cable TV you will need to bring your own TV and cable.

Walsh Hall is managed by the Residence Coordinator, and there will always be a Team Leader on call. As a Team Leader you can expect to be on call periodically in the evening and on weekends. This duty will be rotated among all Team Leaders. As the on-call Team Leader you will stay the night in a designated room in Walsh Hall and will have some additional responsibilities, all of which will be explained during Team Leader Training. A campus security officer is also on duty between the hours of 6:00 a.m. - 2:00 a.m. daily. The front door of each dormitory requires an access card that is only issued to Team Leaders, Corps Members, and NCCC staff. There are also security cameras monitoring the buildings and their surroundings.

Walsh Hall can house up to 300 Members. It is coeducational, but each person will have a roommate of the same gender. Except in rare circumstances, roommates are not on the same team. A typical room comes with a sink, twin beds, a desk to share, chairs, a lamp, closet space, and a small refrigerator. We permit the hanging of pictures and posters with scotch tape, but they must be in good taste and limited so as not to cause a fire hazard - more details will be provided during training. The dorms are equipped with several other amenities to help make your stay in Denver as comfortable as possible. There are TV lounges with limited cable television, and other lounges with a pool table, ping pong, and foosball. In the lobby of Walsh Hall, there are vending machines and another TV. The "Cozy Corner" contains a library of books. There are laundry rooms in the basements of both dormitories. Use of the machines in Walsh Hall is free to Corps Members and Team Leaders.

Resources Available to Members in Office

- Meeting Rooms- You will be using the Fireplace Room and Conference Room for team/unit meetings, debriefs, and other events.
- Portfolios - Portfolios from previous projects are available for teams to use as a resource.
- You will also have access to phones, fax machines, and two copiers.

Dining

When everyone is in Denver for training during CTI, or during transition weeks, Corps Members and Team Leaders will prepare breakfast and dinner by team in one of the NCCC kitchens. Members will also prepare a bag lunch for themselves during breakfast on weekdays. On weekends, they will prepare brunch and a dinner meal each day.

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.

If you are stationed in Denver during a project round, your team will be provided with money to buy food and cook for itself in one of the community kitchens we have available on campus.

Safety & Sanitation

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

Members are responsible for the cleanliness of their private rooms on a daily basis. In order to make sure that members are maintaining their rooms, room inspections are enforced. 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. Unit Staff will manage discipline for failed inspections. Inspections will be completed by a two-person 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
- Sink area: clean and neat; vanity top not sticky
- Trash containers: empty and clean
- Prohibited items include: candles, incense, flammable materials, coffee makers, 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

Drug and Alcohol Policy

All residence halls are drug and alcohol-free. Use of alcohol by anyone in the residence halls, SPIKE housing site, or work site, 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. As a Team Leader, alcohol use can involve a variety of ethical or legal considerations, so you may want to consider the effects of your actions. Additional information and guidance on this topic will be provided during Team Leader Training.

Smoking (including electronic/vapor cigarettes) is not permitted in or near the entrances of the residence halls, dining facility, or the administration building. 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 11 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. The dormitories are managed by the Residence Coordinator, and each night during CTI and transition weeks there will be a Team Leader on call. A private security officer is on duty between 6am- 2am daily. The front doors of the dorms require an access card that is only issued to Corps Members, Team Leaders and NCCC staff. There are also security cameras monitoring the buildings and their surroundings.

Team Leaders can bring a car or motorcycle to the campus, however, NCCC is not responsible for vehicles being broken into or stolen. You are encouraged to purchase a "Club" or other theft deterrent for your vehicle, as it will be left in the parking lot for long periods of time while you are on SPIKE.

Guests of Corps Members may not stay overnight in the residence halls, though Team Leaders may have guests for a maximum of 5 consecutive nights. Prior arrangements must be made to register any guest vehicles with campus security. Additionally, there are many hotels/motels near the campus where family or friends can stay. All visits must be worked around your work schedule.

Other Facilities

You will have access to the pool, weight room, and 2 gyms on campus. These facilities will provide your team with easy, nearby options for Physical Training (PT), as well as personal recreation. Hours vary by facilitiy.

There is a postal drop box in the basement of the Colorado Heights administration building. Pre-stamped envelopes, but not packages, may be mailed from here.
You will have scheduled access to computer labs in the Colorado Heights administration building and library (above the NCCC administrative offices). Hours of operation will be provided upon your arrival. There is also a disc golf course on campus that members can use for free. NCCC has some discs you can check out to use on this course.

