# WELCOME

**CLASS XXIII**

National Civilian Community Corps

A M E R I C O R P S

A T L A N T I C R E G I O N

B A L T I M O R E C A M P U S

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

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

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

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

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

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

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

Yours in Service,

LaQuine Roberson

Region Director
Atlantic Region

**Dear Class 23 Corps Member**--

Greetings from Baltimore, MD. Home of the Atlantic Region NCCC.

My name is Dave Beach and I am the Deputy Region Director for Unit Leadership. I joined the NCCC in 1999 after a career as an Army Officer.

I am excited that you have made the choice to become **NCCC Corps Member** of Class 23, and just like you, I am anxiously awaiting your arrival on **February 7, 2017**. I am also thrilled that you will have the opportunity to see firsthand what AmeriCorps NCCC is capable of providing to the Baltimore community, but to all those individuals, families and communities in need throughout the Atlantic Region.

Depending on when you receive this welcome packet your Team Leaders will either arrive here on January 3rd or are already here going through training that will enable them to successfully lead you and your teammates through the exciting year ahead.

Your **10 months of service** will come with many challenges but also many opportunities. The challenges will help you grow personally and professionally and better understand that most things worth achieving don't always come easy. The opportunities that await you are also many. You may get to travel to places you've never been and to do things you never dreamed of doing, like the satisfaction you get when helping a family put their lives back together after a disaster.

We will have NCCC Units this year; Falcon and Moose. Shortly you will be required to submit to our Member Support Specialist your request for travel from your home of record. Once this is received you will be getting a flight itinerary to have regarding arrangements for arrival day; February 7, 2017. This information can be found inside the welcome packet.

Here at the Atlantic Region the Unit department along with the rest of the staff are busy putting the final touches of your Corps Training Institute (CTI) together. CTI is the 3 week training you will receive once you arrive. **Training will end on March 8th**, Induction Day, which is when you and your teammates will be sworn in as AmeriCorps FEMA Corps Members. You and your team will then be sent off for your first of several service projects. Your 10 month term of service is scheduled to end on November 15, 2017. This is the day you will graduate and also return home to your loved ones. These 10 months will end before you realize it so I'm telling you now to come ready to work hard, but also to take the time to enjoy what will be going on all around you.

Again, congratulations on being selected as a NCCC members and we will see you soon!

Yours in Service,

Dave Beach

Deputy Region Director for Unit Leadership

Atlantic Region

# IMPORTANT INFORMATION

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

**PLEASE READ THE ENTIRE PACKET**

It includes information such as:

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

Please note there are several forms attached to the email you received with a link to this Welcome Packet that must be completed and returned prior to your arrival on campus. **Forms must be completed within 10 calendar days (NOT business/working days) of Welcome Packet receipt.** Forms may be submitted online, via fax, or standard mail. Failure to submit these forms will result in the forfeiture of your offer to serve with AmeriCorps NCCC at the Atlantic Region.

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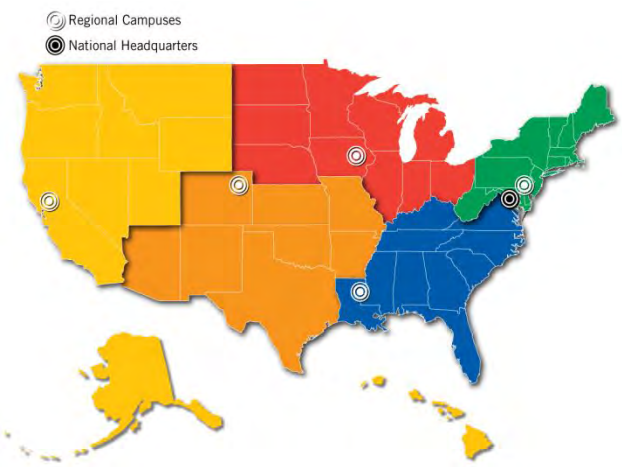
# About the National Civilian Community Corps

