# NCCC Team Leader

# WELCOME PACKET

## North Central Region Campus
## Vinton, Iowa
## Class 23 / Winter 2017

*"Twenty years from now you will be more disappointed by the things you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails."*
**Mark Twain**

*Explore. Dream. Discover.*

# North Central Region Campus

# Iowa Braille and Sight Saving School

# Vinton, Iowa

# IMPORTANT INFORMATION
# ABOUT YOUR WELCOME PACKET

This welcome packet contains information vital to your success as an AmeriCorps NCCC corps member at the North Central Region Campus.

**PLEASE READ THIS PACKET FROM COVER TO COVER.**

It will include information about what to pack, how to arrive at the North Central Region Campus safely and what to expect when you begin to settle into our community.

**Please pay special attention to the "Guide to Completing Forms" section of this packet. It contains paperwork that you must complete in order to be in-processed into our program. Please make sure to read page 50-51 before filling out and submitting the forms that were attached with this document. Not getting these forms in by the deadline could result in you losing your spot at the campus.**

**★THANK YOU!★**

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## GET CONNECTED!

To provide you with an opportunity to learn more about the North Central Region, your upcoming service year and other team leaders coming to the campus, there is a group site that you can join. We ask that all postings are civil and appropriate.

Click on this link to join the group – "AmeriCorps NCCC Vinton Team Leader Winter 2017".

You will need to request to join the group. All questions/concerns and interactions with other incoming team leaders pertaining to your NCCC Corps year should be posted to this group page.

*We also have a campus Facebook page which is a great way for you to see what current teams are doing in the region. You can access the page at www.facebook.com/americorpsnccnorthcentral. You should not be posting specific questions/concerns you have about your upcoming experience or engaging other NCCC team leaders on the campus page as that is what your group page is for.*

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# WELCOME FROM THE NORTH CENTRAL REGION STAFF

**Dear AmeriCorps NCCC North Central Region team leader:**

Welcome to AmeriCorps NCCC and congratulations on your selection as a team leader for the National Civilian Community Corps (NCCC) Class 23! We share your excitement and want to be one of the first to welcome you to our beautiful North Central Region campus located in Vinton, Iowa.

Since 1994, over a million Americans have served their nation as AmeriCorps members. And as a team leader with AmeriCorps NCCC, you are joining an elite organization rich in heritage with a proud tradition of strengthening communities and developing leaders through team-based national service.

The North Central Region, based out of Vinton, opened in the summer of 2008 and our teams have already made significant positive impacts within our geographic region of 10 Midwestern states.

Regardless of where you perform community service, we guarantee that your assigned projects will engage you mentally, physically, emotionally and intellectually. Your tour with NCCC will be one of the most challenging, yet most rewarding experiences of your life. And you will be making a difference in the lives of others.

As an AmeriCorps NCCC team leader, you'll be at the "tip of the spear"…out front… representing our national program. Leadership positions are demanding, and you can be very proud of your competitive selection to fulfill an extremely important role. Our expectations of leaders are simple: 1) integrity in all you do, 2) service-before-self in the performance of your duties, and 3) the pursuit of excellence. As a leader, you'll be expected to act as a positive role model for not only your team members, but also for the people within the communities you serve. We are confident that you will do well.

Prior to your arrival in Vinton, We want to say "thank you" for making the decision to serve your country. The staff are anxiously awaiting your arrival, and we stand by to do all in our power to help make your NCCC tour of duty as a team leader a personally and professionally rewarding experience. We look forward to you meeting you!

Sincerely,

*North Central Region Staff*

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# WELCOME FROM THE MEMBER SUPPORT SPECIALIST

**Dear North Central Region team leader:**

Congratulations on becoming an AmeriCorps NCCC North Central Region team leader!

Although it may seem a bit overwhelming, this welcome packet is full of very helpful and insightful information that you'll use to get ready for your upcoming experience with AmeriCorps NCCC.

Please read this welcome packet thoroughly and carefully. Refer to the information throughout as questions pop up about what to expect, what you need to do to prepare, what to pack, etc. You will find the answers to most of the questions that you already have, as well as to questions that you may not have considered yet, so please read from front-to-back and continually refer to it.

In reading, please take note of how to properly complete the forms that are sent with this packet. All forms are due within 10 days of when you receive this electronic welcome packet. Missing this deadline may cause you to lose your placement as a team leader, so please return them in the time frame requested.

**Support team leaders will be arriving in Vinton on Thursday, January 5, 2017 and field team leaders will be arriving in Vinton on Tuesday, January 10, 2017.**Your campus in-processing activities begin on **January 11, 2017**, details about which are included in this packet.

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**SEND THE FOLLOWING FORMS TO JULES IDZIAK *WITHIN 10 DAYS***

- Transportation Selection Form – ***CRITICAL – this form secures your placement in NCCC***
- General Consent Form
- Emergency Contact Information
- Consent for Release of Information

**COMPLETE ONLINE WITHIN 10 DAYS**

- Online Member Profile Form ⬅ click on this link to complete online

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The North Central Region AmeriCorps NCCC staff is looking forward to an exciting 11 months with you! I wish you the best of luck throughout your service with NCCC!

Jules Idziak

Jules Idziak
Member Support Specialist
North Central Region, AmeriCorps NCCC, 1004 G Ave, Vinton, IA 52349
Phone: (319) 472-9664 x 26 * Email: jidziak@cns.gov * Fax: (319) 472-9665

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# WELCOME FROM THE DEPUTY REGION DIRECTOR FOR PROGRAMMING

**Dear AmeriCorps NCCC North Central Region Campus team leader:**

I wanted to take the opportunity to welcome you to the Vinton campus and to tell you a little about the program office and projects. The program office is responsible for developing the projects that you will do over the course of your service with the NCCC. We serve in five broad issue areas that include disaster, environment, infrastructure improvement, energy conservation, and urban and rural development. Because the issue areas are broad, they provide us with the flexibility to meet community needs as defined by the community. We are one of the few government programs whose actions are largely directed by our grassroots constituents. However, at the same time, the very ambiguity surrounding the definition of the issue areas inevitably leads to confusion among our corps as to why a particular project is labeled a specific way. This letter is intended to help you understand what types of work qualify under each area so that you will have a better idea of what to expect when you arrive.

First a note about compelling need: Our sponsors define their compelling need for us. We in turn prioritize their projects in part according to how we as an organization deem the urgency of the work. While we work with many community organizations in impoverished areas, we may at times work in a middle class neighborhood in which the community has expressed a strong need and requests the concentrated support of a NCCC team to make a difference. We attempt to meet the compelling need as the community defines it.

NATURAL AND OTHER DISASTERS: Natural and other disaster projects address the needs of communities affected by floods, hurricanes, wildfires and other disasters. The focus is on preparedness, mitigation, response and recovery projects. Examples of projects include, but are not limited to: coordinating volunteers; managing distribution centers and shelters; preparing and distributing meals; clearing debris; enrolling victims into emergency-assistance databases; mucking and gutting; surveying community assets; distributing educational materials and preparedness kits; implementing disaster-preparedness curricula; and installing hurricane shutters.

INFRASTRUCTURE IMPROVEMENT: Infrastructure improvement projects contribute to the safety and wellbeing of community members through repairing and building structures. In addition, projects will improve basic facilities and services needed for the functioning of the community. Examples of projects include, but are not limited to: building wheelchair ramps; establishing community centers; assembling playgrounds; repairing and painting public facilities; and mapping for improvements to community emergency response systems.

ENVIRONMENTAL STEWARDSHIP AND CONSERVATION: In the tradition of the Civilian Conservation Corps of the 1930s, Environmental stewardship and conservation projects help preserve and enhance a community's natural resources. Examples of projects include, but are not limited to: trail development and maintenance; planting trees; removing invasive plant species; cleaning up rivers, streams, and beaches; performing water quality assessments; and leading environmental education workshops and camps for youth.

ENERGY CONSERVATION: Energy conservation projects promote energy efficient practices with organizations, communities, families, or individuals. Examples of projects include, but are not limited to: providing energy efficiency assessments; assisting with installations of energy efficient appliances and light bulbs; developing recycling programs; performing home weatherization projects for low-income, disabled, and senior citizens; and providing and developing educational programming on sustainability and conservation practices.

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**URBAN AND RURAL DEVELOPMENT**: Urban and rural development projects address the special needs of communities in ways that improve the quality of life for citizens and the success of whole communities. Examples of projects include, but are not limited to: supporting homeless shelters, food banks, youth and family service organizations; historical preservation; programming for seniors and special populations; renovating and constructing homes; leading neighborhood and community revitalization projects; and providing direct service to students, parents, and families through tutoring, one-on-one assistance, afterschool programming, employment counseling and health awareness.

**Multiple Category Projects and the Fluidity of Project Tasks**: One of the most frequent complaints we hear from corps members is that projects are "labeled" incorrectly. For example, members might feel that an infrastructure improvement project was really an urban and rural development project or an urban and rural development project was really environmental. Many of our projects include tasks that cross the issue areas' definitional boundaries. A park may have a team build a trail and then assist with teaching their environmental education class to children. A school may have a team tutor part of the day and then build a nature trail in the afternoon. We are bound administratively by the NCCC centralized data system to give just one category to a project despite its multifaceted nature.

Sometimes project tasks change because of when we are able to send a team. A camp may have requested a team to work with children when the camp is in session; however, if we cannot send the team until after the camp session has closed, the project tasks may change to building trails or refurbishing buildings. Before your team begins a project, you will receive the latest information from the Program Office about the project and project tasks.

A Final Note: I hope this helps you understand a little about the reality of the project issue areas and the nature of the work you'll be doing. If you have questions, please feel free to contact me or any of the program office staff upon your arrival at the campus. We are looking forward to serving with you.

Many smiles and safe travels to Vinton!

Jody C. Burns
Deputy Region Director for Programming
AmeriCorps NCCC – North Central Region

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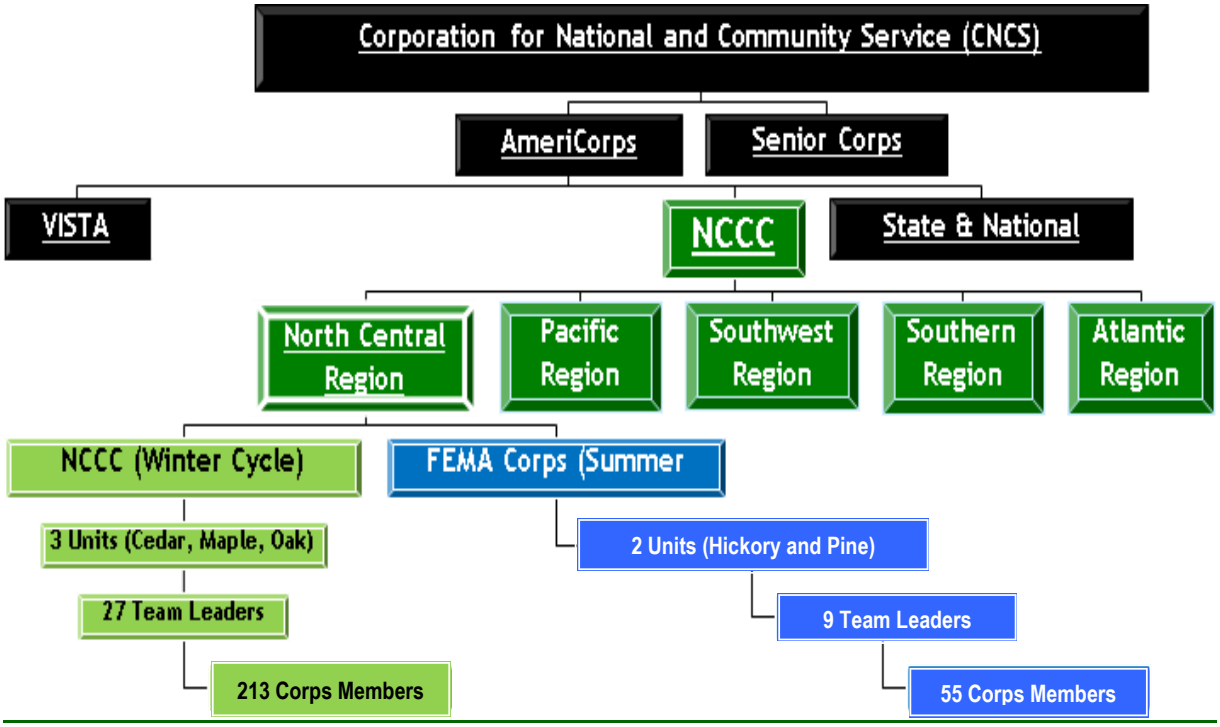
# ABOUT THE NATIONAL CIVILIAN COMMUNITY CORPS (NCCC)

The Corporation for National and Community Service (CNCS) oversees Senior Corps and AmeriCorps. 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 11 months with us!




