



## **AmeriCorps Member Management**



# e-Course Series: Overview

- AmeriCorps Prohibited Activities
- AmeriCorps Allowable/Unallowable Activities
- Demonstrating the Impact of Service
- Grant Amendments
- Managing the CNCS Partnership
- Member Management
- Member Position Descriptions
- Overview of the CNCS Partnership
- Subgrantee and Service Site Management
- Sustainability Planning

# Reminder

The information in this e-Course is for training purposes and does not represent all requirements for AmeriCorps State and National grantees.

Grantees are responsible for knowing, understanding, and complying with all federal and state laws and regulations, and, accordingly, must consult the primary sources for information related to their grant award. Tribes, national programs, and commissions should speak with the assigned CNCS Program Officer about any questions on grant-related activities.

# Learning Objectives

## **By the end of this module, you will be able to:**

- Identify terminology and acronyms associated with CNCS
- Describe the Cycle of AmeriCorps Program Development
- List the source of member management requirements
- Identify grantee responsibilities
- Describe the role of State Service Commissions and member management

# Terms and Acronyms

**Notice of Grant Award (NGA)**

**AmeriCorps Grant Provisions**

**Code of Federal Regulations (CFR)**

**Prime Grantee**

**Subgrantee**

**State Service Commission**

**Member Portal**

# Terms and Acronyms

**Notice of Grant Award (NGA)**

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**Prime Grantee**

**Subgrantee**

**State Service Commission**

**Member Portal**

## **Notice of Grant Award**

- The official documentation of the receipt of an AmeriCorps grant

# Terms and Acronyms

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Prime Grantee

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Member Portal

## **AmeriCorps Grant Provisions**

- Published by CNCS each year
- Provide specific details on the AmeriCorps grant requirements

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**Code of Federal  
Regulations (CFR)**

- Guides all AmeriCorps grant and member activities

# Terms and Acronyms

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Code of Federal Regulations (CFR)

**Prime Grantee**

Subgrantee

State Service Commission

Member Portal

## Prime Grantee

- Receives the AmeriCorps grant directly from CNCS
- Examples: Multi-state programs, tribal programs or planning grantees, and State Service Commissions

# Terms and Acronyms

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Prime Grantee

**Subgrantee**

State Service Commission

Member Portal

## Subgrantee

- Organization that receives AmeriCorps grant funds or member positions from a Prime Grantee of CNCS

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**State Service Commission**

Member Portal

## **State Service Commission**

- Governor-appointed entity that oversees AmeriCorps State grants and subgrantees
- Engage in a variety of activities above and beyond AmeriCorps grant management

# Terms and Acronyms



- Notice of Grant Award (NGA)
- AmeriCorps Grant Provisions
- Code of Federal Regulations (CFR)
- Prime Grantee
- Subgrantee
- State Service Commission
- Member Portal**