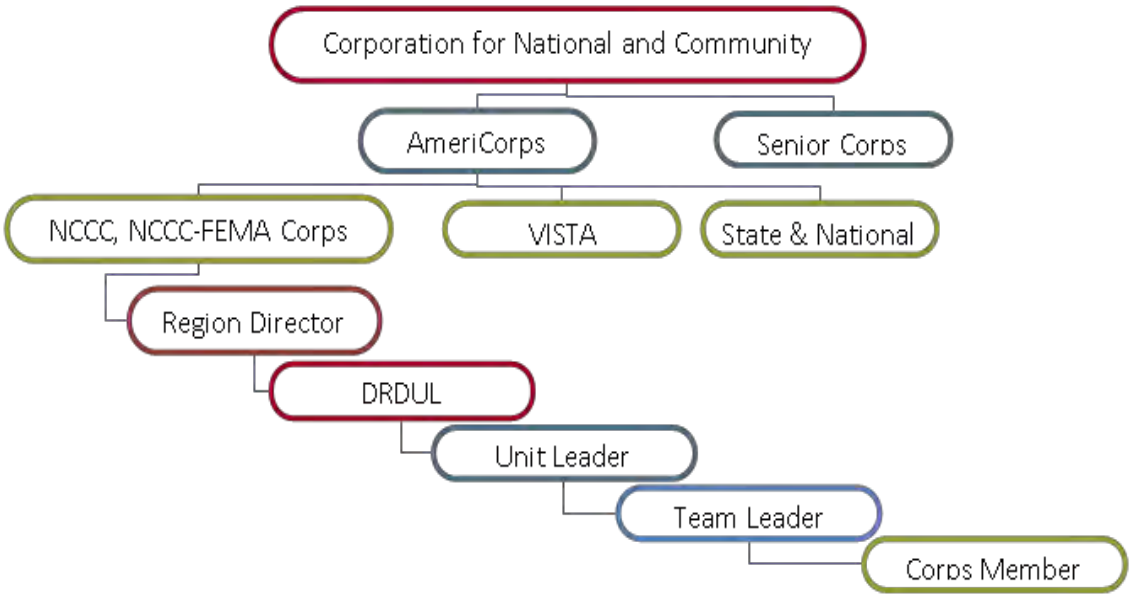
## NCCC Mission & Overview

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




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

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



# The AmeriCorps Pledge

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

## A Commitment to Service

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

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

## Getting Things Done

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

# Getting Here

## Arrival

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

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

## Travel

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

**For questions related to travel arrangements, contact the Kim Scarabello at 443-758-4574 or the main office at 443-503-8569.**

## Friends and Family Helping You Move?

***If your friends or family members are accompanying you to the campus, please note that overnight guests are not allowed in NCCC-provided housing nor permitted to ride along in NCCC transportation. However, there are plenty of hotels and motels in the area.***

## Hotel Suggestions

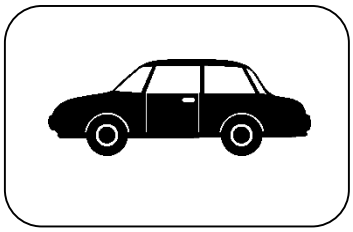
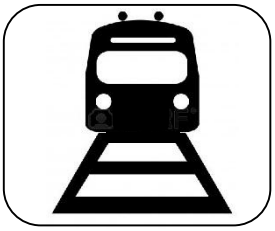
**Americas Best Value Inn**
6510 Frankford Avenue
Baltimore, MD 21206
(410) 485-7900
www.ValueInnBaltimore.com
**4 miles from campus**

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

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

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

# Travel Options

## Drop off

- **Personal Vehicles are not allowed at the Atlantic Region due to limited space.** You may have your ride drop you off. We are not responsible for demage or theft of your vehicle or items contained within during drop off time. You will be reimbursed for mileage if you travel more than 50 miles; up to $275.