## 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 participate nationwide each year in NCCC and up to 1,600 members with NCCC-FEMA Corps.

For 11 months (10 months for corps members), team leaders lead teams in NCCC to meet urgent community needs through service learning projects that focus on natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation and urban and rural development. Projects operate through partnerships with non-profit organizations, state and local agencies and other community and faith-based groups. Teams of 9-12 corps members work on a series of different projects, allowing corps members to experience a variety of service experiences as well as different communities and cultures.

Team leaders and corps members live on one of five campuses, located in Denver, Colo.; Sacramento, Calif.; Baltimore, Md.; Vinton, Iowa; and Vicksburg, Miss. Team leaders and corps members receive training in CPR, first aid, leadership, team building and disaster services, in addition to many other topics throughout the year.

**AmeriCorps NCCC Mission Statement:**

**The mission of AmeriCorps NCCC is to strengthen communities and develop leaders through direct, team-based direct national and community service.**

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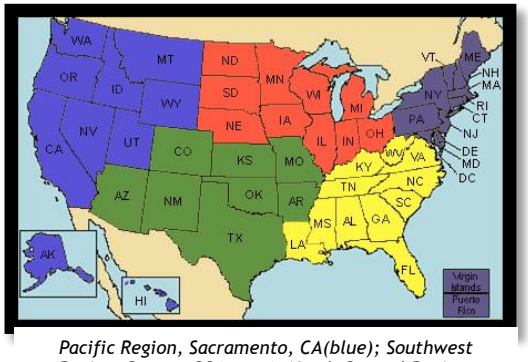
## What is NCCC-FEMA Corps?




*Pacific Region, Sacramento, CA(blue); Southwest Region, Denver CO(green); North Central Region, Vinton, IA(red); Southern Region, Vicksburg, MS (yellow); Atlantic Region, Baltimore, MD (purple)*

NCCC-FEMA Corps is an exciting partnership between The Corporation for National and Community Service and the Federal Emergency Management Agency dedicated to emergency management and long-term recovery efforts, with approximately 1,600 team leaders and corps members per year. Like current AmeriCorps NCCC members, NCCC-FEMA Corps members serve a 10-month, full-time, team-based residential service program for ages 18-24 assigned to an NCCC campus (map to your right). Member are also eligible for the same benefits as our NCCC members (i.e. education award, living allowance, forbearance, etc.)

NCCC-FEMA Corps members solely focus on the administration and logistical support of disaster preparedness, response and long-term recovery with FEMA, within and outside their campus region for their full 10 months of service. Members are dedicated to FEMA deployments in areas such as logistics, media, congressional public assistance, reports, planning and mitigation. They provide support in areas ranging from supporting disaster recovering centers to sharing mitigation information with the public. Learn more.

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

If you do accept the challenge to join us, **please know that community service is not always fun.** We all know that our country has issues that need to be addressed. We want you to think of your 11 months with NCCC as a commitment that you have made to serve the communities of this nation; to be fully engaged and to see the program through to its end; to be a part of the solution to some of our nation's most challenging problems; to put others ahead of your personal needs. Through your service you will make a real difference in the communities that build our country; it will be an experience you will never forget, and which may change your life from this point forward.

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## Leave Your Mark

We take our motto of "leave your mark" very seriously. Past experience and research from many noted professors and public policy makers indicates that getting things done 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 of your life to national service, you have provided a solution for the first part of this problem-community involvement. **During your service you will make a real difference in people's lives. You will get things done and those who benefit will not forget what you did for them.**

By doing national service, you will help to build a web of relationships and social interest that will last for generations to come. However, we have a long way to go. The way to get there is through learning, understanding and evaluating some of these hard issues and addressing them in proper forums. NCCC strives to build a community of critically minded thinkers who do not simply get things done, but, more importantly, get things done thoughtfully through actions that are informed and prepared.

# WELCOME FROM THE UNIT DEPARTMENT

The North Central Region campus has three units – cedar, maple and oak. Each unit is led by a unit leader who manages operations and provides guidance and support to the team leaders and corps members. Units are comprised of 70-75 team leaders and corps members and broken down in to seven teams.

Welcome to the AmeriCorps NCCC North Central Region!

Greetings from the unit office fondly referred to as "The Grove". We are excited to have you on board with us this year. Team leaders are the driving force behind the success of our teams and we cannot wait to begin what you will soon learn will be one of the busiest, most influential years of your life.

Being a team leader isn't easy. Prepare to be challenged mentally, physically and emotionally. Long work days are standard and there will be days you may think you have reached your limit. To borrow a tag line from another prominent leadership opportunity, your team leader position is the "toughest job you will ever love". As unit leaders, we are here to support you through the challenges and to encourage you to grow personally and professionally.

The benefits of the team leader experience far outweigh the sacrifices and you leave at the end of the service year with a huge sense of accomplishment and growth. You make lasting connections and lifelong friends with your fellow leaders and will look back fondly on your time "in green".

Thank you for agreeing to take this journey with us and we cannot wait to meet you.

On behalf of the Unit Office,

*The Unit Department*

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# GETTING TO CAMPUS

## Arrival

All **STLs** (Support Team Leaders) must **arrive** on **Thursday, January 5, 2017** between **9:00 a.m. – 2:00 p.m.** and North Central Region Campus staff will welcome and help you get settled in. All field **TLs** (Team Leaders) must **arrive** on **Tuesday, January 10, 2017 between 9:00 a.m. – 2:00 p.m.** Staff and STLs will welcome and help you get settled in.

## Travel

Your transportation to and from the campus at the beginning and end of the program is arranged and paid for by the campus personnel office. Please complete and sign the ***transportation selection form*** sent with your welcome packet. If the form is not signed we cannot confirm your spot at the campus. Submit this form to Jules Idziak no later than **10 days after receiving this packet**.

**Your contact for travel-related questions is:**
Jules Idziak Phone: (319) 472-9664 x 26 E-mail: jidziak@cns.gov

## 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 on campus. However, there are plenty of hotels and motels in the area.

### HOTEL SUGGESTIONS

*(Here are few hotels nearby; there are more hotels in Cedar Rapids and Waterloo.)*

Cobblestone Inn & Suites
1202 W. 11th St., Vinton, IA 319-472-2220
Across from the campus/next to Hometown Shopko

**Modern Motel**
302 N K Ave, Vinton, IA 319-472-2391
1.1 miles from campus

**Rockwood Motel**
504 Highway 218 N, La Porte City, IA 319-342-2556
19.8 miles from campus

**Windmill Country Inn**
421 Franklin St, Center Point, IA 319-849-2245
20 miles from campus

Hampton Inn
3265 6th Street SW, Cedar Rapids, IA 319-446-7100
34.3 miles from campus

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## Travel Options

### *Airplane*

- If the trip to our campus is more than 50 miles, in most cases we purchase an airline ticket for you.
- The NCCC campus **purchases the airline ticket for you** and contacts you with your travel information. The campus arranges travel in this way so that we may coordinate shuttle pick-ups, and also pay the government rate for the airline ticket. **DO NOT** attempt to change your reservation.
- NCCC reimburses you for mileage you drive from your home of record to the airport if the distance is equal to or exceeds 50 miles. Mileage is calculated by a NCCC staff member.
- **You receive your travel arrangements and itinerary via e-mail approximately a week before your arrival (around December 29, 2016 (STLS) and January 5, 2017 (TLs).**
- **Immediately verify that your personal information is spelled correctly on your itinerary.** Your itinerary provides you with lots of information about when and how you will be traveling. Check it carefully for airline and flight time information. If you have questions, please contact Jules at jdziak@cns.gov or 319-472-9664 x 26.
  - You do not receive a paper ticket from NCCC. You receive your boarding pass when you check in at the airport on your travel day.
  - You need to present a valid photo ID at the ticket counter to receive your boarding pass/ticket. The name on the ID needs to match what is on your itinerary.
- Please contact your local airport to inquire about pre-flight arrival to the airport. The general recommendation is to arrive two hours prior to your flight, to allow time for checking in, clearing security and boarding your plane.
  - For help with security and packing questions you can check the Transportation Security Administration's (TSA) website at www.tsa.gov.
  - For specific information about your home airport or the airline you are scheduled to fly on you can check the web for their websites.
- If your airline charges for a checked bag **(within weight limit)**, NCCC will reimburse you for the cost of your NCCC issued military style duffel bag which will be mailed to you. You must get a receipt and bring it to the campus. **Without a receipt you will not get reimbursed.**

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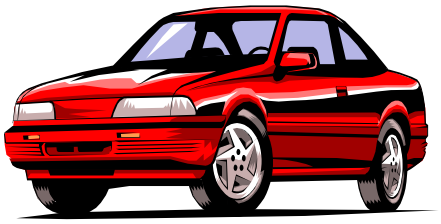
## Personal Vehicle



- **You can choose to bring your personal vehicle to the campus, but due to a shortage in parking, bringing a vehicle is not recommended.**
- **You may be required to park as far as ½ mile to 1 mile from campus.**
  - *It is important to note that cars are never permitted to be at your project site and you will actually spend very little time on campus. We have vans available for transportation in the area so you will not need a vehicle and would have minimal access to it anyway.*
- The NCCC Campus reimburses you for the mileage you drive from your home of record to the campus at a rate of **$0.57 per mile up to a maximum of $275**. Mileage is determined by the General Services Administration (GSA) and is calculated by a NCCC staff member using online mapping services.
- If your travel plans cause you to arrive earlier than Thursday, January 5 (STLs) and Tuesday, January 10 (TLs), you need to make independent lodging arrangements as **you are not allowed to move in until your arrival day.**
- Check the web for the website of the station you are traveling out of for security and packing information.

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## Arrival in Vinton, Iowa

Between **9:00 a.m. – 2:00 p.m. on January 5, 2017 for STLs and January 10, 2017 for TLs** staff and transportation are available at the following transportation hubs, awaiting your arrival:

- Eastern Iowa Airport (Cedar Rapids) - Air travelers fly into Eastern Iowa Airport in Cedar Rapids and are met by NCCC representatives. When you arrive, follow the signs to "Baggage Claim." NCCC representatives are waiting in the baggage claim area. **Please check-in with the representatives as soon as you arrive.**
  - NCCC representatives will then direct you to the NCCC shuttle which will take you to the campus. The ride is approximately 45 minutes.
- **Personal Vehicle**- If you are driving or someone is driving you to the campus you should plan to safely arrive on campus. Follow the directions provided on page 17. You are not able to check in before this date and timeframe.

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## Packing for Everyone

Due to limited storage space on campus, you are only able to bring a small amount of personal items. **You will receive a standard military-style duffel bag in the mail a week before your arrival.** The size of the duffel bag is 12"x12"X30".

**You may only bring to campus items that fit in your NCCC military-style duffel bag and one small carry-on.**

- **Do NOT** have additional items mailed to you or bring with you in your vehicle.

**An acceptable carry-on would be a purse, laptop or small backpack or something of similar size.**

- Small suitcases that the airlines allow as carry-ons are NOT permitted unless you can fit it inside the duffel bag.
- You are only allowed one carry-on. Regardless whether your fly or drive.

**Please ensure your address is correct in "My AmeriCorps" portal.**
**You will need a street address for us to UPS a NCCC duffel bag to your home.**

Each time you depart for a project, you have to pack up your personal items, because there will be another class of NCCC members that will be using the rooms while you are gone.

- **Anything that does not fit in the NCCC military-style bag will not be stored at the campus while you are on SPIKE.** You will be responsible for finding local storage at your own expense or otherwise disposing of the items.
- There is limited space in your vans to take personal items so you can't bring everything with you.

**Members are given a large red backpack (22"x10"x16") to use for packing on SPIKE projects.** Please think carefully about what you really need while you are in the NCCC. It's a lot less than you may think.

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## Packing for Travel

- Airlines charge for overweight baggage…pack carefully and be prepared. You are responsible for the cost of overweight charges. Contact the airlines about additional fees for overweight bags.

- NCCC only pays for your NCCC issued military style duffel bag (within weight limit).
    - You are responsible for the bag fee upfront so make sure to bring cash and/or credit card to pay for this fee up front. Save your receipt for reimbursement.

- Place a luggage tag with your name, home address, phone and email on your NCCC issued military style duffel bag. Also write this information on a sheet of paper and place inside your bag as a backup in case the luggage tag is ripped off your bag.
    - Make sure to have a description of your checked bag and a list of what is inside in case your bags are lost/misplaced by the airline. They will ask you for this information so keep it with you.
    - Do not write your name on the outside of the NCCC bag. This bag is the property of NCCC and you do not get to keep it.

