AmeriCorps National Civilian Community Corps
Pacific Region

GUIDE TO COMPLETING FORMS

RETURN ALL FORMS TOGETHER, WITHIN 10 DAYS

Timely receipt of your completed forms *confirms your position at this campus*.

FORMS MAY BE COMPLETED ON YOUR COMPUTER AND EMAILED BACK OR PRINTED OUT AND COMPLETED IN BLACK INK

*IF SUBMITTING BY **MAIL, 10 day deadline applies**:*

Norma Martinez
AmeriCorps NCCC
3427 Laurel Street
McClellan, CA 95652-1014

*IF **FAXING** YOUR FORMS:*

(916) 640-0303 or -0308

*IF **E-MAILING** YOUR FORMS:*

*Save with filename: **Last name First name C23F TL***
(example: martinez norma C23F TL)

Email to: nmartinez@cns.gov

You will receive an email confirmation within 5 business days that your forms have been received. You will also receive updates and other information by email.

- FORMS ARE DUE WITHIN 10 DAYS -

PLEASE FOLLOW THESE STEP BY STEP INSTRUCTIONS FOR EACH FORM:

1. **TRANSPORTATION SELECTION FORM**
   This form **confirms** your position at this Campus and is used to determine your travel arrangements for arrival on Campus. **All forms MUST be returned within 10 days to secure your place in NCCC.**
   - Whether or not you are flying: Enter your full name as it appears on your state issued id (no nicknames).
   - Enter the last four digits of your social security number.
   - Enter your full birth date and gender.
   - Enter your full street address (No P.O. Boxes).

- Enter a phone number where you may be reached if we have questions.
- Enter a current email address that we may use to contact you.
- Check only ONE box – AmeriCorps NCCC will arrange your travel OR you will provide your own travel to campus. If you are providing your own travel, enter your arrival time and explain how you are arriving to campus.
- Add any additional information that we should know in the **comments** section.
- Sign and date at the bottom.
- Flight information will be sent via email about one to two weeks before your arrival at campus.
- Please do not purchase your own airline ticket, because you may NOT be reimbursed for the ticket.
- See "Getting to Campus" beginning on page 5 of the Welcome Packet for more detailed information about travel**.**
- If you have questions about your travel, or any other forms, please contact Norma Martinez at (916) 640-0307 or nmartinez@cns.gov.

2. EMERGENCY CONTACT INFORMATION

- Enter your full name (no nicknames), phone number where you can be reached, current email address, birth date and last four digits of your social security number.
- Enter your **permanent home address**.
- List allergies, medications or medical conditions. **If none, then write "none".**
- This form also asks you to provide the names and dosage of any medications you currently take. All this information is completely confidential and necessary for your safety in an emergency situation.
- **Must list at least ONE emergency contact.** Include the names, addresses, and phone numbers of people to be contacted in the case of an emergency. These may be parents, other relatives, guardians, or friends.

3. CONSENT FOR RELEASE OF INFORMATION

- Write your full name (no nicknames) on the first line.
- Sign and date at the bottom.
- As a member of the AmeriCorps National Civilian Community Corps you will likely be included in news coverage and be photographed on service assignments by NCCC staff or other Corps 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.

4. ACKNOWLEDGEMENT OF RECEIPT OF WELCOME PACKET

- This form states that you have received and read the Welcome Packet.
- The information presented in the Welcome Packet is based on policies of the AmeriCorps NCCC program. It is important that you read and understand the requirements of this residential program.
- If you have questions about any of the information in this Welcome Packet please feel free to contact Norma Martinez, Member Support Specialist, at 916-640-0307.
- Enter your full name (no nicknames).
- Sign and date.

FORMS TO COMPLETE ONLINE

5. MEMBER SURVEY - ONLINE

- This is a required action.
- This survey is your opportunity to tell us a little about yourself so that we can be prepared for your arrival!

6. MEMBER PROFILE FORM - ONLINE

- This form is used by the Campus to send updates to your hometown newspaper about your service in the NCCC and for other media opportunities.
- **This form may be completed online at Member Profile form.**
    - Please fill out the form completely and call your newspaper for their contact information.
    - Please complete this form no later than 10 days after you receive this packet.
- If you have questions about this form, please contact Jesse Pluim at (916) 640-8168 or jpluim@cns.gov.

7. DIRECT DEPOSIT AND W-4 TAX FORM

Log into your My AmeriCorps portal account now at **https://my.americorps.gov/mp/login.do** and enter your bank account and W-4 tax information prior to coming to campus. Entering this information will ensure that you will receive your first stipend payment on time, provided you have entered correct information.

