10 Elements of Program Continuity Planning

Timeline/Calendar	**Manage a calendar** that incorporates CNCS, organizational, program, and subgrantee level timelines.
$/Funding	Keep records of **types, amounts, and sources of program funding**, as well as grant end dates, spending status, and how the budgets are managed at your organization.
"Playbooks"	Maintain **written policies and procedures** on all program management aspects and AmeriCorps requirements. Develop **transition materials** for new staff.
Staff Engagement	Develop program management in which **operational knowledge is shared** by multiple staff, leadership is engaged at multiple levels, and financial and program staff cooperate.
Technology	Prepare information on **technology used** in program management – how to access and use it and where to go for help.
Record-keeping	Maintain **complete and compliant records**. Provide new staff with access to program files and educate them about record-keeping procedures and requirements.
Performance Measurement/ Reporting	Prepare clear guidance on your **performance measurement and data collection** processes and instruments and how they are used for reporting.
Member Management/ Support	Outline **member management processes** – recruitment, enrollment/exit deadlines, service sites, training, timekeeping and payroll, supervision, pending grievances, alumni engagement, etc.
Contacts/ Relationships	List and describe contacts and functions of **key stakeholders**, such as board members, partners, funders, subgrantees, site directors/member supervisors, media, etc.
Resources	Outline **external support** available to your program(s) during transition, such as AmeriCorps regulations and guidance, CNCS staff, peers, grantee groups, etc.