## Train

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

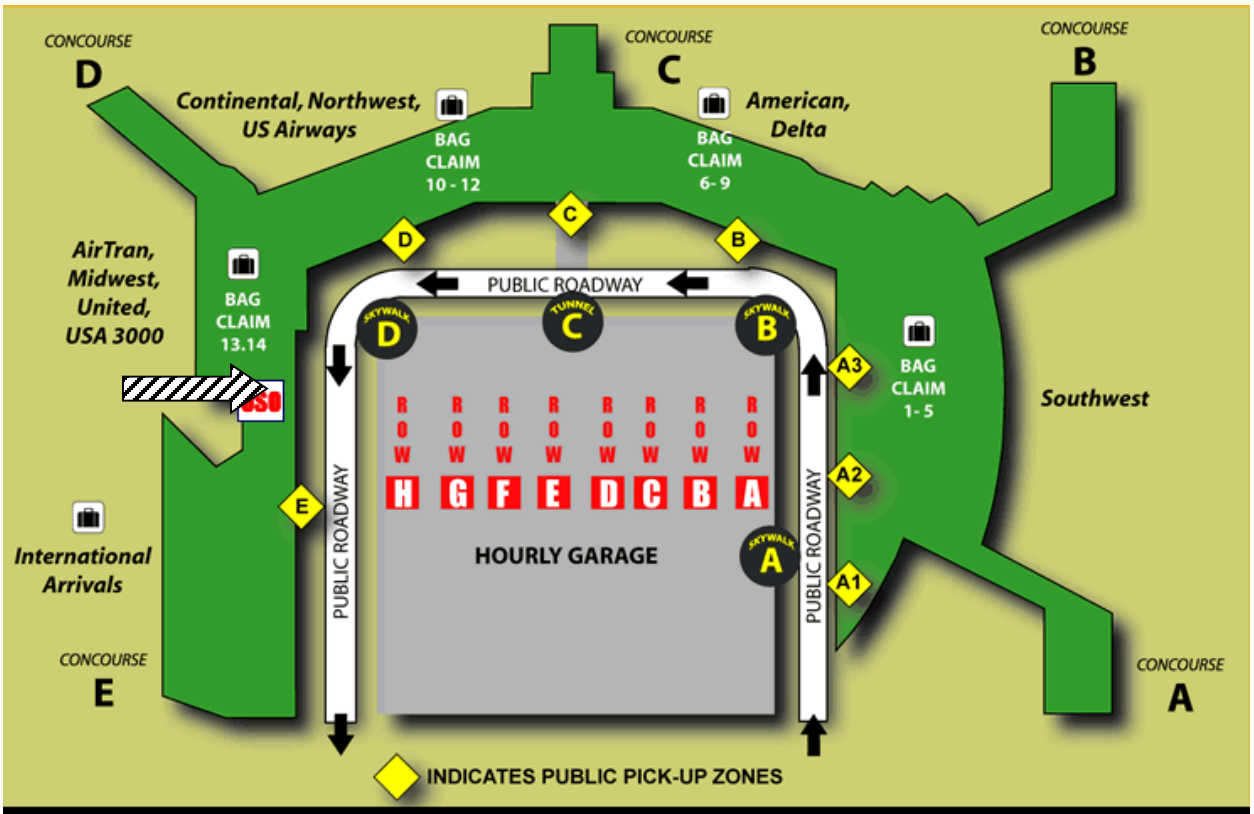
## Airplane

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

# Arrival to the Atlantic Region

On arrival day staff and transportation will be available to members arriving at Baltimore Washington Airport and Amtrak Train Station. In order to develop our shuttle schedule it is vital to communicate any delays or changes in itinerary to the campus. Please call our front office at 443-503-8569 between 8:00 am and 5:30 pm. You may also contact Kim Scarabello, Atlantic Region Assistant Member Support Specialist, at 443-758-4574.

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




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

## Drop off

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

## Meeting Your Shuttle

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

## Travel Timeline

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

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

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

***If you have any problems, please contact the main campus at* (443) 503-8569*. A member of the staff will be available for assistance from 8 am until 5:30 pm on Arrival Day.***

# FAQ about Getting Here

***Q: Are there limits to the personal belongings I can bring?***
A: **Your checked baggage will be limited to the green travel bags you will be receiving from campus and one carry-on.** Green bags will be sent after the MSS receives the member forms which are sent along with this welcome packet. You will receive the green bag no later than 2 weeks before arrival day. **Green bags will be sent to the address provided on the member forms. Luggage limits are based upon airlines allowances. Check with the specific airline for more guidance as you will be responsible for any additional costs for exceeding baggage limits/weights over 50 lbs.** You will not be allowed to have extra checked bags other than the green bag due to space capacity. Note: you will be will be sharing your room with other individuals; be considerate.

***Q: Can packages be mailed before arriving on campus?***
A: Yes, at your own expense. The address for packages sent via UPS, Fed Ex, or other private delivery companies is:

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

When your team is assigned, please address packages as follows:
YOUR NAME/Class XXIII/Team (e.g. Falcon 1, Moose 4, etc)

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

***Q: Is there anything special I need to have with me upon my arrival at campus?***
**A:** Yes. When you check-in at the Training Center upon arrival, you will be asked to provide a **valid driver's license/ valid state issued ID** and a **copy of your three year driving record**. If you don't have a driver's license, it is not necessary to request a driving record. All members should bring a copy of vaccination records. **If you are planning to work towards your GED, please bring prior transcripts with you.** Please make sure that you have packed in such a way that **makes these documents easily accessible for retrieval**.