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 (in your MyAmeriCorps portal). 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 – January 12, 2015 – falls one day after the beginning of the established 14-day pay-period. Your first paycheck is scheduled to encompass January 12-24th. Your first partial paycheck will be approximately $483.60 gross and should be deposited on January 30th. You first full two-week stipend (gross $520.80) will be directly deposited on Friday, February13th. If your pay-date changes at any point, you will be informed immediately. For visual assistance in understanding the pay periods and pay dates, please see the chart below. The pay dates will occur successively every 2 weeks from the dates listed here.

Your personal finances are your responsibility. Your pay-stubs are not mailed to you; 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 Members Support Specialist so that she can help you resolve the situation.

Pay Period	Pay Day	Pay check stipend
1/12-1/24/15	1/30/15	13 days worth
1/25-2/7/15	2/13/15	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 January 12 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. PharmaCare will be your prescription drug plan administrator. The PharmaCare network includes over 53,000 pharmacy locations nationwide. 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.

For the full letter from NCCC Headquarters regarding your options with Health Coverage, click and hold the button to the right. Release the button to close the letter.

Education Award

After Team Leaders complete the full 11 months and 1,700 hours of service, they will receive an education award of $5,645.00. 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 15.

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 residence halls will be open 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 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 Calendar (Subject to Change)

TL Arrival on Campus	January 12
TL Inprocessing and TLT	January 13- February 8
MLK Day - A Day On	January 19
CM Arrival on Campus	February 9
In-processing/CTI	February 10-March 5
Presidents Day	February 16
Induction	March 5
FEMA Academy (in Alabama)	March 6-13
Round 1 Projects	March 16- May 29
Memorial Day	May 25
Transition Week	June 1-5
Break #1	June 8-12
Round 2	June 15-August 7
Independence Day - observed	July 3
Transition Week	August 8-14
Break #2	August 17-21
Round 3	August 24-October 30
Labor Day	September 7
Columbus Day	October 12
Transition & Out-processing	November 2-9
Graduation & Member Departure	November 10
Team Leader Departure	November 16

Information on Education Award will be given at end of service. $5,645 if I complete successfully!

Jan. 30- first payday (partial)
Feb. 13- second payday (full)

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

Frequently Asked Questions: Corps Life

Q: Will I have holidays off?

Q: May I decorate my room?

Q: Will there be any free time?

Q: Are there uniform requirements?

Q: How are roommates assigned?

Q: Will I have health care benefits?

Q: How will I receive my living allowance?

Q: Will I be issued any supplies?

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

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

Q: Will there be any breaks?

Q: What are AmeriCorps NCCC disciplinary standards?

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 long after your term of AmeriCorps service is complete.

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

What is service?

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 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 Schedule

Day 1
Arrival, Campus Tour, Kitchen Orientation
Day 2
Personnel, Schedule Overview, Loan Forbearance, Travel Reimbursement, Uniform Issue, Unit Introductions
Day 3
TL Roles and Responsibilities, NCCC Member Handbook reivew
Day 4
Campus & National Priorities, Residence Life, PT Training of Trainers
Day 5&6 - OFF
Day 7
MLK Day Marade Marshal and Reflection
Day 8
Medical Checks, Confidence Course and Ground Guiding
Day 9
NCCC Standards, FEMA Briefing
Day 10
TB Checks, Project Processes, Service Learning, Assessment Tools
Day 11
Team Building exercise, Safety training, TL On Call Procedures
Day 12&13- OFF
Day 14
Boot Issue, Badging and Equipment Issue, PT
Day 15
Unit Day
Day 16
Team Roles, Media Training, Lodging, and Member Development
Day 17
Supervisory Skills
Day 18
Myers Briggs Assessment and Team Building Training of Trainers
Day 19&20- OFF
Day 21&22
Diversity Training, PT, Diversity Training of Trainer, Unit Time, Meal Management
Day 23
Healthy Leadership, Resource Management
Day 24&25
Heathy Leadership Part 2, Work/Life Balance, TL Debrief, Scenarios
Day 26&27- OFF
Day 28&29
CTI Prep, Corps Members Arrive

Corps Training Institute

Corps Training Institute (CTI) is an initial four-week training period designed to prepare Corps Members for their upcoming term of service. During this intensive training, they will receive instruction on how to do their best work in a safe and professional manner. The objective of CTI is to orient members to the culture, procedures, and policies of NCCC. CTI will also provide you with skills that will enable you to do your job, prepare you for your role as a team member, and allow for team bonding before embarking on your first project. You will also receive specialized training in CPR, First Aid, and AED (defibrillator use). Additionally, Team Leaders and Corps Members will go through a 1-week intensive training by FEMA to orient everyone to their positions. CTI is a very concentrated period of learning. Included below is a sample of a previous year's CTI schedule, to give you an idea of what to expect.