- Certain items cannot be taken onto any airplane. These include (but not limited to) sharp objects, liquids, firearms and more. Please check the TSA website for the latest information on restrictions and carry on limitations as they change from time to time.

- Always have your government issued photo ID with you, along with your flight itinerary and AmeriCorps NCCC campus contact information.
    - Do not pack these items in your checked baggage as you will need these items while flying.

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## Travel Timeline

- **Immediately** - The deadline for the **transportation selection form** is **10 days** after receiving this welcome packet. You must complete and submit your forms on time or it may result in you losing your spot at the campus.
    - Make sure to provide your full name as it appears on your driver's license or state issued ID.
    - If you are having problems with getting the form in on time contact Jules Idziak at (319) 472-9664 x 26 or jidziak@cns.gov.

- **Approximately a week before your scheduled arrival** you receive your travel arrangements and itinerary via e-mail. For you to receive this information in a timely fashion, please make sure that your contact information is up-to-date. Contact Jules Idziak with any changes at 319-472-9664 x 26 or jidziak@cns.gov. **Please do not contact Jules about not having received an itinerary until after December 29, 2016 (STLs) and Jan. 5, 2017 (TLs).**

- **Night before scheduled arrival,** go online or call the airport to check on the status of your flight as flight times can change. Also check your airport location in relation to your home and determine the travel time required to get to the airport in plenty of time to make your flight (want to arrive 2 hours before flight is scheduled to leave). Make sure to have directions to the airport and verify if you will need to have change for any tolls.

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- **Travel/Arrival Day** – **January 5, 2017 for STLs and January 10, 2017 for TLs** – Go online or call to check on the status of your flight to make sure there have been no changes and/or delays.
  - At the airport you want to check in at the airline counter located in the departure terminals.
  - Have your ID and flight information (itinerary) with you at ALL TIMES.
  - Proceed directly to security checkpoints once you have checked your NCCC issued military style duffel bag and received your boarding pass. Do not put your boarding pass or photo ID away as you will need it at the security check point.
  - Be patient, courteous and aware as your go through the security checkpoint. Follow all instructions carefully provided to you by TSA personnel.
  - After you have passed through security checkpoint proceed to your gate (your gate number is listed on your boarding pass) and double check your flight's status.

  - Flight information monitors are located throughout most airports and gates are normally arranged in order by city. Make sure that you are looking at departure flight information monitors and not arrival monitors (listed at top monitor). Major airlines also have customer help centers located in the terminals.
  - Most airlines board passengers by "rows" or "zones". Your seat assignment and/or zone is located on your boarding pass. Listen to the announcement prior to and during the boarding process.
  - Once on the airplane, find your seat and get in your seat. This allows others to board more quickly.
  - Always follow the instructions of the flight crew and listen carefully to the safety briefing given at the beginning of the flight.
  - If you miss your flight, a connection or your flight has been cancelled or delayed…or there are any other changes to your flight itinerary during your travel that will affect your arrival time…CALL Jules Idziak as soon as you can!

- **Within 10 days upon arriving** – You receive reimbursement for any travel you paid for out of pocket, including reimbursement for mileage on a personal vehicle (up to $275.00). Additionally, if you are traveling more than 50 miles to get to the airport and/or bus station in a personal vehicle, you are reimbursed for that as well.

★ ***Thank you in advance for your flexibility!***
Keep in mind that we must arrange transportation for all team leaders on the same day and make it fit logistically with airport shuttles to the campus. We apologize for any inconvenience this may cause.

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# DRIVING DIRECTIONS TO CAMPUS

***Drivers please plan to safely arrive on campus no later than 2:00 p.m. on***
**Thursday, January 5, 2017 for STLs and Tuesday, January 10, 2017 for TLs**

**Campus address: 1004 G Ave, Vinton, IA 52349**

**Vinton, Iowa is located approximately 30 miles northwest of Cedar Rapids.**

### *FROM DES MOINES AREA*

- Take I-80 E
- Take Ext #142/Bondurant/Marshalltown onto US-65 N
- Continue on IA-330 N
- Take ramp onto US 30 E
- Turn left at 24th Ave/S US-218; continue north for 13 miles
- Turn left to continue on US-218; continue north for 1 mile
- Turn right at W 13th St; continue east for 0.2 miles
- Turn left at G Avenue; continue north for 3 blocks
- The campus is on your left

### *FROM IOWA CITY/CEDAR RAPIDS AREA*

- From I-380, take exit 16 to merge onto US-151 S/US-218 N/US-30 West toward Tama
- Continue west on US-218 N/US-30 for 19.3 miles
- Turn right at US-218; continue north for 13 miles
- Turn left to continue on US-218; continue north for 1 mile
- Turn right at W 13th St; continue east for 0.2 miles
- Turn left at G Avenue; continue north for 3 blocks
- The campus is on your left

### *FROM WATERLOO AREA*

- Go south on US-218 for about 28 miles
- Turn left at W 9th St; continue east for 0.3 miles
- Turn right at G Avenue. The campus is on your right

### *FROM DUBUQUE AREA*

- Take US-20 west for about 65 miles
- Take exit 254 for IA-150 toward Vinton/Independence
- Turn left on IA-150 (Jamestown Ave.); continue south for 14 miles
- Go underneath I-380; continue south on 31st Ave. for 1.5 miles (IA-150 turns into 31st Ave.)
- Turn right on 55th Ave. to rejoin IA-150; continue west for 6.4 miles
- Veer left on 24th Ave. to continue on IA-150; continue south for 3.8 miles
- Turn right at W 2nd St/IA-150; continue west for 0.2 miles
- Turn left at C Avenue/IA-150; continue south for 0.5 miles
- Turn right at W 10th St; continue west for 0.2 miles
- Turn left on G Avenue. The campus is on your right

****Once you get to the campus follow the NCCC signs for directions to where you need to check in.**

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# Frequently Asked Questions about Getting to Vinton

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

A: Due to limited storage space on campus, you will only be able to bring a small amount of personal items. After you accept your offer to join the NCCC, you **will receive a standard military-style duffel bag** via UPS a week before your arrival. You may only bring to campus items that fit in this bag and one small carry-on. **Do NOT have additional items mailed to you or bring with you in your vehicle.** An acceptable carry-on would be a purse, laptop or small backpack.

Each time you depart for a service project, you have to pack up the items in your room, because there will be another class of NCCC members that will be using the rooms while you are gone. We will store that one bag while you are gone. Anything that does not fit in the bag will not be stored and you will be responsible for finding local storage at your own expense or otherwise disposing of the items. There will be limited space in your vans to take personal items so you can't just plan on bringing everything with you. Please think carefully about what you really need while you are in the NCCC. It's a lot less than you may think.

We will issue you a mattress pad and sleeping bag. There is no need to bring heavy blankets or comforters. You may want to bring a pillow and a sheet for a regular twin size bed.

***Q: Can belongings be mailed before campus opening?***

A: No. You are only allowed to bring with you what you can fit into your NCCC duffel bag and one carry-on like a purse, laptop or small backpack.

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

A: Yes. When you check-in upon arrival you are asked to provide copies of: a government issued driver's license or photo ID; driving record; and a record of current Tetanus shot (you will receive this shot during your physical if you cannot prove that you have had one in the past seven years). Please make sure this information is easily accessible. Do not pack these items in your checked luggage.

## Highlights from this Section

- Your **transportation selection form** is due 10 days after receiving this packet.
- You receive your travel information approximately a week before your travel day! Don't panic…We promise we will get you here!
- You are issued a NCCC military style duffel bag to bring your belongings with you to the campus and one small carry-on such as a purse, laptop or small backpack. **You** are not allowed to bring any other bags with you or ship items to the campus.
- It is important that you keep your mailing address and email updated in the "My AmeriCorps" portal. If you address is incorrect you will not receive your NCCC duffel bag. If your email is incorrect, it will delay you receiving your travel itinerary.

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# WHAT TO EXPECT ON ARRIVAL

## Your First Day on Campus: Arrival Day

### Support Team Leaders (STLs): Thursday, January 5, 2017

*This schedule and arrival process is just an example and is subject to change.*

| | |
|---|---|
| **9:00 a.m. – 2:00 p.m.** | **Arrival of STLs**<br>Residence hall check-in, uniform issue and photo IDs. |
| **12:00 - 1:00 p.m.** | **Lunch** |
| **5:00 - 6:00 p.m.** | **Unit & staff welcome**<br>Meet unit leaders, staff and other support team leaders assigned to your campus. |
| **6:00 - 7:00 p.m.** | **Dinner** |

### Team Leaders (TLs): Tuesday, January 10, 2017

*This schedule and arrival process is just an example and is subject to change.*

| | |
|---|---|
| **9:00 a.m. – 2:00 p.m.** | **Arrival of team leaders**<br>Residence hall check-in, uniform issue and photo IDs. |
| **12:00 - 1:00 p.m.** | **Lunch** |
| **5:00 - 6:00 p.m.** | **Unit welcome**<br>Meet unit leaders, support team leaders and other team leaders assigned to your campus. |
| **6:00 - 7:00 p.m.** | **Dinner** |
| **7:00-7:30 p.m.** | **Residence hall training and safety orientation** |

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## In-Processing

In-processing begins on **Wednesday, January 11, 2017**. In-processing involves your first community meeting, in-processing paperwork, benefits and pay, verification of travel claims for baggage fees and mileage, uniform issue, boot sizing, banking, personnel questions, living allowance and much more. It is organized into stations and you are guided through each station. In-processing requires your full-attention and we thank you for your patience in advance.

**Sample of In-processing schedule for team leaders *(EXAMPLE ONLY)*:** This is not your actual in-processing schedule; it's just to give you an idea of what you can expect. You receive your in-processing schedule on arrival day.

| WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|
| ***Arrival Day***<br><br>***Refer to schedule on page 19*** | 6:45 AM – 7:45 AM<br>**Breakfast**<br><br>8:00 AM – 8:30 AM<br>**Welcome and Travel Reimbursement**<br><br>8:40 AM-9:20 AM<br>**Copier, Fax, Mail and UPS**<br><br>9:30 AM-12:00 PM<br>**Orientation to TL Training**<br><br>12:00 PM-1:00 PM<br>**Lunch**<br><br>1:00-5:00 PM<br>**In-Processing and Financial Management** | 6:45 AM – 7:45 AM<br>**Breakfast**<br><br>8:00 AM – 9:00 AM<br>**Community Meeting**<br><br>**Team Leader Training Begins** | 10:30 AM – 2:00 PM<br>**Exploring the Community** |

To facilitate your in-processing, please read pages 50-51 thoroughly then fill out the forms and submit via email or fax.

To Jules Idziak: ***(all returned within 10 days)***

- Transportation Selection Form – ***CRITICAL – this form secures your placement in NCCC***
- General Consent Form
- Emergency Contact Information
- Consent for Release of Information
- AmeriCorps Health Coverage Questionnaire

**Please complete this form now so you do not forget.**

**Complete online form within 10 days**

- Online Member Profile Form-click on this link to complete online

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## Required In-Processing Documentation

- A valid government issued photo ID (front and back) with the date of birth listed
- A copy of your current driving record (past 3 years)
- Bring your bank information (account and routing numbers)
- Record of current Tetanus shot – you will receive this shot during your physical if you cannot prove that you have had one in the past seven years

## A Valid Government Issued Photo ID

To complete in-processing, you must bring with you a valid government issued photo ID; driver's license, passport or state issued photo ID.

- If your photo ID does not list your date of birth, the following documents are acceptable for substitutes: a copy of your birth certificate, naturalization certificate, alien registration card or baptismal certificate.

## A Copy of Your Driving Record

ALL team leaders and corps members with valid state driver's licenses are required to bring a current copy of their driving record to campus. Everyone has a driving record if you have a driver's license, regardless if you have had any tickets or not.

1. Most records can be obtained by calling the registry of motor vehicles in your state.
2. **There is a small fee involved (you are not reimbursed for this charge).** ***This can often take several weeks to obtain. Please do not procrastinate.***
3. When requesting your driving record, ask for your driving history for the past three years.
   - The driving record can be official or unofficial.
4. NCCC requires a copy of your driving record because some members are required to drive government vehicles.
5. You may email, mail or fax this information before your arrival to the campus. Send to the attention of Jules Idziak.

## Banking

You are required to have a direct deposit account in order to receive your living allowance. Funds are automatically deposited into your account on designated dates. Corps members may access their funds through automatic teller machines, bank cards, check writing or other banking services, i.e. teller services.

If you currently have a checking account and elect to have your funds deposited into that account you can login in to the "My AmeriCorps" portal and complete your online banking form. You will need your bank account and routing number.

If you do not presently have a checking account with a debit card or desire to establish a new account once you arrive on campus, there will be banking representatives from major local banks on campus during in-processing. This service is offered as a convenience. You are not required to use these banking institutions, but remember that you must have a direct deposit account in order to receive your living allowance.