**Member Portal**

- Online system used to enroll and exit AmeriCorps members

# 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.*

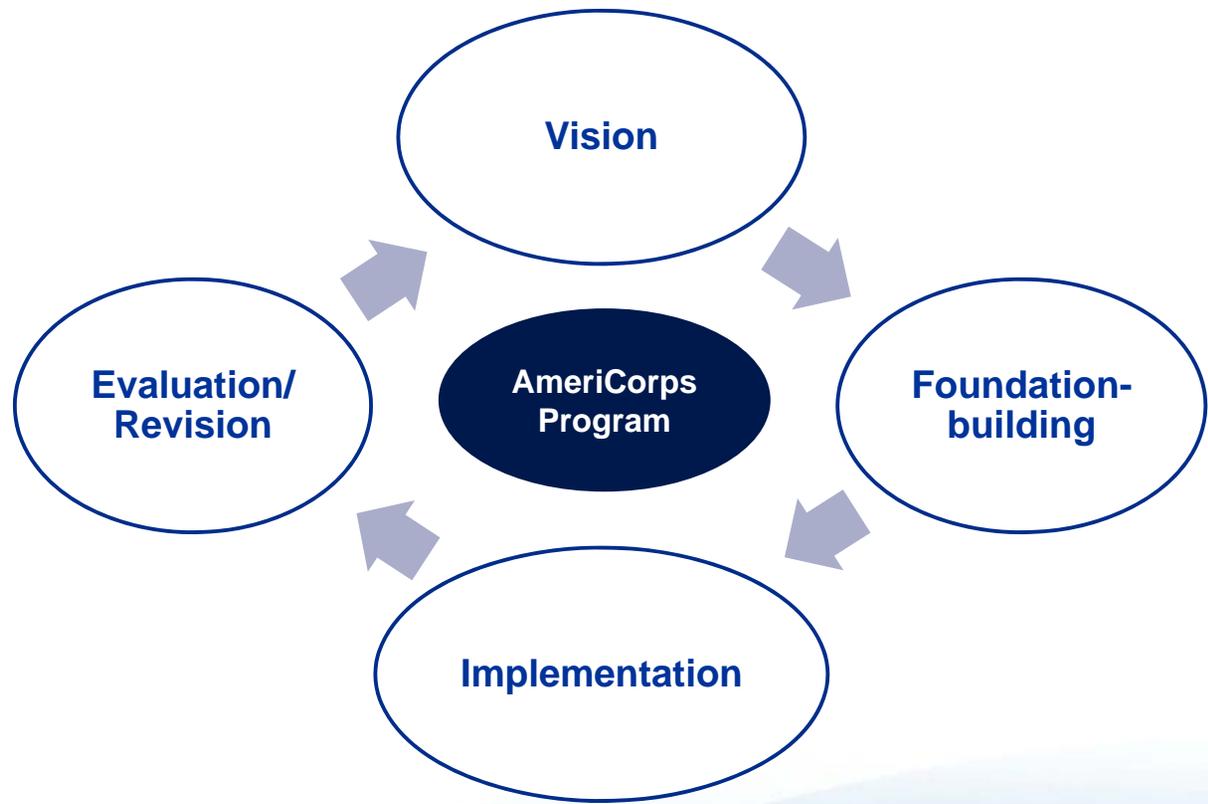
*Faced with conflict,  
I will seek common ground.*

*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.*

# Cycle of Program Development



# Source of Requirements



## Where can you find the AmeriCorps program requirements for member management?

Annual Grant Provisions



Programs receive instructions for member management in the annual grant provisions

AmeriCorps Regulations (45 CFR)



Federal regulations that govern member management are outlined in the Code of Federal Regulations

Additional CNCS Guidance



- Annual Notice of Funding Opportunity (NOFO)
- Frequently Asked Questions (FAQs)
- National Service Criminal History Check Requirements
- Others: [www.nationalservice.gov](http://www.nationalservice.gov)

# Grantee Responsibilities



Grantee responsibilities can be broadly divided into two categories:



**Member Management Plan**



**Member Experience**

# Member Management Plan



- Service Assignment Development
- Recruitment and Selection
- Enrollment
- Training
- Supervision
- Performance Assessment
- Exit

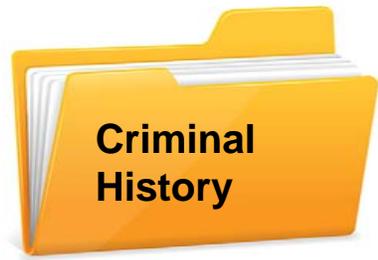
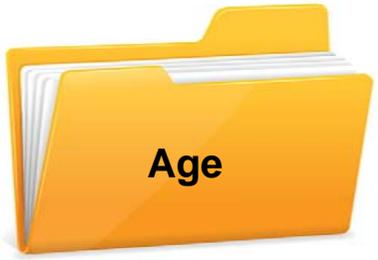
## Record-keeping

- As part of overall member management, programs must establish sound record-keeping systems and procedures in the foundation-building phase of the cycle of program development.
- The member record-keeping system will allow the program to fully document that it is in compliance with all policies and regulations that govern AmeriCorps member management.
- This documentation will, in turn, demonstrate that each program member is eligible to receive the education award upon successful completion of the term of service. This is a critical responsibility of each AmeriCorps program.