**HIGHLIGHTS FROM THIS SECTION**

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

# In-Processing

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

- ☐ A state issued ID, **MUST BE VALID THROUGH November 2017**
- ☐ A copy of your current driving record (you will need to obtain this through your state department of motor vehicles prior to your arrival. Request a three year driving history record.)
- ☐ Copy of current immunization record
- ☐ Copy of your transcripts if you are planning to work towards your GED
- ☐ Your health insurance card (if you are already enrolled in a plan)

## A Valid State Issued Photo ID

To complete In-Processing, you must provide a valid government issued photo identification – e.g., driver's license, U.S. passport or state issued photo ID. **Your ID must be valid through November 2017.**

## GED and Transcripts

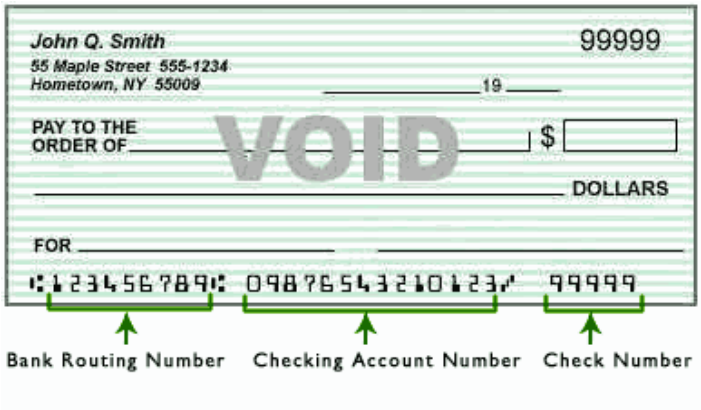
If you plan to work towards your GED, please bring a copy of your High School transcript. We will work with you to reach this goal during the service year.

## Driving Record

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

## Banking

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




elect to have your funds deposited into that account. Next, you must input your direct deposit information into your My AmeriCorps account. **You will need the direct deposit bank routing number and your personal account number and must enter in order to receive stipend.**

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

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

# Frequently Asked Questions

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

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

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

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

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

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

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

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

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

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

A: A current driving record of three years is one of the requirements to become a certified driver with NCCC and operate government vehicles. We want to make sure that those members driving are safe drivers. **Please make sure your driving license is valid through November 2017.**

## HIGHLIGHTS FROM THIS SECTION

- These are the items you **must** bring with you for arrival day and in-processing:
  - Valid state issued ID **(MUST BE VALID THROUGH NOVEMBER 2017)**
  - Documentation of immunization records
  - A copy of your GED, high school diploma or transcripts, if applicable
  - Copy of your driving record (3-year history)

- Your stipend will be directly deposited into a bank account of your choosing. You must have a direct deposit account to be paid.

# Preparing for NCCC

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

**Thus, if you bring more than what is allotted, you will have to ship extra items home at your own expense.**

What You Should Bring

- ☐ Driver's License or state issued ID; **MUST BE VALID THROUGH NOVEMBER 2017**
- ☐ Copy of Driver's License (Front and Back)
- ☐ Copy of Driving Record (Three year driving history)
- ☐ Documentation of all immunizations
- ☐ A copy of your transcripts, if still working towards obtaining your GED
- ☐ **Three month supply of prescription medication, including contraception, if applicable, or the doctor's prescription**

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

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

**Other Items to Bring:** Personal toiletries

- ☐ Towels
- ☐ Soft or collapsible laundry hamper & laundry detergent
- ☐ Bedding: Sheets, blankets, & pillow. Linens should fit a long twin-sized bed. We strongly recommend bringing a fitted sheet. **Please note: you will be issued a sleeping bag.**
- ☐ Alarm clock (portable one that you may bring on project is best)
- ☐ Eyewear (sunglasses, extra prescription glasses, contacts/contact solution)
- ☐ Headbands: solid colored in black, gray or white
- ☐ Padlocks: 2 needed for room locker and clothing dressers

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

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

**Clothing**

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

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

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

**The following items are prohibited**

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

# Uniforms

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

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

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

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

# FAQ about Preparing for NCCC

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

A: It is recommended that you bring a cellular phone - it will be especially helpful while you are away on spike. Internet access is available while on campus, but you want to be sure to set up a personal email account that you may use remotely before arriving on campus.

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

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

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

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

**HIGHLIGHTS FROM THIS SECTION**

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

# Corps Life

## Your Contact Information

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

## Campus Mail

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

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

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

When you are assigned to a team, please include your team name in the mailing address (e.g. YOUR NAME – Class XXIII – Falcon 1).

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

## Spike Mail

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

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

## Emergency

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

## Administration

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

## Cell Phones

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

## Resources available to Members

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

## Living Arrangements

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

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

## Meals

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

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

## Safety & Sanitation

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

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

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

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

All personal items and clothing should be neatly stored in the issued locker, in the foot locker, red bag or placed neatly under the bed not to obstruct walking paths.