Transportation Selection Form

Pacific Region

Class 23
FEMA TL

Please print clearly and provide the address (no PO Boxes) from where you plan to depart.

NAME: _____

YOUR FULL NAME AS IT APPEARS ON YOUR IDENTIFICATION CARD OR DRIVERS LICENSE

DATE OF BIRTH: _____ (month/day/year) GENDER: ___ (M/F) LAST FOUR DIGITS OF SOCIAL SECURITY #:_____

ADDRESS: _____

Street address – NO PO BOXES City ST Zip Code

PHONE #:_____ EMAIL: _____

** YOUR TRAVEL INFORMATION WILL BE SENT TO THIS EMAIL ADDRESS -
** PRINT LEGIBLY**

Select only **ONE** travel option below.

Please do not purchase your own airline ticket, because you may NOT be reimbursed for the ticket.

AmeriCorps NCCC Arranges Travel

AmeriCorps NCCC will arrange your travel to the campus and send the itinerary to you at the **email** address provided above. If the trip is 50 miles or less between your home of record and the campus, in most cases, a bus ticket will be provided. If the trip is over 50 miles, in most cases, an airline ticket will be purchased. If you pay a baggage fee for the duffle bag we will reimburse you. Please be sure to get a receipt and turn it in to AmeriCorps NCCC staff during in-processing. Transportation to the campus from the bus station or airport will be provided. Please provide the name of the closest terminals to the address from which you plan to depart in the space below. **You will travel to campus on January 11, 2017.**

Bus Station: _____ **Airport Name or Code:** _____

We will try to accommodate you from this airport or bus station, but if there is another airport in the vicinity that is more cost effective to the government, we will book you out of that terminal. If you have to drive more than 50 miles from your home of record to the terminal, you will be reimbursed for mileage at 54¢ per mile. Mileage is determined using Google Maps, shortest distance.

I Arrange Travel - You must arrive at the Campus on January 11, 2017 between 10 AM - 12 noon.

NOTE: *YOU MAY NOT ARRIVE ON CAMPUS EARLIER THAN CAMPUS START DATE; THEREFORE, IF YOU ARRIVE BEFORE THIS DAY, YOU MUST ARRANGE AND PAY FOR YOUR OWN LODGING.*

AmeriCorps NCCC will reimburse you for the mileage you drive from your home of record to the Campus. The reimbursement rate is 54¢ per mile up to a maximum of $275. Mileage is determined using Google maps, shortest distance. A member traveling with another member will be reimbursed at the rate of $.10 per mile up to a maximum of $90 when the travel distance exceeds 50 miles.

If you live outside a 50 mile radius of the campus and choose to arrange your travel by bus or train, the NCCC will reimburse you for either the actual commercial ticket or government rate fare, whichever is less. You must bring and present original receipts that show the amount paid for your transportation in order to be reimbursed. Please be advised that the NCCC would prefer to arrange your travel if you are not driving by car.

Expected Arrival Time: **Mode of Travel, explain how will you get to campus? Or other comments:**

Please do not purchase your own airline, bus or train tickets because you may NOT be reimbursed for the ticket.

Signature: _____ **Date:** _____

ALL FORMS MUST BE RETURNED WITHIN 10 DAYS OF RECEIPT
THINK CAREFULLY ABOUT YOUR DECISION.
NO CHANGES ALLOWED.

Emergency Contact Information

First Name: _____ Middle: _____ Last Name: _____

Cell Phone: _____ Email: _____

Date of Birth: _____ Last four digits of Social Security #: _____

PERMANENT HOME ADDRESS: _____
Street address – NO PO BOXES City ST Zip Code

Any Known Allergies:

Medications taken regularly (prescription and non-prescription):

Chronic medical conditions:

Person(s) to be notified in an emergency:

Name: _____ Relationship: _____

Address: _____
Street Address Apt.

_____
City ST Zip

Home Phone #: _____ Work #: _____

Name: _____ Relationship: _____

Address: _____
Street Address Apt.

_____
City ST Zip

Home Phone #: _____ Work #: _____

I hereby authorize release of this information to emergency medical personnel for the purpose of emergency treatment:

_____ _____

Signature **Date**

Consent for Release of Information

I, _____, as a participant in the National Civilian Community Corps (NCCC),
(PRINT YOUR NAME HERE)
do hereby grant the Corporation for National and Community Service (Corporation) and the NCCC permission to use and release personal, biographical information (including home address, when appropriate), photographs, and film video tape footage and/or recordings in which I am represented. I understand that the use of biographical information and/or my likeness will be used in, but not limited to, news stories, posters, publications, public service announcements, or other outreach products.