In addition to CTI, you will receive further training during transition weeks. Transition weeks are short periods of time that fall between project "rounds." FEMA Corps project rounds last 8 to 12 weeks. During transition weeks the entire Corps will return to the Denver campus or meet at an alternate location (depending on current project situations and locations). 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 professional skills.

Apart from the training that you will receive on the Southwest Region Campus, you will also most likely receive job-specific training from FEMA on your project sites. We are confident that the experience you bring to NCCC and FEMA Corps, in combination with the new skills we will teach you, will prepare you to be a leader in your community and specifically with emergency management in the future.

EXAMPLE Schedule

Day 1
Arrival, Campus Tours, Unit Meetings
Day 2
Welcome, Uniform Issue, Perssonnel, Web Portal, Banking, Travel
Day 3
Residence Life, Kitchen Orientation, Loan Forbearance, Campus Standards, Invitation to Serve
Day 4
Intro to FEMA, Team Time, Responsible Sex Education, National Service, Unit Time
Day 5&6- OFF
Day 7
Member Development, Coaching the Van Driver, Confidence Course, PT
Days 8
First Aid, Van Driving Testing
Day 9
Projects & Service Learning, Media, Safety
Day 10
Fleet Management, Quality of Life, Unit Time
Day 11&12- Off
Day 13
Med Checks, Boot Issue, Lodging, PT
Day 14-16
Ethics, Civil Rights, FEMA Basic Training, PT
Day 17
Unit Day
Day 18&19-OFF
Day 20
Diversity, PT
Day 21
Briefs and Confience Course, Part 2
Day 22
Equipment and Badging
Day 23
Rep Role Training
Day 24
Induction
Day 25
Final Room Inspection and Deployment

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. ISPs must be approved by your Unit Leader and be performed so as not to interfere with your regular, team-based projects. The specific requirement for a FEMA Corps ISP is that members must complete 10 hours of Stafford Act-approved projects and up to 40 hours total. You are able to carry out ISP activities any time after work, on weekends, or even in your own communities when you return home during break. Stafford Act-approved projects will be described in detail during CTI.

Member Development

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

Life After AmeriCorps

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.

Frequently Asked Questions: *Member Development and Training*

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

What types of skills will I learn in NCCC?

Common Acronyms/Phrases

- APD – Assistant Program Director
- ATL – Assistant Team Leader
- CNCS – Corporation for National and Community Service (formerly "CNS" – Corporation for National Service)
- CM – Corps Member
- COB – Close of Business
- CRS – Community Relations Specialist
- CTI – Corps Training Institute
- Debrief – Team meeting upon completion of the project with Assistant Program Director and Unit Leader
- FEMA- Federal Emergency Management Agency
- FQS- FEMA Qualification System
- HQ – Headquarters (located in Washington, DC)
- ISP – Independent Service Projects
- JFO- FEMA Joint Field Office
- NCCC – National Civilian Community Corps (pronounced "N-triple-C")
- NPSC- FEMA National Processing Service Center (call center)
- PCR – Project Completion Report (This report is turned in to the Program Department Program Associate (Geoff Hickox). 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
- 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
- SPR - Service Project Request - document prepared by FEMA detailing the a proposed project for a team
- 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 15-passenger van, and live together, all the while working collaboratively on FEMA projects throughout the United States. Members are assigned to one of our two FEMA Corps units (Alpine or Tundra) 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 "final" team assignments announced about a week before Induction.

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. FEMA also provides on-site supervision during the work week. Team leaders are the liaison between the team, FEMA, 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 position. 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: The Recruiter is an outreach assistant for the NCCC program. Corps Members are in a prime position to educate other young people about NCCC. Recruiters work with the Community Relations Specialist (CRS) to encourage other young people to apply to NCCC. Recruiters organize three to six recruitment events per project (depending on the length of the round), manage and distribute recruitment materials, and submit reports to the CRS on the outcome of all recruitment events.