If you are unable to acquire a debit card through a banking facility please come prepared with a refillable debit card. These cards generally have a monthly fee, but you are able to use them as a debit

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card. Information about these cards can be found online. They do not require a banking account, but can be used to directly deposit your living stipend. Please contact Jules Idziak, 319-472-9664 ext. 26 or jidziak@cns.gov, with any questions regarding this. She will be able to assist you in setting up the card.

****You will receive your first full allotment approximately two weeks after you arrive on campus so please bring money to hold you over.****

## Vehicle Registration

Private vehicles must be registered with the campus. If you are driving to campus with a private automobile you must have the following information to register your vehicle:

- A valid driver's license
- Vehicle registration papers
- Proof of insurance

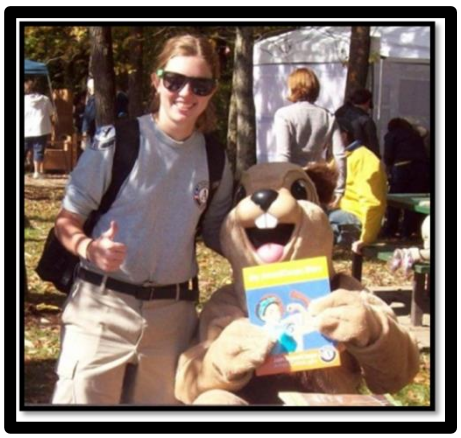
## TB/Tetanus/Drug Test

You undergo a very basic physical during your initial training. This physical examination takes place during your first week on campus at Virginia Gay Hospital. The physical examination involves:

- Vaccination for tetanus/diphtheria and a skin test or x-ray for tuberculosis (TB). If you have had a tetanus vaccination please bring documentation. ***Please bring a copy of your immunization records***.
    - *If you cannot provide documentation you will receive the shots.*
- Ten Panel Drug test

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

## Frequently Asked Questions about What to Expect After Your Arrival



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

A: In-processing involves the verification of travel claims for baggage fees and mileage, uniform issue, banking, personnel questions, completion of forms, benefits and pay, living allowance and much more. In-processing officially enrolls you in to the program.

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

A: Upon arrival, you check in with the member support specialist in the administrative offices of Palmer Hall to begin your in-processing. During this time you verify your name, Social Security number, meet staff, receive your room assignment and go through uniform sizing.

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

A: Meal accommodations are made for you on arrival day.

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

A: Team leaders are asked to drive government vehicles and as a result we need to have their driving record on file. This allows us to make sure that those team leaders driving are safe drivers.

### HIGHLIGHTS FROM THIS SECTION

- These are the items you need to bring with you for arrival day and in-processing:
  - Copy of your driving record (3 year history-Official or unofficial)
  - Valid Government Issued Photo ID (need for both arrival day and in-processing)
  - Documentation of tetanus shot if you have had one. If you have not or do not have documentation, we provide the shot for you.
- If you do not wish to have your stipend deposited in your current bank account, you have the opportunity to sign up for a new account with a local bank. You can also acquire a refillable debit card on your own terms before coming to the program.
- You undergo a drug screening within the first week. Anyone testing positive is immediately dismissed from the program. Also, random drug testing occurs throughout the 10 months of service (11 months for team leaders).

# CORPS LIFE

## Your Contact Information

*Even though you are traveling and changing locations on a frequent basis, we strongly encourage you to keep in touch with family and friends.*

## Mail

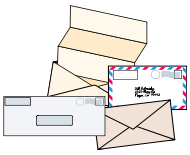
You are provided with mail service through the administrative offices in the basement level of Palmer Hall. Mail is sorted by support team leaders into team mail bins in the mail room and team leaders pick up the mail and any boxes/packages at the end of each day.

- Corps members are not allowed to pick up their own mail.
- You do not receive any mail and/or boxes/packages on Saturday, Sunday, or federal holidays as U.S. Postal Service, UPS and Fed Ex do not deliver to the campus on these days because our administrative offices are closed.

The following is your address for your 10 months of service. Family and friends may address items to you as follows:

YOUR NAME –Class 23/Team #
AmeriCorps NCCC
1004 G Ave
Vinton, IA 52349

*Example Only:*
Jane Doe –Class 23/Cedar 1
AmeriCorps NCCC
1004 G Ave
Vinton, IA 52349



***(You receive your team assignment (TEAM #) when you arrive on campus so until then leave your team # off your address.)***

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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 does 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 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

You are not always staying at the Vinton campus. However, you may consider the campus address as your mailing address for the full 10 months. Once a week, most of the mail received at the campus address is sent to you wherever your team is serving, with the exception of boxes/packages. **Due to the cost of shipping, only boxes or packages containing medical or emergency items will be forwarded to SPIKE sites.** All mail that is not forwarded to SPIKE sites is waiting for you in the mail room in the basement of Palmer Hall when you return to Vinton for transitions between project rounds.

# Telephone

## Residences Hall

There is a phone available in Rice Hall (room 203) that team leaders and corps members may use to make local calls. However, you need a calling card to make long distance calls.

## Emergency

In the event of an **emergency** you may be contacted through your **team leader and/or unit leader.** These contact numbers are provided to you upon your arrival and posted on boards in residence halls. It is your responsibility to communicate these phone numbers to necessary family members.

## Administration Offices (Palmer Hall/Basement Level)

The **North Central Region Administration** can be reached between the hours of 8:00 a.m. - 5:00 p.m. central time Monday - Friday at **(319) 472-9664.**

**Key Staff Telephone Extensions and Emails:**

| | | |
|---|---|---|
| Jules Idziak, Member Support Specialist | x 26 | jidziak@cns.gov |
| Angela Sarrels, Community Relations Specialist | x 12 | asarrels@cns.gov |

## Cell Phones

Personal cell phones are permitted. We do require, however, that you keep them turned off during trainings, work hours and team meetings.

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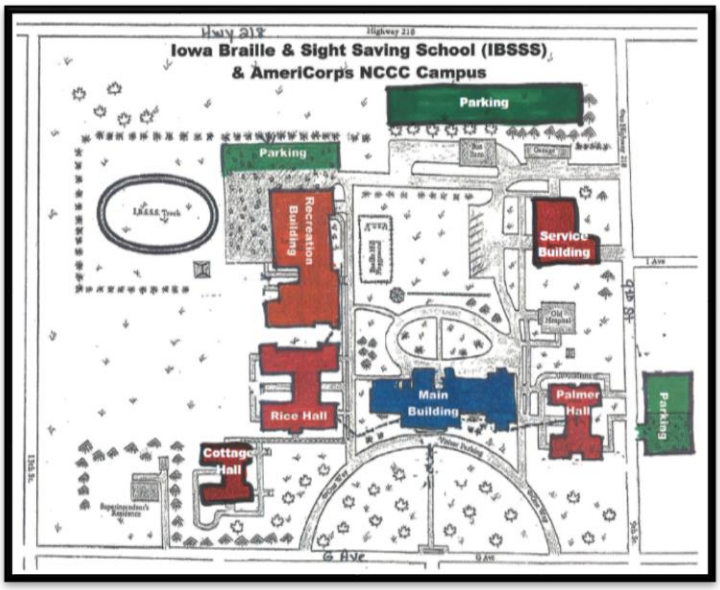
## About the Vinton Campus




The North Central Region campus is located in Vinton, Iowa, about 30 miles northwest of Cedar Rapids. The NCCC campus is housed on the Iowa Braille and Sight Saving School (IBSSS) facility and AmeriCorps NCCC shares space with IBSSS.

Founded in 1852, IBSSS is Iowa's second oldest education institution and is a fully accredited school governed by the State Board of Regents. Mary Ingalls, their most famous student, graduated from this school in 1889. The school's mission is to enable Iowa's students who are blind or visually impaired to function as independently as possible in all aspects of life by providing appropriate educational opportunities, resources and support services.

Though you most likely only spend about 10-25% of your time on campus (the balance of your time is spent on projects at other locations throughout our 10-state region), you will certainly never mind "coming home" to Vinton. It is a charming small town with specialty shops, theater, activity centers and outdoor recreation opportunities.

The North Central Region campus consists of four buildings: the supply building and three residence halls: Rice Hall, Palmer Hall and the Cottage. The administrative offices are open from 8:00 a.m.—5:00 p.m. (central) Monday through Friday and housed in the basement and first floor of Palmer Hall. To meet with staff outside of these hours you need to make an appointment with them.

### Resources available to members on Administrative Floors (Palmer Basement)

- Life After AmeriCorps room - Resources are available to assist you with your Life After AmeriCorps (LAA) plans.
- Mail room – Where mail is sorted for pick up by team leaders.
- Outgoing mail – You are able drop off outgoing mail which is picked up Monday-Friday by the U.S. Postal Service. There is also mail drop box located on the 1st floor of Palmer Hall.
- Copier and fax machine – Located in west wing of the administrative offices.

### Fun Facts about Iowa

- **Nickname**: The Hawkeye State
- **State Motto**: Our Liberties We Prize and Our Rights We Will Maintain
- **State Bird**: Eastern Goldfinch
- **State Tree**: Oak
- **State Flower**: Wild Rose
- **State Rock**: Geode
- **Population**: 2,982,085 (2006)
- **Land Area**: 55,869 square miles
- **Statehood**: December 28, 1846 (the 29th state to enter the union)
- **Capital City**: Des Moines (2 hours from Vinton), population 196,917 (2005)
- **Governor**: Terry Branstad
- **Lt. Governor**: Kim Reynolds

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# North Central Region Staff

| | |
|---|---|
| Region Director | Vacant |
| Deputy Region Director for Operations | Rob Levis |
| Deputy Region Director for Programming | Jody Burns* |
| Deputy Region Director for Units | Jesse Hurley |
| Assistant Program Director | Alana Svensen* |
| Assistant Program Director | Jeff Moeur* |
| Assistant Program Director-Training | Audra Piotti* |
| Community Relations Associate | Erin Horning* |
| Community Relations Specialist | Angela Sarrels* |
| Counselor | Sam Thompson |
| Fleet Manager | Dave Luther |
| Logistics Assistant | Chelsea Dreiling* |
| Member Development Associate | Marilyn Ponce* |
| Member Support Specialist | Jules Idziak* |
| Member Support Associate | Dorothy Olszyk* |
| Program Associate | Erin Harmon* |
| Program Associate | Kellie Mattingly* |
| Residence Coordinator | Tosha Giroux* |
| Resource Manager | Jamie Schoch |
| Resource Manager Associate | Rachael Smith* |
| Support Services Specialist | John England |
| Training Specialist | Gus Davila* |
| Unit Leader | Allison Watkins* |
| Unit Leader | Jimmy Kelly* |
| Unit Leader | Fritz Noren |
| Unit Leader | Thomas Howard, Jr.* |
| Unit Leader | Lindsay Miles |

**Indicates staff member is an NCCC alum*

## Residence Halls

Palmer Hall, Rice Hall and the Cottage each have three floors. The basement in Palmer is reserved for the administrative offices of staff. In Rice Hall the basement consists of training rooms, kitchens, laundry room and dining areas. The first and second floors in the residence halls consist of

- Corps member and team leader rooms
- Lounges (three in each hall)
- Computer lab (Palmer & Rice only) – a total of 16 computers in the lab with Internet access
- Male/female bathrooms
- Laundry rooms – washers/dryers (no charge)
- Kitchens (three in Palmer, two in Cottage and four in Rice)
- Dining areas (four in Palmer, two in Cottage and three in Rice)

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Two to four team leaders are assigned to a room. The number of team leaders is based on room size. Room amenities include single beds, wardrobes, chairs, a desk and trash can. Roommates are same-sex.

Lounge amenities include couches, TV, DVD player, tables, books, games and trash/recycling containers.

Kitchen amenities include ovens/convection ovens, sinks, microwaves and refrigerators. Each team is assigned a kitchen where they store food and prepare meals. Each team is also assigned their own refrigerator to store food.

## Meals

Teams prepare and eat most of their meals in the kitchens and dining rooms located in Palmer Hall, Rice Hall and the Cottage. Team leaders and corps members with special eating requirements/dietary needs should be prepared to supplement their diet on their own. You may choose to eat outside of these planned meals at you own expense.

Meals on SPIKES: Meals for teams on spike service projects vary. The team leader is given a budget for each spike service project. The amount of the budget varies depending on what food/meals your project sponsor may provide your team. Usually teams eat cereal/oatmeal for breakfast, granola bars/fruit/sandwich (PB&J or meat) for lunch and dinners vary from team to team. **Special dietary needs are at your own expense.**

## Safety & Sanitation

We want to maintain a safe and healthy living environment for all corps members and team leaders. Teams are **responsible for the cleanliness of their private rooms, kitchens and common areas on a daily basis.** In order to make sure team leaders and corps members are maintaining their rooms and common areas, room inspections are enforced. Inspections are an overall check for the safety and cleanliness of each room.