# Member Files

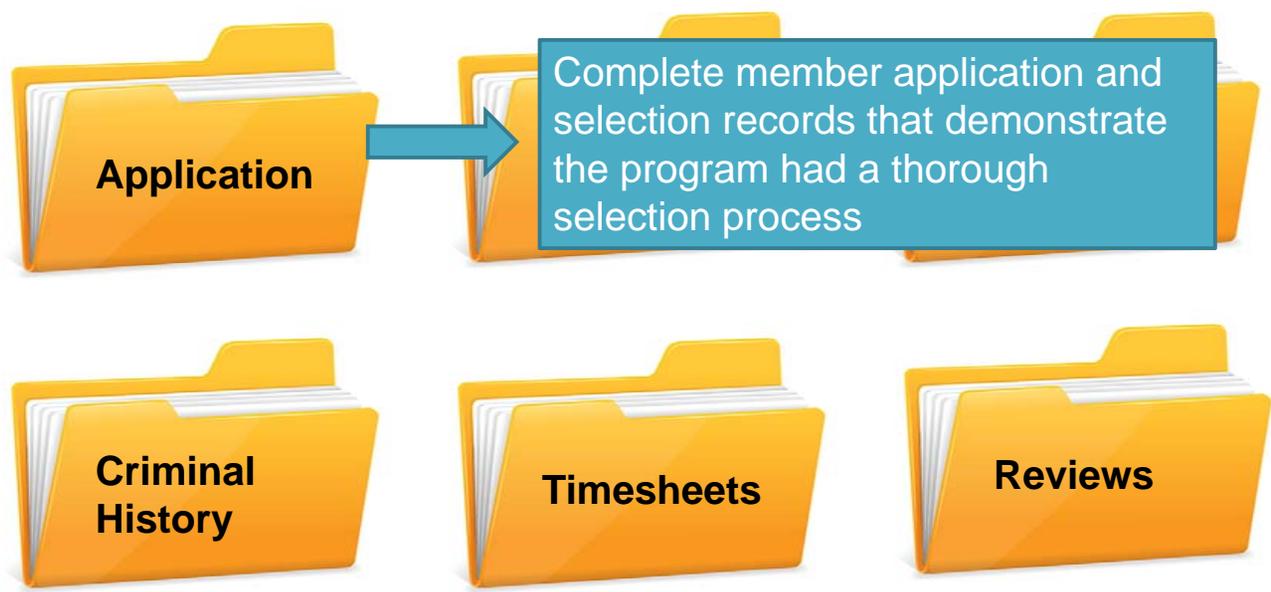
## Must haves:



[Back](#)

# Member Files

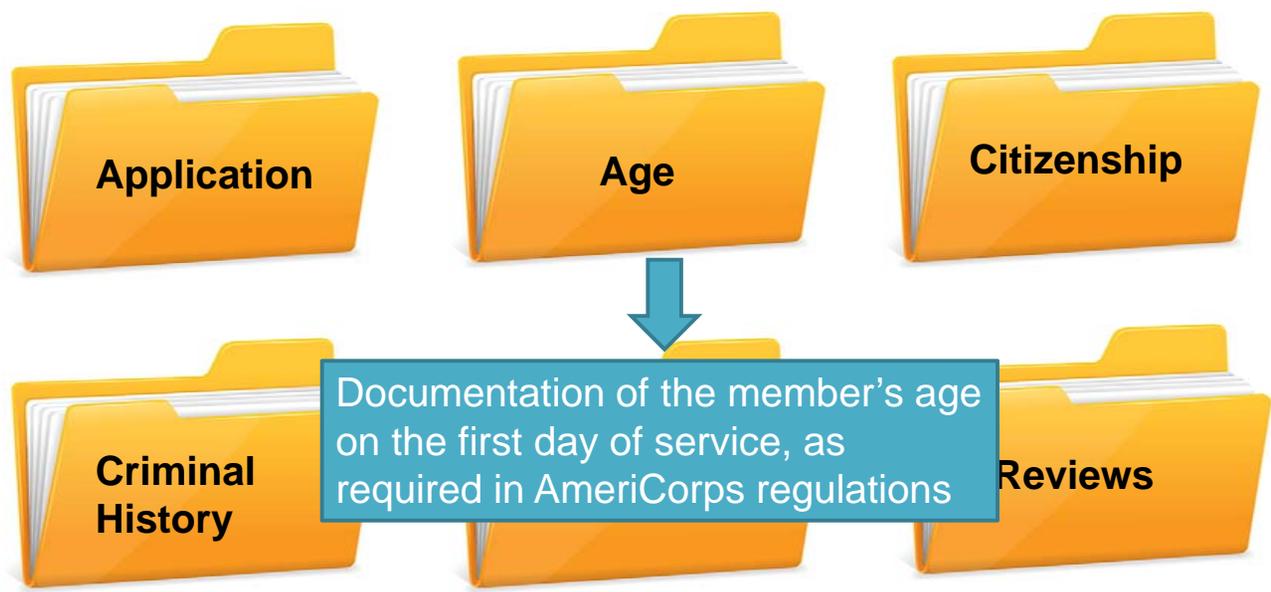
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# Member Files