# Drug and Alcohol Policy

**THE CAMPUS IS DRUG AND ALCOHOL-FREE AT ALL TIMES** Use of alcohol by anyone in the residential facilities, regardless of age, will result in appropriate disciplinary action, including possible suspension or dismissal from the program. Alcohol use is permitted if you are at least 21 years of age, not on duty, and if you are away from NCCC property and project sites. The NCCC alcohol policy will be reviewed in detail upon arrival so that all members are aware of the expectations as well as consequences for failing to comply.

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

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

## Security and Visitors

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

Security rounds will take place nightly.

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

## Getting Around

Public transportation is readily available for access into downtown Baltimore. Information about the service is available online at www.mtamaryland.com/index.cfm.
Teams are allowed to use government vehichles for health and wellness needs (e.g. trips to the bank, grocery store, etc,

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

### Training and Physical Fitness

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

### Recreational Activities

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

# Benefits

## Stipend

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

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

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

## Health Care

As a member, you are entitled to an exclusive health benefit care plan designed by the Corporation for National and Community Service (CNCS). The AmeriCorps Health Benefit Plan provides you with 24 hour health care coverage effective upon you entry into AmeriCorps NCCC; this benefit will automatically terminate at midnight on the date you exit the program.

The AmeriCorps Health Benefit Plan is not a health insurance policy and does not satisfy the individual responsibility mandate requirement of the Affordable Care Act (ACA). Under ACA guidelines, you may be required to purchase **health insurance**; please visit the government health insurance marketplace at ww.healthcare.gov for more information if you do not already have health insurance.

The AmeriCorps Health Benefit Plan is a limited benefit plan that covers medical office visits, most lab and x-ray services, limited preventive care (e.g. ob-gyn visits for women), emergency dental and vision, medical emergencies, surgical and hospitalization expenses, maternity care and most prescription drug costs. *You will be responsible for the $5.00 co-pay for each medical office visit.* The plan does not cover pre-existing conditions or care for dependents.

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

**Benefits are not paid for pre-existing conditions.** A pre-existing condition is any condition or illness for which medical treatment was given, or a diagnosis was made, on or before the effective date of coverage. Please visit the website to get complete information on all exclusions.

Beginning in the Fall of 2016 (and throughout your service term), the AmeriCorps Health Benefit Plan will be administered by International Medical Group (IMG). While we continue to transition the administration of this benefit plan from our current administrator to IMG, you may visit Seven Corners (the current administrator) website at https://www.sevencorners.com/gov/americorps to learn more information about specifics of the benefit plan prior to your arrival. While more information including your Member Health Care Card will be provided during Corps Training Institute (CTI), **we strongly encourage you to review specifics of the plan prior to your arrival.**

**Medical and health insurance documentation required upon arrival to campus.**

Upon arrival to campus you will be required to complete paperwork that provides International Medical Group with details of any other health, dental, or vision insurance you may be covered by. To ensure you are able to complete required paperwork, please bring a copy of all other insurance cards you are covered by to campus. Information that will be required includes but is not limited to: type of coverage, policy holder name and date of birth, policy number, policy start and end dates, name of insurance compandy and contact information.

## Medical Screening

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

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

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

# Segal Education Award

After members complete their **1,700** hours of service (including **80** hours of independent service), they will receive an Education Award of up to **$5,775** provided they complete and turn in all paperwork (e.g., diplomas and transcripts). This amount could change in the future as the education award is now tied to the Pell Grant amount. This award may be applied to future school costs or to existing qualified student loans. Additional information on how you access this award and places you can use it will be distributed near the end of your service year. The Segal AmeriCorps Education Award is subject to federal tax in the year payment is made. For more information please visit: http://edaward.org/or **http://www.nationalservice.gov/programs/americorps/segal-americorps-education-award**

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

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

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

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

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

## Child Care Benefit

A child care benefit is available to custodial or joint- custodial parents. The benefit is available to pay for eligible expenses related to child care while you are active in service; the maximum amount of child care assistance a member can recieve is up to $400 per child per month.

Members who qualify for this benefit will need to complete the necessary forms and provide proof of dependent children (i.e. birth certificate). Please contact Kim Scarabello at 443-758-4574 or KScarabello@cns.gov with any questions.

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

## Personal Days

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

Members also receive two paid days of leave to be used for "Life After AmeriCorps" activities. The same process for personal days should be used to request "Life After AmeriCorps" days. Any additional time requested will be without pay and at the Unit Leader's discretion.

Sick days do not count as personal leave days. Members are responsible for making up the service hours they miss while on **all** leaves.

## Vacations, Holidays and Calendar

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

the breaks for members who decide to stay on campus. Travel at these times will be at your own expense.