- Media Representative: The Media Representative tells the AmeriCorps NCCC story through contributing to social media, photography, and development of yearbook material. Working closely with the CRS, the Media Representative writes tweets and Facebook posts for NCCC's pages, records, collects, and reports on any media coverage received by the team, and captures team memories on camera and writes project descriptions to be included in the yearbook. They also create a short video summarizing the work done by their team each round.

- Project Outreach Liaison (POL): For FEMA Corps, this position will primarily be working in the local community to find opportunities for free or reduced-cost housing for FEMA Corps teams. As the Portfolio Editor, this position ensures that the team portfolios look professional and consistent. Delegates specific portfolio sections to individual team members.
- 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.

- 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.
- 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.
- 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 Team Leaders will remain on campus or travel to the field 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. Each unit will have an Unit Development Assistant (UDA) who assists with a wide variety of administrative, operational, and unit development tasks. Additional Support Team Leaders will help with a variety of departments on campus including recruitment, programming, service learning, and more.

Frequently Asked Questions: NCCC Teams

Q: Will each Corps Member be required to have one of these "Team Roles"?

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

What sorts of budget responsibilities will I have?

Projects

NCCC FEMA Corps is an exciting new partnership between the Corporation for National and Community Service and the Federal Emergency Management Agency (FEMA). It establishes a new track of up to 1,600 service Corps Members within AmeriCorps NCCC dedicated to disaster response and recovery. With FEMA Corps, we hope to expand our impact, increasing our level of support and strengthening the nation's disaster response capacity. This Corps will augment FEMA's existing Reservist Program (http://www.fema.gov/reservist-program). Members will contribute on day-to-day tasks at FEMA offices and, if necessary, could be deployed to disaster areas to help with disaster recovery and response. The Southwest Region campus primarily serves an eight-state region, including Colorado, Arizona, New Mexico, Kansas, Oklahoma, Texas, Missouri, and Arkansas. However, every NCCC campus is committed to national disaster response, so if needed you could be deployed to any state or U.S. territory, though by statute NCCC is not able to respond internationally.

While in FEMA Corps, you will be trained in one or more of the positions listed below. Some or most of your service work will involve fulfilling the duties of that position; however, disasters may demand a different type of position during different periods of recovery, so you could be working outside of the role in which you were trained. During training, Team leaders and Corps Members will fill out a survey to identify their unique skills, interests, and background experience. NCCC staff members will utilize that information to make position assignments. Teams will, in most cases, be composed of people serving in the same position.

- Public Assistance
- Individual Assistance
- Logistics
- Disaster Survivor Assistance
- External Affairs
- Task Force Public Assistance
- Planning
- GIS

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 number and length of projects per round will be dependent on the current disaster situation. You may return to the same locations or same projects based on disasters and need.
- 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 immediate disaster relief work) to working close to a regular work week (Monday through Friday, 8:00 to 5:00), which may be more typical for latter-stage recovery projects.
- All NCCC teams work with sponsoring organizations and, in the case of FEMA Corps, all projects will be sponsored by FEMA. FEMA submits internal applications identifying their needs and how a team can help address them.
- Teams will be trained by FEMA in order to support emergency management operations. This training will occur during and after the Corps Training Institute (CTI). Teams will respond to disasters as the situations arise.
- Spikes are projects that are usually more than an hour drive from campus. While on spike projects, teams live in the community where the project is being conducted. You should come prepared to live in a variety of situations!

SPIKES

- SPIKES are projects that are usually more than a one hour drive from campus.
- During SPIKE projects, the team will establish temporary housing accommodations in the community where the project is being conducted.
- You should come prepared to live in a variety of situations!

Examples of SPIKE housing

- Extended stay hotels
- Large tents
- Church basements
- Apartments
- Cabins in state parks
- Youth hostels
- Floor of an old armory