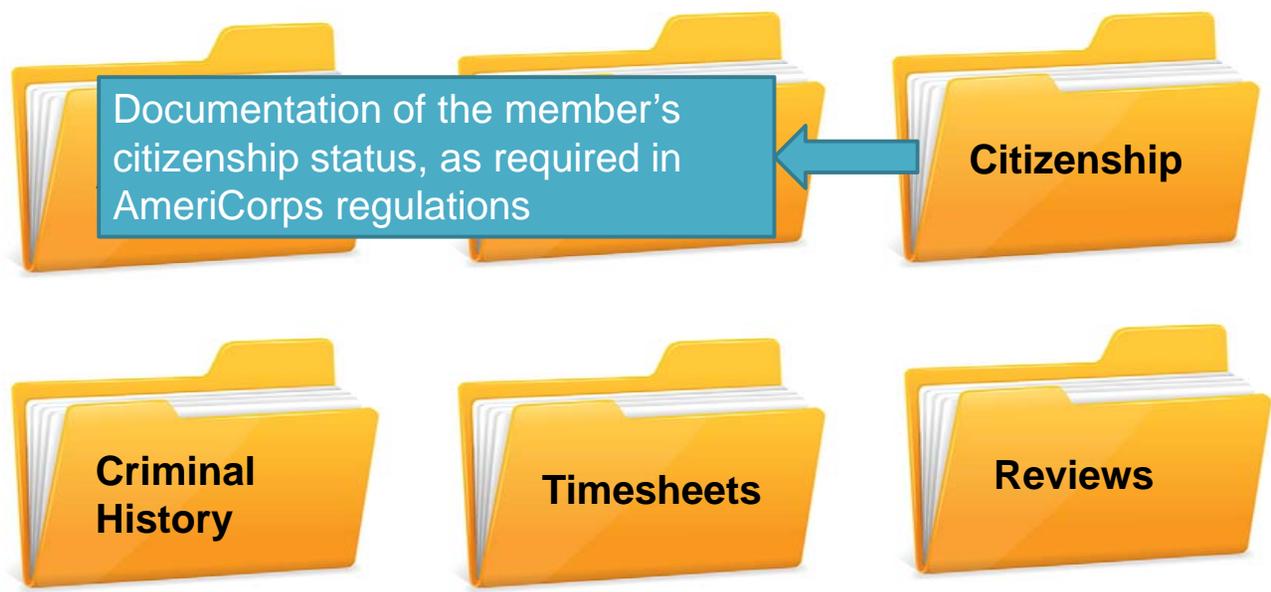


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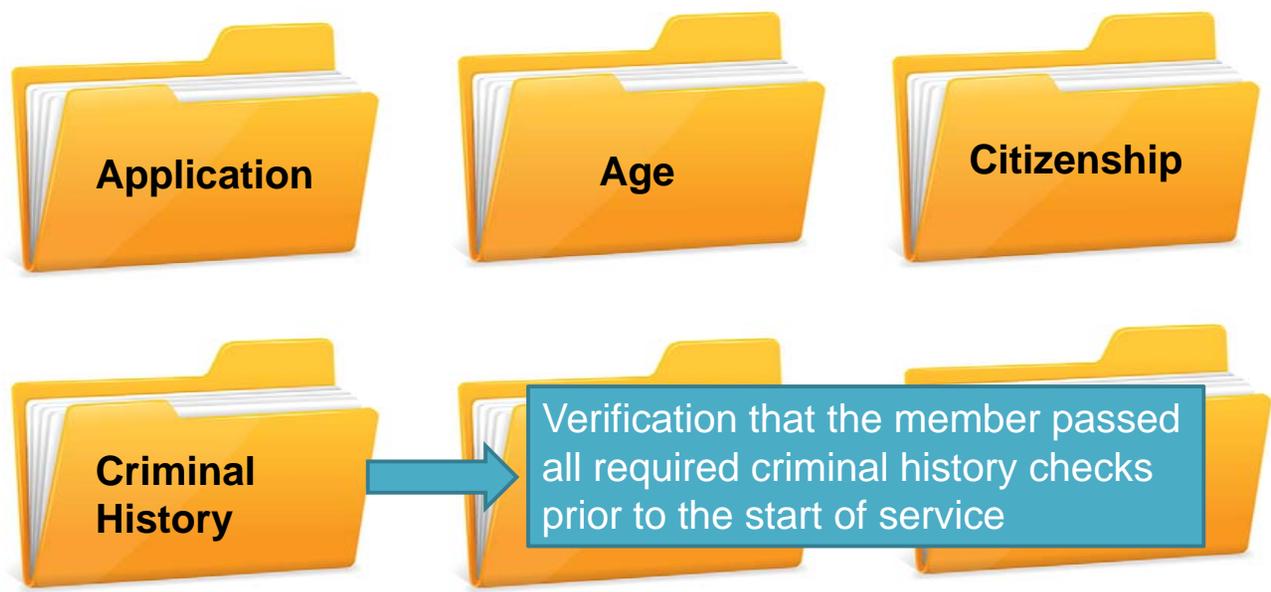