**Rooms, kitchens and common area inspections are conducted weekly** in addition to the team leader's pre-spike room inspections. Some inspections are announced and others are random. Inspections are managed by the residence coordinator and unit staff. Unit staff manages discipline for failed inspections. Inspections are completed by a two-person staff team to ensure the security and privacy of personal property.

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Room and common area inspection minimum requirements include:

Room Inspections
- Beds made daily
- Clothing and personal items stored
- Trash containers emptied
- Floors free of debris
- Windowsills and furniture dusted

Common Area Inspections
- Floors free of debris, swept, mopped and vacuumed
- Counters/tables/sinks wiped down
- Toilets/showers disinfected and scrubbed
- Trash/recycling containers emptied

Prohibited Items in Rooms
- Candles, incense, flammable materials, hot plates, microwaves, coffeemakers, broilers, rice steamers, illegal drugs or any paraphernalia, ashtrays, refrigerators (will be provided for medicine), alcoholic beverages and/or containers, fish and animals.

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.

Specifics about room and common area inspections are reviewed during in-processing week.

## Drug and Alcohol Policy

**Alcohol is prohibited during service or training hours and shall not be used by or served to anyone, regardless of age, in AmeriCorps NCCC facilities, housing areas or project sites.** Alcohol may not be transported in AmeriCorps NCCC/sponsor vehicles for any reason. It is not the intent of AmeriCorps NCCC to preclude anyone who is of legal age from drinking alcoholic beverages in licensed establishments, either on host facilities or in the community.

**The consumption of alcohol is not permitted at any time on campus, at the project work site, SPIKE lodging or during working hours.**

**AmeriCorps NCCC has a zero tolerance on illegal drug use.** You undergo drug screening as part of a basic physical exam within one week upon arriving. Urinalysis drug screening also occurs 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 is immediately dismissed from the program. Drug paraphernalia found in a person's possession leads to dismissal as well.

Smoking

**Our campus is located on the grounds of a public K-12 school. Iowa state law does not allow smoking on school grounds. In addition, possession or use of drugs or alcohol on school grounds is in violation of Iowa state law.**

**Smoking is not permitted in any buildings or anywhere on campus other than the designated smoking area across the street from Palmer hall.**

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## Security and Visitors

Caution and awareness are critical to your safety. Your safety is of utmost importance to us. Each night a team leader is on duty watch. The duty team leader makes periodic rounds to make sure the halls are secure and are responsible for the duty phone, which is the emergency number to the campus.

Guests may not stay overnight in the residence halls, however there are two hotels/motels located in Vinton. There are many hotels to choose from in Cedar Rapids and Waterloo which are approximately 30-40 minutes from campus. All visits must be worked around your work schedule.

## Getting Around

The heart of Vinton is about four square miles, so most destinations are in easy walking or biking distance.

Teams are allowed to utilize government vehicles for health and comfort needs (i.e. bank, grocery store, post office, Wal-Mart, Target, etc.) with permission from their team leader. There is no public transportation in Vinton.

## Leisure Activities

There are a number of leisure activities available to members on campus and in the Vinton community. There is a pool on campus that team leaders and corps members can use during NCCC posted times. There is also a basketball court, fire pit and outdoor volleyball court on campus.

## Physical Training/Fitness

Physical training (PT) is part of the NCCC experience. The activities are facilitated by the team leader. PT is conducted corps-wide three times per week during CTI (Corps Training Institute). Physical fitness lasts for approximately one hour and contains a warm up, stretch, 30-45 minutes of cardiovascular endurance or muscular strength and a cool down. After CTI, each team participates in PT three times per week.

## Entertainment

The staff of AmeriCorps NCCC fully supports activities organized by the Corps using our administrative building and residence halls. Past events have included: movie nights, game nights, cultural coffeehouse (talent show), knitting club, etc. The only limit is your imagination and positive attitude! There are also a number of places in Vinton for entertainment.

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.

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# Benefits

## Living Allowance

Team leaders receive their living allowance every two weeks. The allowance is approximately $450.00 after taxes are deducted. Checks cover a 14-day period and are paid ten days after the end of the pay period for which the allowance is earned. The allowance is electronically deposited into your personal bank account. **Direct deposit is mandatory**. This means you must fill out a direct deposit form online through the AmeriCorps portal where you provide your current bank account information or be prepared to open an account in a local banking facility immediately upon arrival in Vinton. There will be representatives from a couple major local banks present during in-processing for members in August. If you would like to open an account, a valid personal ID will be required. This is a courtesy provided to you and does not represent a NCCC endorsement of this institution. **You DO have the option of selecting any financial institution you choose.**

If you are not able to open a bank account with an institution locally due to previous banking issues, it is suggested that you check out Credit Unions that may be more lenient. Also, another option is purchasing a pre-paid credit card (places such as Target and Wal-Mart offer these) and using this card for your direct deposit. Be sure before you purchase the card that it can be used for direct deposit. If you have questions, contact Jules Idziak at (319) 472-9664 x 26 or jidziak@cns.gov.

You are entering AmeriCorps NCCC near the beginning of a previously established Corporation for National and Community Service two-week pay cycle. Therefore, your first living allowance check will be for less than a full pay period. **You receive your first check two weeks after arriving at the campus.**

You receive a complete schedule of allowance pay dates for the 11 months during in-processing. Your personal finances are your responsibility. If there is a payroll error, it is your responsibility to keep track of your paychecks and balance, and to work with your bank and NCCC staff to resolve the situation.

***Please make special note of when you will start receiving your living stipend (two weeks after arriving) and plan accordingly for your first month in Vinton, Iowa.***

## Healthcare Benefits

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 your entry into AmeriCorps NCCC; this benefit will automatically terminate at midnight on the date you exit the program.

The AmeriCorps Health Benefits 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 http://www.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., an annual ob-gyn visit 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.

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The AmeriCorps Health Benefit Plan provides a prescription drug program in combination with your health care benefits. There is $5.00 co-pay for each prescription filled at a pharmacy. While pre-existing conditions are not covered, most pre-existing prescriptions are covered.

*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.

Upon arrival to campus you will be required to complete paperwork that provides International Medical Group with the 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, policyholder name and date of birth, policy number, policy start and end dates, name of insurance company, and insurance company contact information.

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

## Education Award

After you complete the full 11 months and **1,700** hours of service you receive an Education Award of **$5,775.00**. This award may be applied to future schooling costs or to existing qualified student loans. Additional information on how you access this award and places you can use it are distributed near the end of the program.

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

Those who enter AmeriCorps NCCC with a *qualified student loan* are eligible to apply for forbearance. A complete explanation of forbearance and its implications are given during in-processing at the campus.

The following information is required to fill out the form,

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

You are not allowed to apply for forbearance until you have arrived at the campus and been in-processed. Your claim will be denied if you apply before you arrive on campus. We suggest you contact your lender prior to your service to verify qualification for forbearance through AmeriCorps NCCC.

Even 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).** Therefore, if payments for your loan are due any time before January 5, 2017 for STLs and January 10, 2017 for TLs, you are responsible for making those payments.

## Child Care Allowance

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 receive 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 the Member Support Specialist at your assigned campus prior to your arrival if you are interested in applying for this benefit. You may find more detailed information about the AmeriCorps Child Care Benefit application process at http://www.americorpschildcare.com/ or call 1-855-886-0687.

## Personal Days

All team leaders receive **three 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. Team leaders 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 day/days being requested. The leave request form may be obtained from the unit leader when needed. Transition weeks (time between projects) are reserved for training and programmatic activities; members should not plan on taking leave during that time. Team leaders, who purchase airline tickets prior to having their leave request approved, do so at their own risk. Team leaders should also discourage parents/family members from purchasing tickets for them prior to confirmation of leave approval. Purchase of an airline ticket prior to leave approval does not guarantee that the leave request is approved.

Team leaders also receive two paid days off to use for "Life After AmeriCorps" activities. Team leaders should use the same process as that for personal days to request "Life After AmeriCorps" days. Any additional time requested is without pay and at the unit leader's discretion.

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

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

## Vacations/Holidays

There are paid breaks during your term of service. The residence halls are open during the breaks for those who decide to stay on campus. Travel at these times is at your own expense.

The corps observes some official federal holidays. In some cases, you may work on various holidays due to the schedules of project sponsors, cost effectiveness of SPIKE travel or disaster services. In such a case, you are compensated with time off at a later date. In addition, you will receive a one week winter break and short spring break.

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

### Federal Holidays

*(You may have to work on these days)*

February 15 -George Washington's Birthday
May 30 - Memorial Day
July 4 - Fourth of July
September 5 - Labor Day
October 10 - Columbus Day
November 11-Veteran's Day

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# Frequently Asked Questions about Corps Life

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

A: Roommates are assigned randomly. Only same gender matches are made for all rooms. People who are placed on the same team are generally not assigned as roommates. **You do not receive your room assignment until you arrive on campus.** Roommates are not assigned in advance because team leaders and corps members are being added to replace those that have withdrawn right up until the campus opens. As a result, we do not assign rooms until the last possible moment.

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

A: No, because you do not keep the same room throughout your term of service. When you leave on service projects you pack the items you are not taking with you into your NCCC issued duffel bag and it will be kept in a secure location until you come back to campus.

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

A: You have free time when there are no team or corps obligations – i.e. working on service assignment, 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 weeks and occasional evening sessions. Service projects may frequently go beyond an eight-hour work day and may have unique work schedules (i.e. Tues – Sat., working from 11:00 a.m. – 9:00 p.m.) and you have to be flexible to the needs of the project.

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

A: You are allotted three personal days to be used for any occasion (at the conclusion of Corps Training Institute, CTI) and two "Life After AmeriCorps" days to be used with permission to plan for the future, take tests or go on job interviews. You are allotted two sick in quarter's days over the course of the program. Additional sick days are granted in conjunction with a doctor's visit. **It is up to you to make up any hours not worked due to the use of personal leave or sick leave.**

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

A: Yes, there are breaks. **The exact dates of these breaks are announced during your initial training.** All travel at these times is at your own expense. All residence halls and project housing remain open - you are not required to leave. **Please remember that you may be called to assist with a disaster relief operation during any of these breaks.**

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

A: AmeriCorps NCCC observes some of the federal holidays indicated on the pay schedule calendar in the member handbook. You may be asked to work or travel on these days depending on the schedule of your project and the cost effectiveness of travel or lodging. Martin Luther King, Jr. Day is commemorated as "A Day ON, Not a Day OFF," and members are engaged in service projects on this day.

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

A: The varying service projects and schedules, including service projects (SPIKES) that are located in states throughout the region 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 NCCC rules, policies and procedures, which are intended to benefit our team leaders, corps members and the community organizations we serve. We review the handbook during your initial training period; however, **you are ultimately responsible for understanding the policies and knowing their appropriate consequences if not followed.**

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***Q: Will I be issued any other items?***

A: You are given a sleeping bag and red backpack to use for the year. Work-related items, such as gloves, earplugs and safety goggles are also given out to all.

***Q: Are there other uniform requirements?***

A: While in your AmeriCorps NCCC uniform, **facial piercings are not allowed.** Any piercing in the ears must be **no larger/longer in diameter than a dime.** This is for safety concerns. Hair color must be **a natural looking color (i.e. it may be dyed, but not red, green, blue, etc.)**. Piercings you choose to have when not in your uniform are at your own discretion.

***Q: Are you allowed to have tattoos?***

A: Yes. You may however be asked to cover up your tattoos by your project sponsors.

***Q: How will I receive my living allowance?***

**A:** You receive an allowance of approximately $450 every two weeks, after taxes. **You receive your first payment within two weeks upon arriving at the campus.** The $450 is directly deposited into your bank account every other week. We also have representatives from local banking facilities to help you open a new account if necessary. **Your first payment may be a paper check, but you do not have the option to be paid via check for the remainder of your service.**

***Q: Will I receive healthcare benefits?***

A: Yes. Limited healthcare benefits coverage is provided by International Medical Group, Inc., for injuries and illness that occur during the 11 months. Hospitals take care of serious problems; otherwise, a local clinic provides for general health care needs. **Pre-existing conditions will not be covered. It is recommended that individuals with pre-existing conditions retain other health insurance to cover medical cost related to those pre-existing conditions.** Team leaders pay a $5.00 co-pay for services at medical facilities. You may use a private doctor as long as they are within the network, otherwise you may have to pay for the visit out of your own expenses. Life insurance is not provided to members. There is no co-pay for generic prescription drugs and a $5.00 co-pay for brand name prescriptions filled at a pharmacy.