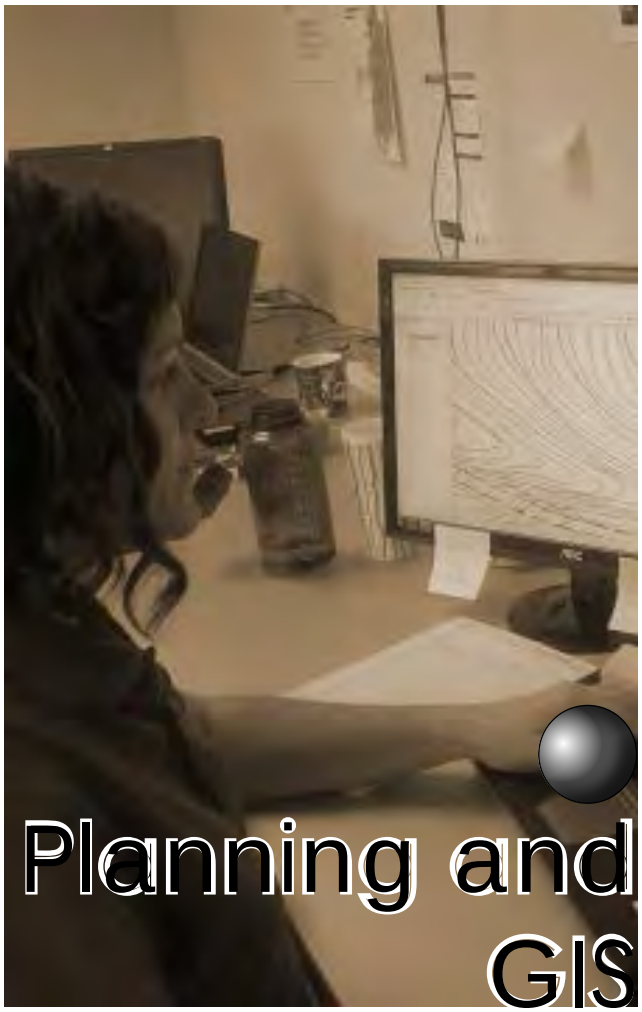
Examples of Previously Completed Projects

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? FEMA Corps assignments are more administrative in nature than traditional NCCC projects, allowing members to focus on a specific position in the emergency management infrastructure of FEMA. This will allow members depth of professional development and the opportunity to learn about, experience, and contribute to the administration of disaster relief and recovery. To give you an idea of the type of work you may be doing, included below is a sampling of projects teams worked on during the past FEMA Corps Southwest Region class.

Applicant Services

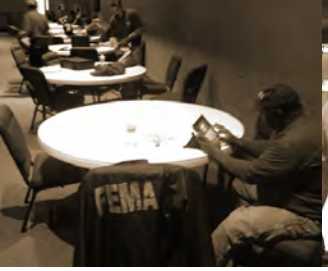
Logistics

Public Assistance



Planning and GIS

Mixed Individual Assistance



External Affairs

Frequently Asked Questions: NCCC Projects

Q: Can I pick my projects?

Q. Will there be a supervisor for the team?

Q: How do teams get to project sites?

Q: How many projects will each team do?

Q: Will I be able to serve on a project I am specifically interested in?

Q: What is a SPIKE?

Preparing for NCCC

Packing Suggestions

- ☐ All Required Documentation (see pg. 15)

- ☐ Padlock or a small lock box for personal items such as credit cards
- ☐ 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. 27)

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 will 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
- ☐ Bedding: Sheets, blankets, & pillow, if you want them. Linens should fit a standard twin bed. Note: NCCC will issue you a sleeping bag; many members choose to use this throughout the program instead of bringing linens.
- ☐ 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

- ☐ 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)
- ☐ 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:

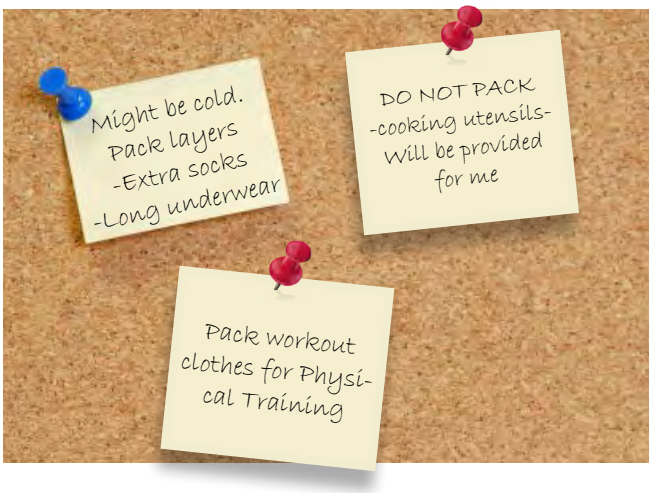
1 pair of black BDU (battle dress uniform) pants
2 pair of tan BDU (battle dress uniform) pants
2 pairs of khaki shorts
1 grey fleece jacket
1 red full front-zip windbreaker jacket
3 short-sleeve red T-shirts (Corps Members wear blue T-Shirts)
1 long-sleeve green button-up shirt
1 short-sleeve red polo
1 red hooded sweatshirt
*1 winter parka
1 neck gaiter
1 pair of steel toed work boots
1 AmeriCorps baseball cap
*1 rain suit (as needed)
1 black wool skull cap
1 bandana
*1 red back pack for traveling (26”x15”x10”)
*1 Team Leader backpack (book bag size)
*1 sleeping bag