The Corps observes official federal holidays. In some cases, Members may work on various holidays due to the schedules of project sponsors, cost effectiveness of spike travel or disaster relief. In such a case, those members will be compensated with time off at a later date.

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

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

# FAQ about Corps Life

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

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

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

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

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

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

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

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

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

**A:** Yes, there will be breaks. **The exact dates of these breaks will be announced during your initial training period.** All travel at these times will be at your own expense. All housing will remain open during these breaks. However, you are <u>not</u> required to leave. **<u>Please remember</u> <u>you may be called to a disaster relief operation during any of these breaks</u>.**

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

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

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

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

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

A: The NCCC Handbook includes all rules, policies, and procedures, which are intended to benefit our Corps Members and the community organizations we serve. **The Member Handbook should not be shared with non-cleared members.** It is important to review this handbook before arriving to the campus. **You may view the handbook online at http://www.nationalservice.gov/programs/americorps/current-members.** We cannot offer a printed copy of the handbook at this time; however, it provided during Corps Training Institute (CTI). You are ultimately responsible for understanding the policies and knowing the consequences if policies are not followed.

***Please note: Since the NCCC Handbook contains sensitive information; we are requesting that you DO NOT SHARE THE HANDBOOK before or after your enrollment in the program.***

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

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

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

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

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

**A:** Yes. The AmeriCorps Health Benefit Plan is a limited benefit plan that covers medical office visits, most lab and x-ray services, limited preventive care (e.g. ob-gyn visits for women), emergency dental and vision, medical emergencies, surgical and hospitalization expenses, maternity care and most prescription drug costs. The plan does not cover pre-existing conditions or care for dependents.

## HIGHLIGHTS FROM THIS SECTION

- **THE CAMPUS AND HOUSING ARE DRUG AND ALCOHOL-FREE AT ALL TIMES**. Use or possession of alcohol by anyone, regardless of age, will result in appropriate disciplinary action, including suspension or dismissal from the program.

- Your will receive your roommate assignment during In-Processing.

- The exact dates of your breaks will be announced during training.

- You will receive your first stipend within four weeks after arriving at the campus. Please plan accordingly.

- **Pre-existing conditions will not be covered by your AmeriCorps health coverage.** It is recommended that individuals with pre-existing conditions retain other health insurance to cover medical cost related to those pre-existing conditions.

- You will receive your education award at the end of your service, provided you meet all of the qualifications.

- Cell phones are permitted on campus. Cell phone use is prohibited while members are earning service hours.

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

- **You will undergo a drug screening upon arrival.** Anyone testing positive will be immediately dismissed from the program. Also, random drug testing will occur throughout the service term.

# FAQ about the Atlantic Region

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

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

This campus offers:

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

**HIGHLIGHTS FROM THIS SECTION**

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

# Member Development and Training

## Corps Training Institute (CTI)

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

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

Key training topics will include:

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

## Service Learning

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

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

**Preparation**

**Action**

**Reflection**

**Celebration**

AmeriCorps NCCC incorporates service learning into projects in many ways. The training given prior to a project is only one example. Your service learning experience will continue to evolve throughout the duration of your project. Not only will your practical skills develop, but you will learn more about the organization with which you are working and, ideally, connect with the community in which you are living.

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

## On-going Training

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

## Mid-Year Training

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

## Independent Service Project (ISP)

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

## Member Development

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

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

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

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

# FAQ about Member Development & Training

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

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

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

**HIGHLIGHTS FROM THIS SECTION**

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

# NCCC Corps Teams

Teams are composed of 10-12 corps members and one team leader. Teams will prepare and eat meals together, travel in a 15-passenger van, share living space and collaborate with your on projects assisting communities throughout the Atlantic Region. Members are randomly assigned to teams and teams are then randomly assigned to one of our units.

## Team Specialty Roles

Each member will be asked to take on the responsibilities of at least one team role. Members will receive training and additional information regarding specialty roles during training. There are brief description of the specialty roles provided below. T**eam Leaders are not responsible for holding a specialty; however, they are responsible for managing deadlines.**

Below is a description of each specialty role within the Atlantic Region:

## Recruiter

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

## Media Representative

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

## Project Outreach Liaison (POL)

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

## Fitness Trainer (FT)

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

## Service Learning Initiator (SLI)

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

## vehicle Safety and Tools Officer (VST)

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

## Assistant Team Leader (ATL)

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

## Community Representative (CR)

Community Representative is responsible for developing, planning and facilitated Corps/Team orientated events throughout the year during Spike, Transitions, and CTI. The CR will also service on a focus group for diverse subjects per the request of various staff members. The CR will also submit documentation related to the success of planning events. Team Morale plays an important part in successful team work. The CR will plan activities that will allow each member of their to lean about the other members of the team. The CR events will service as a great opportunity to build a strong foundation for proper communication, trust, respect, and team morale during the service year.