## HIGHLIGHTS FROM THIS SECTION

- You need to bring your own personal items, twin sheet and a pillow – remember that you are sharing space with multiple team leaders.
- **All residence halls are drug and alcohol-free**. Use of alcohol by anyone, regardless of age, results in appropriate disciplinary action, including possible suspension or dismissal from program.
- You receive your roommate assignment when you arrive on campus.
- The exact dates of your breaks are announced during training.
- You receive your first living allowance payment approximately two weeks after arriving at the campus. Please plan accordingly.
- **Pre-existing conditions will not be covered by your AmeriCorps healthcare benefits.** It is recommended that individuals with pre-existing conditions retain other health insurance to cover medical cost related to those pre-existing conditions.
- You receive your education award upon successful completion of the program.
- Possession of alcohol or drugs on the campus is strictly prohibited.

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# VINTON AND THE SURROUNDING AREAS

The AmeriCorps NCCC North Central Region Campus is located in Vinton, Iowa, just 30-40 minutes from Cedar Rapids and Waterloo. Corps Members serving at the North Central Region Campus serve on projects in Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.

## About Vinton, Iowa

Nestled in the heart of the Cedar River Valley, Vinton with a population of more than 5,000 is the county seat and principal town of Benton county. Learn more.

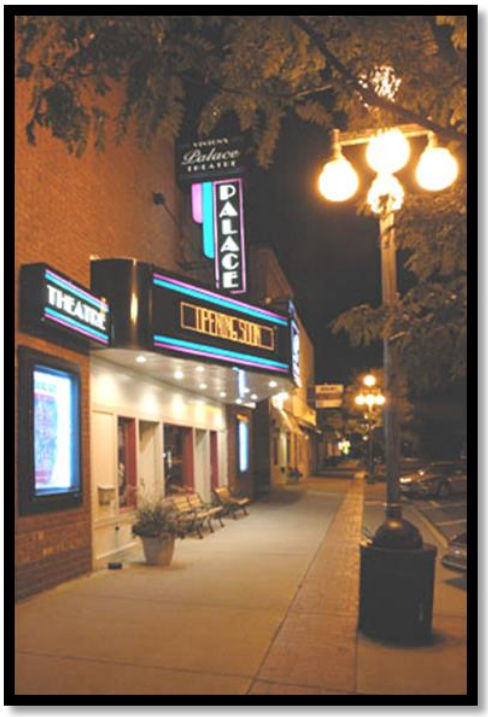
## Typical Weather for Vinton

| | | | | | |
|---|---|---|---|---|---|
| January<br>Normal High: 26˚F<br>Normal Low: 9˚F<br>Normal Average: 18˚F | February<br>Normal High: 33˚F<br>Normal Low: 16˚F<br>Normal Average: 25˚F | March<br>Normal High: 46˚F<br>Normal Low: 26˚F<br>Normal Average: 36˚F | April<br>Normal High: 60˚F<br>Normal Low: 38˚F<br>Normal Average: 49˚F | May<br>Normal High: 72˚F<br>Normal Low: 50˚F<br>Normal Average: 61˚F | June<br>Normal High: 82˚F<br>Normal Low: 59˚F<br>Normal Average: 71˚F |
| July<br>Normal High: 86˚F<br>Normal Low: 64˚F<br>Normal Average: 75˚F | August<br>Normal High: 83˚F<br>Normal Low: 62˚F<br>Normal Average: 72˚F | September<br>Normal High: 75˚F<br>Normal Low: 52˚F<br>Normal Average: 64˚F | October<br>Normal High: 64˚F<br>Normal Low: 41˚F<br>Normal Average: 52˚F | November<br>Normal High: 46˚F<br>Normal Low: 28˚F<br>Normal Average: 37˚F | December<br>Normal High: 32˚F<br>Normal Low: 15˚F<br>Normal Average: 24˚F |

## Entertainment in Vinton

- Vinton Skate & Activity Center (1703 C Ave) - Also includes a seasonal nine-hole miniature golf course
- Farmers Market (Vinton Railroad Depot) – The market is open from June through September.

- Vinton Community Swimming Pool (302 N. 8th Ave) - Open from Memorial Day weekend through Labor Day
- Riverside Disc Golf Course (Riverside Park north of the Recreation Center)
- Palace Theatre (210 W. 4th St) – First run movies for $3.00; 3D movies for $4.00
- Berry's Lanes, Inc. (1115 1st St. W) - Bowling




## Shopping in Vinton

- Fareway-grocery store (501 A Ave)
- Super One Dollar Store (115 W 4th St)
- Theisen's (1405 S Hwy 218)
- Dollar General (N. K Ave)
- Hometown (Shopko) (across from the campus)

## Places to eat in Vinton

- Lotus-Chinese (102 W 4th St)
- Pizza Hut (303 N K St)
- The Pizza Ranch (219 W. 4th St)
- McDonalds (308 S K St)
- Vinton Family Restaurant (C Ave/Next to High School)
- Subway (309 N K St)
- Ron-Da-Voo Lounge & Deli (414 1st Ave)
- Tootsie's Malt Shop (210 N K St)
- Le Reyna-Mexican (202 W 4th St)
- Jolly's Pizza

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## Check out these web sites

**Vinton Area**

**Vinton Area**

- http://www.vintonia.org/
- http://www.vintoniowa.net/
- http://www.vintonpalace.org/

**Airport**

- Eastern Iowa Airport-Cedar Rapids- http://www.crairport.org/

### Newspapers

- Cedar Valley Times and the Vinton Eagle- http://www.communitynewspapergroup.com/vinton_newspapers/
- Vinton Today - http://www.vintoniowa.org
- Cedar Rapids Gazette- http://www.gazetteonline.com
- Waterloo Cedar Falls Courier -http://www.wcfcourier.com

### Local Parks

- Vinton Parks and Recreation Department -http://www.vprdzone.com/

### Iowa Government

- http://www.ia.gov/

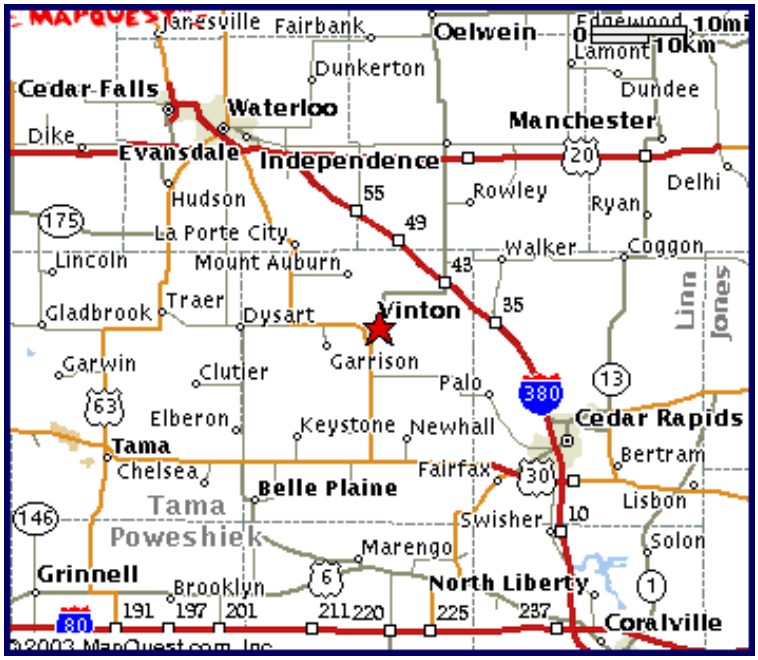
# Frequently Asked Questions about the North Central Region

***Q. What is the area of the country served by the North Central Region Campus?***

A: The North Central Region Campus serves Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.

***Q. Where is the North Central Region Campus located?***

A: The North Central Region Campus is located in Vinton, Iowa between Waterloo and Cedar Rapids.

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# MEMBER DEVELOPMENT AND TRAINING IN NCCC

## Service Learning

Many team leaders and corps 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 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 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 also helps you to recognize how the knowledge, skills and awareness gained in the NCCC enables you to continue to help solve community problems long after your term of NCCC service is complete.

AmeriCorps NCCC incorporates service learning into service projects in many ways. The training given prior to a service project is only one example. Your service learning experience continues to evolve throughout the duration of your service project. Not only do your practical skills develop, but you learn more about the organization with which you are working and the social issues related to the service assignment.

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

**Service Learning Example: Wonderland Camp**

Wonderland Camp provides a camp experience for children with physical and mental challenges. As a way for members to gain understanding about the physical challenges children with disabilities are faced with, the Service Learning Initiators designed a scavenger hunt and an empathy dinner. Both activities focused on corps members gaining awareness and insight by having them live part of the day as someone with a physical limitation.

During the scavenger hunt corps members were paired up and each person had a disability (blind, mute, one hand, no legs). Some tasks they were required to complete in the game included putting a basketball through a hoop, walking to the waterfront and brushing another person's teeth. All of the tasks assigned were things the campers would have to do on a regular basis or while at the camp.

Additionally, the team participated in an empathy dinner where each corps member ate their meal as though they had a disability. After the meal, the team shared thoughtful reflections with one another on what the experience was like for them.

## All-Corps Training

All-Corps activities involve the entire corps: support team leaders, team leaders and corps members.

### Team Leader Training (TLT)

Team leader training is a four week intensive training period to orient you to the culture, procedures and policies of NCCC to assist you with leading a team for 10 months in the field.

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## Corps Training Institute (CTI)

CTI is a four week intensive training period to orient you to the culture, procedures and policies of NCCC. CTI is designed to equip corps members with the foundation of knowledge and skills necessary to begin to serve on projects in NCCC's **FIVE** focus areas:

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

Examples of trainings include team building, disaster services, first aid, CPR and tool safety.

## Transition Weeks

Transition weeks are short periods of time (three to four days in length) that fall between service projects. NCCC project rounds typically last six to eight weeks. Transition weeks are not breaks or vacations – you are expected to attend trainings, meetings and participate in service project preparation. The types of training you receive during these periods include team building, leadership development, service project orientations and tool training.

## Mid-Year Training

During mid-year, team leaders and corps members have an opportunity to mark their progress since CTI and reevaluate their knowledge base. It is a time to reexamine the dynamics of a team, service project preparation, pre-service training and professional development. The Mid-Year training begins at the conclusion of summer break and typically lasts one week.

# On-Going Training

Training occurs throughout the corps year. You receive training before, during and as needed for each service project. You also participate in a variety of service learning opportunities while at your service project sites and during project transition periods. Learning is vital to the NCCC experience; training is an imperative aspect of service. We are confident that the experience you bring to AmeriCorps NCCC, in combination with the new skills we teach you, will prepare you to be a leader in your community.

# Independent Service Projects (ISP)

Independent Service Projects are an integral part of our program, and an opportunity to supplement your service experience with work that you may not have a chance to encounter otherwise. Corps members on your team must complete 80 hours of ISPs as part of their 1,700 hour requirement before they graduate. This gives corps members the opportunity to follow through with a service project on their own or with a few other teammates or friends. It is the corps member's responsibility to contact non-profit organizations to develop ISP opportunities. ISPs must be

approved by your unit leader and be performed so as not to interfere with your team's regular, team-based projects. The specific requirements for an ISP are discussed in detail during CTI. Some examples of an ISP are cleaning up public schools or volunteering at a homeless shelter. 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.

## Member Development

Part of our mission at AmeriCorps NCCC is to help you develop into catalysts for positive social change. While in the program, you are required to complete a personal résumé and encouraged to do a personal portfolio, commemorating your work in NCCC. Résumé workshops are 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 North Central Region Campus will provide access to resources for you to complete your GED on your own.

## Life After AmeriCorps (LAA)

Life After AmeriCorps (LAA) is an important component at the North Central Region Campus. We want you to feel comfortable in your transition from AmeriCorps NCCC. We provide you with valuable information regarding resume development, interview skills, financial aid, money management, etc. We also have LAA Resources available that aids you in your job search, other service opportunities or future studies. If you want to go to college or graduate school after AmeriCorps, LAA resources and materials will help you select the educational institution of your choice. These are available through the program office. **You are also granted two LAA Days during your year with which you can pursue future plans.** Please note that you are held accountable for your activities during your LAA Days.