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 red 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. If out in the field where there is disaster debris, normally the steel-toed boots will be worn. When working indoors, 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 bandanas and more. Specific guidelines about how to wear the uniform will be discussed CTI, and can be found in the Member Handbook you’ll be issued.



Get Connected

AmeriCorps NCCC Class 21-Winter Group Site

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

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

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

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

Winter 2015

AMERI-FASHION

Check out the latest fall AmeriCorps NCCC fashions!!

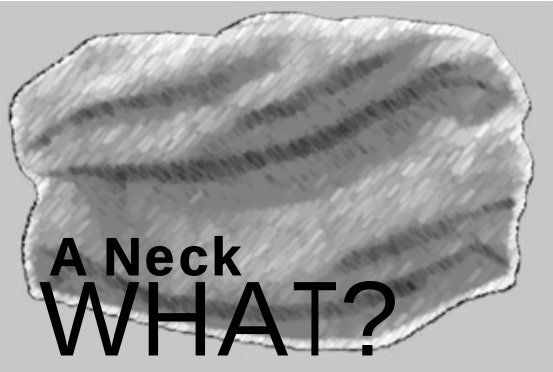
Outfit combinations you WILL NOT BELIEVE

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 (no one likes too much fabric around the neck). 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 Program Associate) 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 green shirt

windbreaker

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!

Preparing for the Elements

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

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

C O N T I N U U M

hoodie

cozy

35°-60°

fleece

hot in here

30°-50°

parka

toasty

20° and below

Team Leader Reflections

Brittany Bieber

I can say truthfully that entering this program with a year of AmeriCorps NCCC under my belt gave me a false sense of ease. I was totally convinced that I had it in the bag, and that I had this FEMA Corps thing figured out. I have emerged from round one knowing that FEMA Corps challenged me in completely different ways than traditional NCCC ever did.
The combination of leading an incredible team of eight young individuals, and being thrown into the world of FEMA, is something no prior experience could ever fully prepare you for.
I never thought that I could ever grow so much in such a short period of time. I went from someone that would rather be led than make any decision to being capable of leading an eight person team on a daily basis. Throw in two separate disasters, moving, running around, and general team maintenance and you have a day in the life of a FEMA Corps Team leader.
This challenge has been difficult, but it is something I consider myself blessed to have gone through. I wouldn't trade my experience for anything in the world, because everything we have gone through as a team has both opened our eyes, and forced us to change for the better. What better life lesson could the team take into the real world than witnessing total loss and devastation with our own eyes? We certainly do not take anything we have for granted anymore, as we know it could very easily be gone in an instant.
The team has been able to help so many people and insert ourselves in some of the most compromising situations that many people will ever see. The way my team handles their interactions with survivors with true poise and empathy is something I am proud of every day.
I am so grateful for our experiences during round one and I am excited to see what the rest of the year holds for us.

Brittany Bieber
Corps Member, Class XVIII
FEMA Corps Team Leader, Class XIX

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. An additional up to 1,600 serve annually in the new FEMA Corps track.

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

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

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

Visiting AmeriCorps NCCC Members

Some family members travel to the Denver campus with their Corps Member, visit during the year, or come to celebrate graduation. We welcome your visits and enjoy meeting the family of the Corps Members we have the pleasure of working with during their 10 months in the program. We just ask that you coordinate with your family member to work visits around what may be a busy schedule for them, especially during training and transition weeks. Please note that overnight guests are not allowed in our Corps Member dormitory. However, there are plenty of hotels in the area, a few of which are listed on page 10.

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 or 1-800-565-7052. 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
- 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 residence halls or project-site housing will be open during the breaks 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 three 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 www.facebook.com/AmeriCorpsNCCCSouthwest for program news and updates.