## Health and Wellness Liaison (HAWL)

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

# NCCC Service Projects

**FLEXIBILITY IS KEY!**

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

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

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

## NCCC Corps Service Projects

Teams work with "sponsors" who are nonprofit organizations, educational institutions or government agencies. Sponsors submit applications identifying their needs and how a team can help address those needs. Project lengths (known as rounds) can vary from one day to up to eight weeks. The average length of a project is about six weeks.

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

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

## Spikes

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

## A Day in the Life of a Member

Below you will see an example of a typical day for a NCCC team serving in the Atlantic Region. This example is gleaned from a past team's experience.

Schedule: Blue Water Baltimore - Buffalo 2
(Monday - Friday)

7:00 am: Daily morning team meeting
7:15 am: Depart spike housing for work site
7:30 am: Arrive at work site
7:45 am: Daily briefing by site supervisor
8:00 am: Work begins
12:00 pm: Lunch
12:30 pm: Work resumes
4:15 pm: Clean up/ prepare to leave for the day
4:30 pm: Depart for spike housing
5:00 pm: Team physical training (PT) (3x per week)

## Examples of Past Projects

**<u>Example 1</u>: Live and Let Live Farm**
**Chichester, New Hampshire**

**(Environmental Stewardship and Conservation)**
Live and Let Live Farm is an animal shelter that rescues abused and unwanted animals (mainly horses and at-risk pregnant dogs) and provides them either a temporary or permanent safe place to interact with people. Located on a 70-acre farm in rural New Hampshire, Live and Let Live Farm provides animal protection, education and rehabilitation services and is the largest agricultural rehabilitation rescue and sanctuary throughout the region. Starting with just four horses in 1996, the farm has expanded to over 60 horses along three barns, an indoor rehabilitation center, four round bens, a series of corrals with run-in shelters and an outdoor riding ring.

In 2015, the NCCC team worked primarily on completing the Brittany Searing Memorial Rehabilitation and Quarantine Facility, a two-story, 5,520 square foot flagship structure within the farm. Tasks included installation of doors, lighting fixtures, interior carpentry and sealing wood. Additionally, the NCCC Team also worked on building additional kennels and small animal pens, fencework, clearing of trails and a Memorial Day Adoption event.

**Example 2: Habitat for Humanity - Capital District**
**Albany, New York**
**(Urban and Rural Development)**

Habitat for Humanity Capital District was founded in 1988 as the local affiliate of Habitat for Humanity International. They serve Albany, Rensselaer and Southern Saratoga Counties. They believe that every man, woman and child deserves a safe, decent place in which to live. By providing homeownership opportunities to lower-income households, Habitat is making safe, affordable shelter a matter of conscience and action. Together, we are breaking the cycle of poverty and building foundations for a stronger future. Their stated mission is that through homeownership, Habitat for Humanity Capital District helps to develop and transform communities by building affordable and sustainable homes in partnership with lower-income families. They fulfill that mission by concentrating our efforts for affordable housing in areas in need, giving a hand-up to lower income families who want to become homeowners, and giving those homeowners the tools they need, such as mentoring, home maintenance training and budgeting, to succeed in being responsible and productive members of their rejuvenated neighborhood.

In 2015, the NCCC HFH Capital District team:

- Outfitted 3 homes with energy efficient modifications
- Removed 300 pounds of exotic vegetation
- Assisted in the construction of 7 homes
- Cared for 10 trees
- Removed 1000 pounds of debris or trash

**"This project was an amazing opportunity for us to learn construction skills while serving a community that is greatly in need. We worked with such a generous and patient staff, who took the time to get to know us individually while also teaching us many valuable lessons."**
**-Chelsea Krisanda, Corps member, Service Year XXI**

# NCCC Class XX Accomplishments

**Natural and other disasters**
**101 Homes refurbished for disaster victims**
**1,365 People assisted in a disaster area**
**35,242 Acres of land in which fire was suppressed or contained**

**Infrastructure Improvement**
**2 Facilities made handicapped accessible**
**4 Public buildings renovated**
**3,790 Feet of fencing built or repaired**

**Environmental Stewardship and Conservation**
**14 Miles of new hiking trails constructed**
**10,417 New trees planted**
**103,225 Pounds of exotic vegetation removed**

**Energy Conservation**
**13 Homes weatherized**
**25 Energy efficiency kits assembled**
**45 workshops conducted on sustainability and engergy conservation**

**Urban and Rural Development**
**13 Houses constructed**
**31 People assisted with language barriers to receive public service**
**62 Community gardens started or tended**
**124 Community youth leaders trained**
**1,120 Middle School students tutored**
**161,239 Pounds of debris and trash removed**

# FAQ about NCCC Projects

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

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

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

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

**A:** The Program Department and Unit Staff will make every effort to provide teams with a wide range of project experiences, but there is no guarantee that a team will complete a project in every service area.