### *Below is a sample weekly schedule which will give you a good idea of what to expect during your team leader training:*

*(This schedule may or may not reflect your actual schedule)*

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|
| **5:45 AM-6:45 AM**<br>Physical Training<br><br>**8:00 AM - 8:30 AM**<br>Community Meeting<br><br>**8:30 AM - 10:15 AM**<br>Crisis Intervention Part 1<br><br>**10:30 AM - 12:30 PM**<br>Crisis Intervention Part 2<br><br>**12:30 PM - 1:15 PM**<br>Lunch<br><br>**1:30 PM - 2:30 PM**<br>Review Team Rep Positions<br><br>**2:45 PM - 4:00 PM**<br>Project Meeting<br><br>**4:00 PM-5:00 PM**<br>Unit Time | **8:30 AM - 10:30 PM**<br>Forms Training<br><br>**10:30 AM - 12:00 PM**<br>Unit Time<br><br>**12:00 PM - 1:00 PM**<br>Lunch<br><br>**1:15 PM- 5:00 PM**<br>Supervisory Training | **5:45 AM - 6:45 AM**<br>Physical Training<br><br>**8:30 AM - 12:00 PM**<br>Supervisory Training<br><br>**12:00 PM - 1:00 PM**<br>Lunch<br><br>**1:30 PM - 5:00 PM**<br>Supervisory Training<br><br>**6:30 PM - 7:30 PM**<br>Team Leader Roundtable-Putting it All together discussion | **8:00 AM-8:30 AM**<br>Supervisory Training Debrief<br><br>**8:30 AM - 12:15 PM**<br>Corps Member handbook<br><br>**12:00 PM - 1:00 PM**<br>Lunch<br><br>**1:30 PM - 4:30 PM**<br>Recruitment and Media<br><br>**6:30 PM - 7:30 PM**<br>Team Leader Roundtable-How to Lead & Supervise discussion | **5:45 AM - 6:45 AM**<br>Physical Training<br><br>**8:30 AM -10:00 PM**<br>Financial Management<br><br>**10:15 AM-12:15 PM**<br>Project Development Process & Working with Project Site Supervisors<br><br>**12:15 PM - 1:00 PM**<br>Lunch<br><br>**1:15 PM - 2:00 PM**<br>Project Handoff and Briefing Process<br><br>**2:15 PM-5:00 PM**<br>Project and General Safety |

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## Frequently Asked Questions about Member Development & Training in NCCC

*Q: Will AmeriCorps NCCC help me get my GED if I do not have a high school diploma?*
A: No. However, there are resources available to you to help prepare you for your GED on your own.

*Q: What happens after CTI?*
A: You participate in a variety of educational experiences and complete service learning opportunities once you are deployed to various service projects.

*Q: What type of training, education and personal development will I receive?*
A: During your 11 months of service, you are developing your skills while you enhance communities that you serve. You may be called upon to share personal achievements, cultural experiences, or special interests and abilities. As a team leader you meet one-on-one with your members during the year to discuss their goals, aspirations and performance in NCCC. **Professional development is also a part of the AmeriCorps NCCC experience.** Upon conclusion of a service project, your team completes a portfolio and presents the challenges and successes of the service project to the staff. You have full access to the internet, printers, scanners and copiers to accomplish these tasks. **All team leaders and corps members 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.
- You must also complete a résumé.
- You are granted two Life After AmeriCorps (LAA) Days to pursue future plans. You are held accountable for your activities during your LAA Days.

# NCCC TEAMS

You serve on a team of 9-12 diverse corps members and one team leader for your 11 months of service. You prepare and eat meals, travel in your team's 15-passenger van and share a living space, while collaborating with your teammates.

Each team has a team leader. Team leaders are responsible for the daily activities of the team and act as on-site service project supervisors. Team leaders are the liaison between the team, project sponsor and NCCC staff. 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 AmeriCorps NCCC experience or extensive leadership backgrounds.

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## Team Roles

Every corps member is assigned a NCCC team position. Some corps members serve in more than one role. Some roles have two or more team members sharing responsibilities. Some of the team roles require special training, which takes place during CTI, as well as during transition weeks between service projects.

Your NCCC team position is an opportunity for you to take a leadership role on your team. To fulfill your responsibilities you may have to do some additional work outside of your work day.

### Recruiter

Recruiters organize at least three recruitment events per project round to recruit future members and build program awareness in the communities their team serves. Recruiters are also responsible for managing and distributing recruitment materials (i.e. brochures, posters, fact sheets, etc.) and researching communities for potential recruiting events.

### Media Representative

Media reps are responsible for writing and distributing press releases for team projects, community days, assisting with social media (Twitter and Facebook), writing articles and collecting media coverage received to build program awareness. In addition, media reps are responsible for submitting good working pictures of their team at the end of each service project.

### Project Outreach Liaison (POL)

The Project Outreach Liaison (POL) serves as a leader on the team to strengthen, promote, represent and serve both communities and the NCCC. Working with their team, project sponsors, site supervisors, community members and other community based organizations, the POL: 1) helps increase volunteers for the sponsoring organization 2) plans one day of service in response to community needs and 3) educates community organizations about how NCCC teams can be a resource in meeting community needs.

### Service Learning Initiator (SLI)

The Service Learning Initiator works to initiate and help the team meet their learning objectives and record information about the orientation, training and service learning. The Initiator ensures that connections are made between the service that is being performed and the learning that is occurring on a daily basis. The Service Learning Initiator asks for assistance from the sponsor/site supervisor to plan speakers, opportunities, discussions, etc. to meet the learning goals throughout the project. The SLI also assists the team with Life After AmeriCorps by providing information and reminders regarding college applications, job opportunities, etc.

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### Van Driver

Each team has five corps members in addition to the team leader that complete a driver's training program to be drivers of the team's 15 passenger van. You have to provide a copy of your driving record and driver's license.

You must have a valid driver's license and copy of your current driving record. If you have more than six (6) points on your record or have had your license suspended within the past 24 months, you may be denied the opportunity to drive.

**All members with a valid driver's license must provide a copy of their driving record regardless if they want to be a van driver or not.**

### Vehicle, Safety & Tools Officer (VST)

The Vehicle, Safety and Tool (VST) officer is responsible for monitoring the team's vehicle(s), safety practices and issued tools. All team members are held accountable for safety standards, however, the VST ensures that teammates follow proper safety procedures at the worksite and housing site, as well as in assigned vehicles. The VST officer supports vehicle and tool maintenance, and coordinates proper training and usage of tools.

### Yearbook Representative

Each team has one yearbook representative. His/her role is to submit a team page for the yearbook, complete other pages that they have been assigned and distribute yearbooks to the team. Reps need to attend periodic meetings and meet all deadlines. Everyone is welcome to be a part of the yearbook staff, but one rep from each team needs to serve as the liaison between the yearbook staff and his/her team.

### Are You Up to the Challenge? – Become a Wildland Firefighter

Wildland firefighting teams fight forest fires and are also a vital source of manpower for controlled burning. Controlled burning reduces fuel sources for forest fires, removes non-native vegetation and helps provide native habitat for endangered species.

If selected, you go through a week-long training program to be equipped to participate in controlled burns and wildland firefighting options. During the training you must pass a fitness test that requires you to walk three miles with a 45lb. pack in under 45 minutes.

## Frequently Asked Questions about an AmeriCorps NCCC Team

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

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

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

A: No, preferences are not taken in to consideration – but fear not! You will grow close to all your teammates during you term of service.

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

A: All throughout training, when your team does not have a scheduled function, you are free to interact with anyone else in the corps. You have training sessions with other teams and

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opportunities to socialize many times during training. You may also have the chance to see others when you are transitioning between service projects.

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

A: Not as a team leader. Your corps members are asked to take on one or more of the specialty team roles. Depending upon the number of people on your team, your corps members may have more than one. It is your chance to let your corps members shine and develop marketable skills.

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

A: No, your primary duty is to serve on a variety of projects like any other team on campus. You have the added responsibility of being assigned projects to fight forest fires and controlled burns. There is no guarantee that you are called up to assist with a forest fire or controlled burn.

**HIGHLIGHTS FROM THIS SECTION**

- **Your permanent team assignment is made approximately a week into CTI.**
- **You must bring with you a valid driver's license and current driving record.**

# NCCC Projects

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

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

AmeriCorps NCCC tries to give you as diverse of an experience during your 11 months of service as is possible, but there is no guarantee that each team has a project that covers each service area.

## Project Information

- The unit staff assigns projects to the teams. The decisions are primarily based on availability of the team, timing and scope of the project. As much as possible, the unit staff aims to expose all teams to a wide variety of projects.
- The service hours for the team are determined by the project which they are assigned. This can range anywhere from 12-14 hours a day (for disaster relief work or firefighting) to serving close to a regular work week (Monday through Friday, 8:00 a.m. to 5:00 p.m.).
- Project lengths can vary from one day to up to two months. The average length of a project is about six weeks. There are four project rounds during your term of service.

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- Teams serve 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.
- Teams are trained by the American Red Cross in disaster relief in order to respond to national disasters. This training occurs during Corps Training Institute (CTI). Teams respond to disasters as the situations arise, but there is no guarantee that you will have the opportunity to serve in this capacity.
- Team leaders and corps members who are interested in becoming wildland firefighters are tested during CTI. Not everyone who tries out makes one of these teams. Your primary duty will be to serve on projects like your fellow teams, however, you will also be asked to respond to wildland fires/controlled burns if they were to arise.

## SPIKE Service Projects

- SPIKES are projects that are more than a one hour drive from campus.
- During these SPIKE projects, the team establishes temporary housing accommodations in the community where the project is being conducted.
- In the past these accommodations have included staying at:
    - Community centers, churches, military facilities, youth hostels, campsites, etc.
- You should come to Vinton prepared to stay in a variety of locations!

## A Day in the Life of a Member

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

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

## Examples of Past Projects:

### Example 1: Central Cedar Rapids Weed and Seed, Cedar Rapids, IA

Central Cedar Rapids Weed and Seed is a program through Community Correction Improvement Association (CCIA) which supports community-based corrections through community involvement, acceptance and financial resources to establish and embrace pro-active programs which break the cycle of dysfunction for the family. Many of the neighborhoods that Weed and Seed focuses on were impacted by the 2008 Floods, and CCIA has taken a lead role in the rebuilding process and connecting volunteers with opportunities to help.

Through the proposed disaster relief project, the team members initially work with the AmeriCorps VISTAs who are supporting the recovery efforts to learn about mucking, gutting and dry walling.

After increased experience, team members may also serve in the following areas:

- Leading volunteers
- Needs assessment (meeting with homeowners to determine their needs)
- Assisting in the Volunteer Resource Center (VRC) (answering phones, talking with homeowners, connecting volunteers with opportunities, etc.)

### Example 2: Storer YMCA Camp, Jackson, MI

Storer YMCA Camp helps build "strong kids, strong families, and strong communities" and demonstrates the values of caring, honesty, respect and responsibility through its programs. It is the third largest YMCA camp in the nation in terms of the number of individuals served. Storer Camps also hosts an Outdoor Environmental Education program for students in the 3rd – 8th grades. Schools bring their students as part of their curriculum and are responsible for providing leadership for their students in the cabins, usually high school students. More and more Michigan high schools are not allowing their students to miss class to be cabin leaders. AmeriCorps NCCC is used to fill in the gap for the reduced use of high school students in that role.

The project consists of the following:

1. Cabin Leaders
    - Supervise students in their cabins at night
    - See that students are dressed appropriately for varying weather conditions
    - Make certain that students get to each activity on time and prepared
    - Attend daily meetings with Storer Camps Director and teachers
    - Help support and discipline during classes and activities
    - Promote caring, honesty, respect and responsibility in all aspects of our camp program
    - Report any and all incidents to both a teacher and the YMCA Storer Camps Director
2. Land Management
    - Remove and control invasive plant species
    - Conduct an inventory of property to establish the baseline data that will be utilized to prioritize management activities
    - Restore a high quality natural area (fens, barrens and oak/hickory forests) and habitat for listed species

### Example 3: Plymouth County Conservation Board and The Nature Conservancy, Westfield, IA

Plymouth County Conservation Board and The Nature Conservancy are working to protect prairies. Iowa's native prairies and savannahs have declined in quantity, diversity and size over many years due to encroachment by woody vegetation and other exotic plants and elimination of natural fire and native grazing animals. Corps members will receive training in chain sawing and wild land firefighting, becoming red card certified if they pass the pack test, in order to help combat against some of this. The team will restore 20 acres of savannah oak through cutting, removing and treating for invasive species, including sumac, dogwood, elm and ash trees. Then they will participate in a prescribed burn to further control invasive brush and trees. In total, they will burn 190 acres of prairie land.

The other aspect of the project is to build fence in order to introduce 50 head of bison to the prairie. The grazing patterns of the bison will further assist in the elimination of woody vegetation and other non-native plants and help promote the heterogeneous landscape necessary for the existence of a self-

sustaining prairie habitat. The local farming community also benefits in practical ways from the work being done on the preserve to sustain native plant and animal life. The prairie can retain more water than farmland, so the surrounding farms benefit from their proximity to the preserve. Furthermore, the bees attracted to the native prairie flowers help increase the performance of crops such as soy beans.