I fully understand that, in the case of news interviews, all or portions of the interview may be quoted and/or aired both locally and nationally. I understand that I will not have any editorial input regarding the final product. I also understand that the video or film footage is the property of the Corporation.

I understand that no time limitations shall apply to the Corporation's or NCCC's use of my likeness or biographical information.

My signature below acknowledges that I have read the above information and I fully understand it. By signing this statement, I hereby consent to the above conditions and further release the Corporation and the NCCC from any present or future liability that may occur as a result of me consenting to the above requirements.

Member's Signature_____ **Date**_____

Rev 2006

Acknowledgement of Receipt of Pacific Region Welcome Packet

I have read and understand the contents of this Welcome Packet and will act in accord with the requirements and policies as a condition of my participation in the AmeriCorps National Civilian Community Corps Program (AmeriCorps NCCC).

Please read the Welcome Packet carefully to understand the requirements of this program before you sign this document.

_____

First and Last Name

_____ _____

Signature Date

MEMBER PROFILE FORM – INFORMATION

During your service year, press releases will be sent to your hometown newspapers to share your service accomplishments with your communities. For the next 10 months you will make a difference in many lives, bringing hope to communities across the nation, through service in education, the environment, public safety, human needs, and disaster relief. We would like your families and communities to know all about it. We also hope that, by sharing your service experiences in AmeriCorps NCCC, we may inspire others to serve as well.

We need your personal information, and your local newspaper information, to create and distribute your press release. This information should be provided on the attached form. Please **call** your local newspapers (don't forget to include the small community papers too) to collect this information. Please do not rely upon the Internet for contact information – it is often outdated.

Gathering all of the requested information is very important. Incomplete information, such as a missing fax number or the name of the editor, impedes our process. The majority of the press releases will be faxed or e-mailed to your hometown newspapers. In some cases if it's a small newspaper they will ask that we mail in the press release. In this instance, having the mailing address is very important.

Please make sure that you collect all of the following information:

- Name of the Assignment Editor or City Editor. Small papers may not have an assignment or city editor; in this case ask who covers local or human-interest stories.
- Fax and phone numbers, and an e-mail address, to reach the person above.
- Newspaper mailing addresses.

Beckmann begins service work

During the week of March 1, Katie Beckmann, hailing from Howards Grove, began work on her first service project of the year with the National Civilian Community Corps, an AmeriCorps program.

AmeriCorps*NCCC is a residential national service program created to improve the environment, enhance education, increase public safety, address unmet human needs, and assist with disaster relief.

Beckmann arrived in Denver and began training Wednesday, Jan. 28, for 10 months of full-time service with AmeriCorps*NCCC. This training emphasized teamwork, leadership development, communication, service learning, and certification by the American Red Cross.

As a corps member, Beckmann will be responsible for completing various service projects as part of a 10-12 person team. Twenty-eight teams composed of nearly 300 corps members and team leaders began serving the 17-state Central Region the first week in March.

Before joining the NCCC, Beckmann attended Howards Grove High School and UW-Milwaukee.

Beckmann said, "I have always wanted to make a difference in the world. I think this is a perfect opportunity. This is what I really want to do."

Mark and Diane Beckmann are Katie's parents.

Beckmann is one of 252 corps members from across the nation who will serve out of the Central Region campus in Denver.

★ ★ ★

We understand that this request may seem awkward, so we have provided a script for those of you who may wish to use it.

★ ★ ★

Suggested dialogue:

Operator: AmeriCorps Gazette, how may I direct your call?

NCCC Member: I would like to submit a press release on a human-interest story to your paper. To whose attention would I need to address it?

Operator: That would be Lois Lane our City Desk Editor.

NCCC Member: How does (he/she) spell (his/her) name? **(This part is very important – we don't want to offend anybody by misspelling his/her name!)**

Operator: L-o-i-s L-a-n-e.

NCCC Member: Do you know if (he/she) prefers to receive press releases by fax or e-mail?

★ Answer #1:

Operator: Yes, she prefers to receive them by e-mail (or fax).

NCCC Member: Could I get (his/her) e-mail address (or fax number) from you?

★ Answer #2:

Operator: Oh, I don't know.

NCCC Member: May I have both his/her fax number and e-mail address please?

NCCC Member: Thank you very much for all of your help!

If you experience any difficulties, or if you have any questions, please contact Jesse Pluim, the Pacific Region Community Relations Specialist, at 916-640-8168 or by email at jpluim@cns.gov.

Click here to complete this form online.