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

**A:** Teams travel to the project site in a 15-passenger van. Some team members will be certified as van drivers. Certified drivers must attend a driver's class and take a driver's test at the campus, as well as have a valid driver's license and current 3 year driving record. Only certified drivers are permitted to drive NCCC vehicles.

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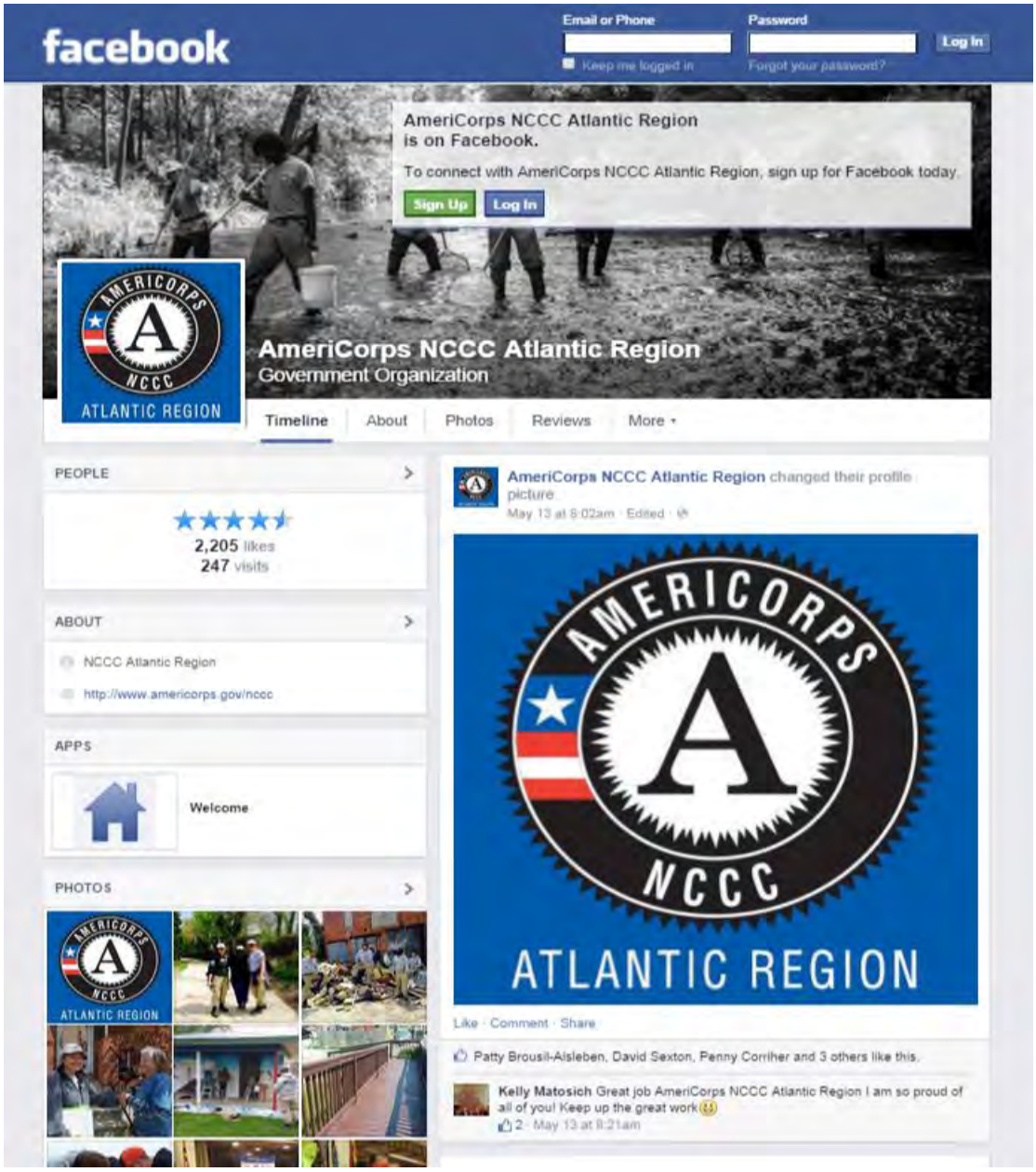


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