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## Must haves:



# Member Files

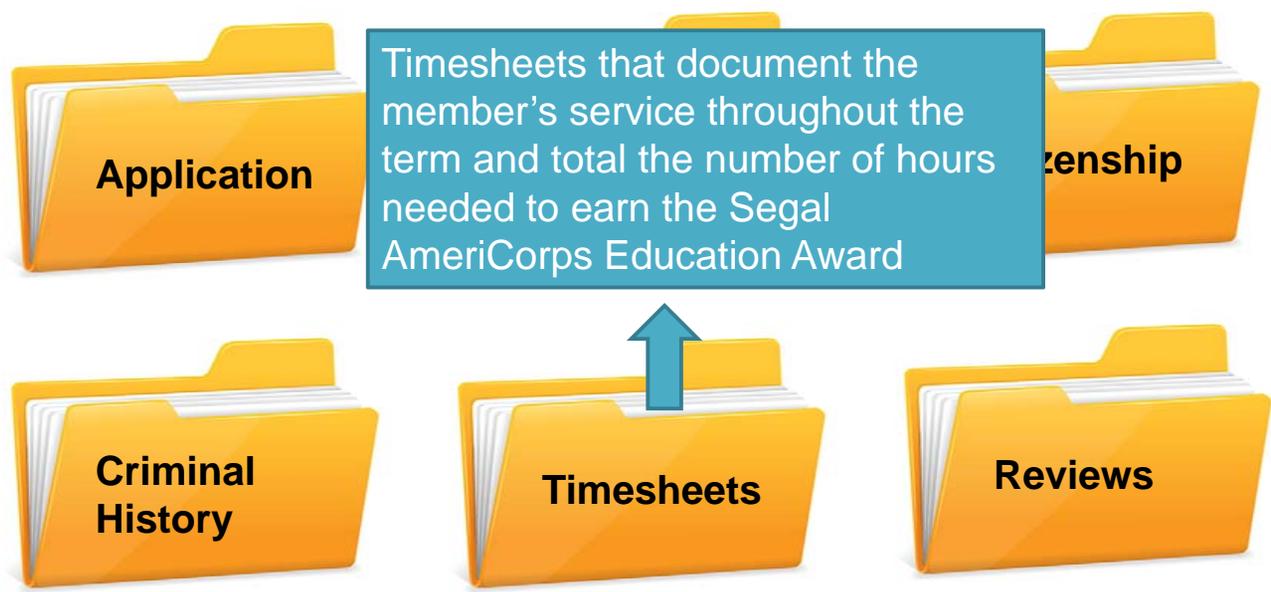
## Must haves:



# Member Files

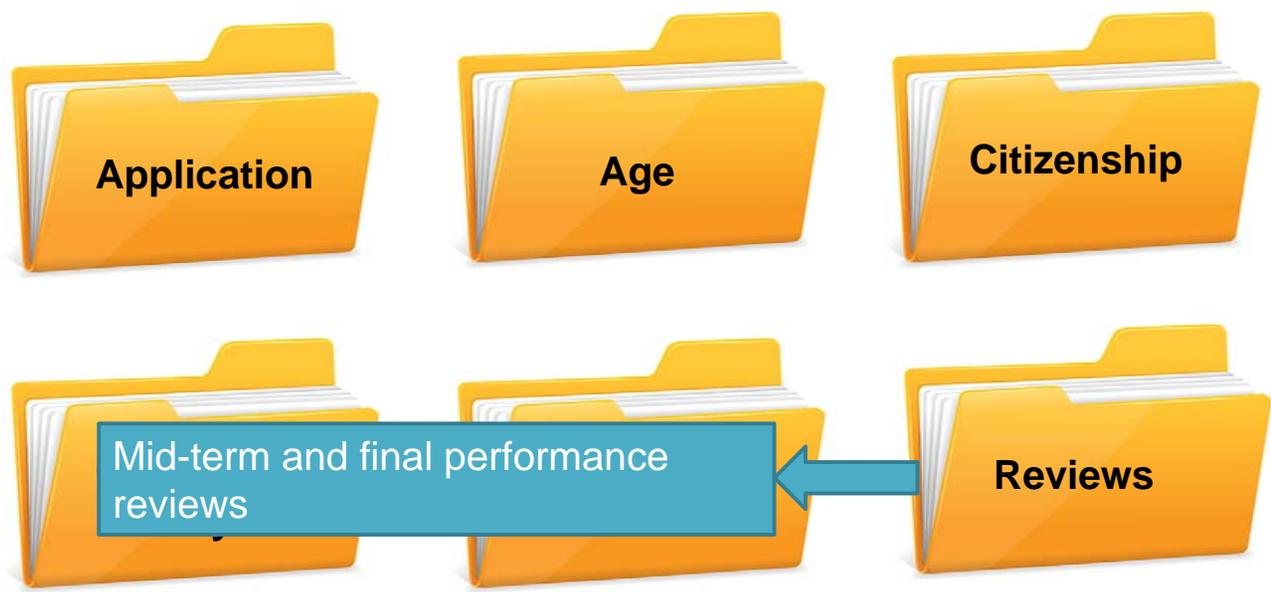


## Must haves:



# Member Files

## Must haves:



# Member Experience



- Programs help members make a positive and lasting connection to their service colleagues
- Programs provide opportunities for members to deepen their understanding of their communities
- Programs help members connect service to their life plans after the AmeriCorps service is over

AmeriCorps Identity

Transformational Service

Life After AmeriCorps

# AmeriCorps Identity



1994-2014



- Connect to the history of national service
- Incorporate structured team-building in the program year
- Schedule events to allow program members to socialize and serve with AmeriCorps members in different programs, regions, or states

# Transformational Service



- Tailor program training and support to fit individual member's needs
- Incorporate a variety of reflection opportunities
- Help members tell their service stories

# Life After AmeriCorps



- Sign members up with the national AmeriCorps Alums organization
- Bring in alumni to speak with members during the year and talk about their lives and careers after AmeriCorps
- Provide professional development to help members connect AmeriCorps to their future plans

# State Service Commissions



Requirements as  
Prime Grantees

Subgrantee  
Compliance

Member Service  
Experience

# Requirements as Prime Grantees



## Reporting:

- State-wide member data
- State-wide performance measurement data



# Subgrantee Compliance



- Review member management plans as part of subgrantee application and annual assessment
- Monitor member files at subgrantee programs
- Check Portal compliance
- Provide training for subgrantee staff

# Member Service Experience



- Publicity
- Service projects
- Professional development
- Recognition



The Corporation's website contains links to laws, regulations, provisions, FAQs, and other resources to support strong management of AmeriCorps programs and State Service Commissions: [www.nationalservice.gov](http://www.nationalservice.gov)

# Summary

## You should now be able to:

- Identify terminology and acronyms associated with CNCS
- Describe the Cycle of AmeriCorps Program Development
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- Identify grantee responsibilities
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**Thank You!**



You've successfully completed the AmeriCorps  
Member Management module.