## Frequently Asked Questions about Service Projects

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

***Q: What is a SPIKE?***
A: A SPIKE is when a team undertakes a service project which is more than a one hour drive from campus. You are not housed in the dormitories while on SPIKE. SPIKE accommodations have included staying at community centers, churches, military facilities, youth hostels, camping, etc. You may frequently be without a bed, but you are provided a sleeping bag and sleeping mat. You may or may not be cooking your own food. You may have to share a single bathroom or shower facility among your teammates. Come prepared for any of the above and beyond.

***Q: How many projects will each team do?***
A: Each team typically serves on four to seven service projects during the program year.

***Q: Will I do a project in each service area?***
A: NCCC makes 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 are certified as van drivers. Certified drivers must attend a driver's class and take a driver's test at the campus. Only certified drivers are permitted to drive NCCC vehicles.

# PREPARING FOR NCCC

## What You Should Bring

You need the items listed below when you check-in at the campus on arrival day so make sure that you can easily access them.

- ☐ **Government issued driver's license or photo ID**
- ☐ **Copy of driver's license** (front and back)
- ☐ **Copy of driving record** (past three years-official or unofficial)
- ☐ **Documentation of Tetanus shot** (if you have had one, if not we will provide it)

**For those flying remember to bring money with you to the airport to pay for your checked NCCC bag.**

**NCCC will reimburse up to $25 for the NCCC duffel bag. If you exceed the weight limit for this bag you are responsible for those charges.**

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## Recommended Items

Due to limited storage space on campus, you are only able to bring a small amount of personal items. You will receive a standard military-style duffel bag in the mail a week or so before you are scheduled to arrive on campus. **You may only bring to campus items that fit in the NCCC duffel bag and one small carry-on.** An acceptable carry-on would be a purse, laptop or small backpack or something of similar size.

We will store your NCCC duffel bag while you are on SPIKE. Members are given a large red backpack to use for packing on SPIKE projects and are usually allowed to bring a small backpack as well. Please think carefully about what you really need while you are in the NCCC. It's a lot less than you may think

## Clothing

- **Jeans and other casual pants**
- **Shorts & T-shirts**
- **Sweaters & thermal underwear** (silk or polypropylene works best as it gets very cold in the North Central Region during winter)
- **Personal undergarments** (including sports bras for females)
- **Jacket & winter coat, gloves, hat, scarf** (winters may be cold for you!)
- **Workout clothes** (for at least 3 days/week during the rest of the year)
- **Bathrobe & flip flops** (You will share a communal bathroom/shower {same-sex}. On spikes, you may have to share one bathroom)
- **White**, **grey** or **black** long-sleeved shirts to wear under your uniform on cold days
- **Other clothing of your choice**

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

### PACKING TIPS

- **Roll your clothes**
- **Lay everything out you want to bring and then cut the pile in half.**
- **When deciding what to bring ask yourself do you really need it or just want to bring it?**
- **Remember that you can purchase items here (i.e. detergent, etc.)**
- **Remember you spend the majority of your time in your NCCC/FEMA Corps uniforms so you do not need as much as you think.**

## Footwear

- **Athletic shoes are a must!**
- **Socks:** athletic, thick socks to wear under your work boots and casual socks. You are only allowed to wear white, black or grey socks with your uniform

**NOTE:** Black boots are provided for you to wear on service projects, meetings and other NCCC events.

## Other

- ☐ **Personal toiletries**
- ☐ **Towels & washcloths**
- ☐ **Soft or collapsible laundry hamper, laundry detergent**
- ☐ **Bedding:** pillow (a sleeping bag will be issued to all members to use as their bedding)
- ☐ **Cell phone/charger or phone card** for long distance use
- ☐ **Portable alarm clock** (most use their cell phone alarm)
- ☐ **Raingear** (NCCC provides work rain gear)
- ☐ **Females: headbands** to use to pull hair off of face/neck.

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## Optional Items

- **Cell phone/charger** (you will not have a phone line in your room)
- Entertainment (radio, books, video games, CD player/radio). It must fit in your duffel bag.
- Laptop Computer (Internet access is only available on computers in the computer lab. There is Wi-Fi access in the lounge next to the computer lab in Palmer)
- E-mail address (You have Internet access while on campus but may not have access on some SPIKE sites, we suggest setting up a free e-mail account)

☐ Padlock or a small lock box to secure personal items such as credit cards, etc.

**The Following Items are NOT allowed:**

- **Weapons** (knives with blades longer than 3", guns or anything that could be used as a weapon)
- **Pets** (not even fish, only rocks)
- **Alcoholic beverages and illegal drugs**
- **Hot plates, microwaves, broilers, steamers, coffee pots, candles, etc.** For fire safety reasons, these items are not allowed in rooms.
- **Heated blankets**
- **Space heaters**

## Uniforms

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

T-shirts come in the following sizes: **Small, Medium, Large, X-Large, XX-Large, XXX-Large and 4X-Large**. Please know your waist size and boot size (in male size scale) when you arrive on campus, because you will be fitted for your uniform starting on arrival day.

### Team leaders receive the following:

- **2 pair of Khaki BDU/Cargo pants**
- **2 pair of Khaki BDU/Cargo shorts**
- **1 Green polo shirt**
- **3 Green short-sleeve t-shirts**
- **1 Green hooded sweatshirt**
- **1 Pair of black BDU/Cargo pants**
- **1 Green button-up shirt**
- **1 Grey fleece jacket**
- **1 Gator (neck warmer)**
- **1 Cold weather cap**
- **1 Red backpack for traveling***
- **1 Sleeping bag***
- **1 Pair of coveralls***
- **1 Rain suit***
- **1 Pair of rain boots (as needed)***
- **1 Pair of cold weather boots***
- **1 Reflective belt***
- **1 Black adjustable belt**
- **1 Winter coat***
- **1 Pair of steel-toed work boots**
- **1 Baseball cap**

**These items must be returned at the end of your term of service.*

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You also receive other personal protective equipment during in-processing, such as 1 bandana, 1 pair of safety glasses, 1 pair of ear plugs, 1 pair of work gloves and much more. Specific guidelines about how to wear the uniform are discussed during team leader training and Corps Training Institute (CTI).

Please be aware that these items are paid for with taxpayer money and you are responsible for taking care of all your issued uniform items and gear. If you are dismissed or leave before your term of service officially ends, all items you received from NCCC must be cleaned and returned. You are held financially accountable for missing items. Otherwise, you may keep your uniform items (with the exception of those with asterisks) at the end of the year.

# FAQs about Preparing for NCCC

***Q: Will I have access to a phone or e-mail?***

A: Yes. There is one telephone line in Rice Hall for local use as well as several available on the administrative floor (staff offices). Still, because so many team leaders and corps members populate the residence halls, you may want to bring a cell phone - it will be especially helpful while you are away on SPIKE. You will also have Internet access while on campus, but you want to be sure to set up a personal e-mail account before arriving on campus that you may use remotely. We provide internet in the computer lab (10 computers) and there may be limited WiFi access.

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

A: You receive your uniform items, along with other materials, during arrival day and in-processing which starts on January 3, 2015 (Support Team Leaders) or January 8, 2015 (Field Team Leaders).

***Q: Can I bring incense or candles to burn in the dorms?***

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

## HIGHLIGHTS FROM THIS SECTION

- Keep your health in mind when packing for this experience. You need to keep warm during the winter months, so bring extra socks, layering clothes and polypropylene materials.
- Cooking utensils are provided for you at SPIKE sites.
- Be ready to celebrate the beginning of an amazing year when you arrive on campus!
- You will participate in PT exercise, so don't forget to pack workout clothes!
- Remember to pack a pillow or buy one here.
- You may bring a laptop computer with you to campus. You cannot, however, bring a desktop computer. There will be 10 desktop computers (with internet access) available to you on campus and you may have limited Wi-Fi access.
- While in your AmeriCorps NCCC uniform, **facial piercings are not allowed.** Any piercing in the ears must be **no larger in diameter than a dime**. Hair color must be **a natural looking color (i.e. it may be dyed, but not green, blue, etc.).** Piercings you choose to have when not in your uniform are at your own discretion.

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# GUIDE TO COMPLETING FORMS

## PLEASE READ THE INSTRUCTIONS BELOW BEFORE COMPLETING EACH FORM!

- These instructions will assist you with filling out your forms.
- Use your Legal Name on all forms. *(No nicknames i.e. legal first name is Thomas but you go by Tom. You need to put your legal name Thomas on all forms.)*
- Please remember to sign and date the bottom of all forms requiring signatures.

## There SEVEN FORMS you are required to COMPLETE within 10 DAYS.

- The first 4 forms are hard copy forms in a PDF format and are submitted to Jules.
- The next 3 forms are online (no hard copies) through Survey Monkey (Member Profile Form) and "My AmeriCorps" Member page (W-4 and Direct Deposit).

## EMAIL, MAIL, OR FAX COMPLETED FORMS TO

**Jules Idziak**
**AmeriCorps NCCC**
**1004 G Ave, Vinton, Iowa 52349**

**Phone: (319) 472-9664 x26**
**Fax: (319) 472-9665**
**Email: jidziak@cns.gov**

### 1. TRANSPORTATION SELECTION FORM — Due: 10 Days

- This form is used by the campus to determine your travel arrangements for arrival on campus on January 5 (STLs) and January 10 (TLs); it also confirms your intent to accept a position as a team leader.
- **This form MUST be submitted on time to secure your place in NCCC.**
- When filling out the form make sure to write your name EXACTLY as it appears on the government issued ID that you will be using when checking in at the airport (if flying). The name on your flight itinerary must match the name on your ID; otherwise you will not be allowed to check in.
- See "Getting To Campus" on pages 10-16 for more detailed information about travel.
- **If you have questions about your travel, please contact Jules Idziak at (319) 472-9664 x 26 or jidziak@cns.gov.**

### 2. GENERAL CONSENT FORM — Due: 10 Days

- This form provides your consent to submit to your mandatory basic physical examination and drug test, and that all information you submit to the program is truthful to the best of your knowledge.
- It also acknowledges your understanding that, should you test positive for illegal substances, you will be immediately dismissed from the program.
- **If you have questions about this form, please contact Jules Idziak at (319) 472-9664 x 26 or jidziak@cns.gov.**

### 3. EMERGENCY CONTACT INFORMATION — Due: 10 Days

- Please include the names, addresses and phone numbers of people who you would like to be contacted in the case of an emergency. These may be parents, other relatives, guardians or friends.
- This form also asks you to provide the names and dosage of any medications you currently take, as well as the name and phone number of the prescribing doctor.
- All this information is completely confidential and necessary for your safety in an emergency situation.
- **If you have questions about this form, please contact Jules Idziak at (319) 472-9664 x 26 or jidziak@cns.gov.**

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### 4. Consent for Release of Information — Due: 10 Days

- As a member of AmeriCorps NCCC you will likely be included in news coverage and be photographed on project sites by NCCC staff or other members.
- It is important to understand that this information may be distributed to the public in formats including, but not limited to, news stories, posters, publications, public service announcements or other outreach products, including possibly letters to government officials or members of Congress notifying them of your service.
- **If you have questions about this form, please contact Angela Sarrels at (319) 472-9664 x 12 or asarrels@cns.gov.**

## Online Forms (Complete these 3 forms online using the links provided in each section).

***Note: The Member Profile Form is online through Survey Monkey and the W-4 and Direct Deposit forms are online through your "My AmeriCorps" member page.***

### 5. Member Profile Form — Due: 10 Days

- **Click on this link to access the online form - Online Member Profile Form**
- Everyone is required to complete this form. The form is used by the campus to send updates to your hometown newspaper about your service in the NCCC and for other recruitment/media opportunities.
- You do have the option to check no for hometown media coverage but you must still complete the rest of the form.
- Information needed to complete form includes your contact information, hometown paper information and educational background.
- Please fill out the online form completely and call your newspaper for their contact information.
- **If you have questions about this online form or problems with the link, please contact Angela Sarrels at (319) 472-9664 x 12 or asarrels@cns.gov.**

### 6. W-4: "My AmeriCorps" Member Home Page — Due: 10 Days

- *This form is used for the taxes that are taken out of you living allowance.*
- *Complete this form in your My AmeriCorps account (click on link to sign in).*
  - *Sign in with the username and password you created when filling out your application.*
  - *Click on "My Living Allowance" in the column on the left to access this form.*

### 8. Direct Deposit: "My AmeriCorps" Member Home Page — Due: 10 Days

- This form is in your My AmeriCorps provides with your banking information so that we can direct deposit your living allowance into your account every two weeks.
- Complete this form in your My AmeriCorps account.

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**North Central Region Campus**
**1004 G Ave**
**Vinton, IA 52349**

**Phone: (319) 472-9664**
**Fax: (319) 472-9666**

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