



New AmeriCorps Program Staff Orientation August 10, 2017



Welcome!

New AmeriCorps Program Staff Orientation



We'll get started in just a couple of minutes.

Please open the Conversation feature in Skype. Click the icon in the lower left of the screen to open the feature.

Please mute your Skype's microphone and turn your computer's speakers up to hear the audio.

CNCS AmeriCorps State and National



HEATHER MCDONALD STATE AND NATIONAL PROGRAM OFFICER



CNCS AmeriCorps State and National

BETH BINKLEY
STATE AND NATIONAL
PROGRAM OFFICER



Technology Check



- ON THE PHONE:

The phone lines are muted; the lines will be opened for Q&A at the end of the presentation.

- ON SKYPE:

We will use the Conversation box on the left side of your screen during the presentation. Also, feel free to provide input or ask a question at any time during the presentation. *Please test the Conversation box now with a short greeting to your colleagues.*

- REPLAY:

Today's presentation will be posted on the National Service Knowledge Network: www.nationalservice.gov/resources

New AmeriCorps Program Staff Series

The New AmeriCorps Program Staff Series is designed to help new CNCS grantees launch successful AmeriCorps programs. The 2017 summer series includes:

- Session 1 – July 13, 2017

Orientation to CNCS; Introduction to AmeriCorps Member Recruitment; Introduction to Criminal History Checks

- Session 2 – July 27, 2017

Recruiting Members with Disabilities; Criminal History Checks, Financial Management Systems

- Session 3 – August 10, 2017

AmeriCorps Member Orientation and Training; Financial Management

- Session 4 – August 24, 2017

AmeriCorps Member and Site Monitoring and Reporting Requirements

Today's Agenda



- Introductions
- AmeriCorps Member Orientation and Training
- Q and A
- Financial Management
- Q and A
- Closing Remarks

Introductions



- Please use the **Conversation box** to answer these questions:
 - Who is online with us today?
 - ✓ *Name*
 - ✓ *Agency*
 - ✓ *Location*
 - ✓ *Relationship with AmeriCorps*
 - ✓ *Favorite fruit*

Introductions

- ✓ Heather
- ✓ CNCS
- ✓ Washington, DC
- ✓ AmeriCorps staff member
- ✓ Bananas



Introductions

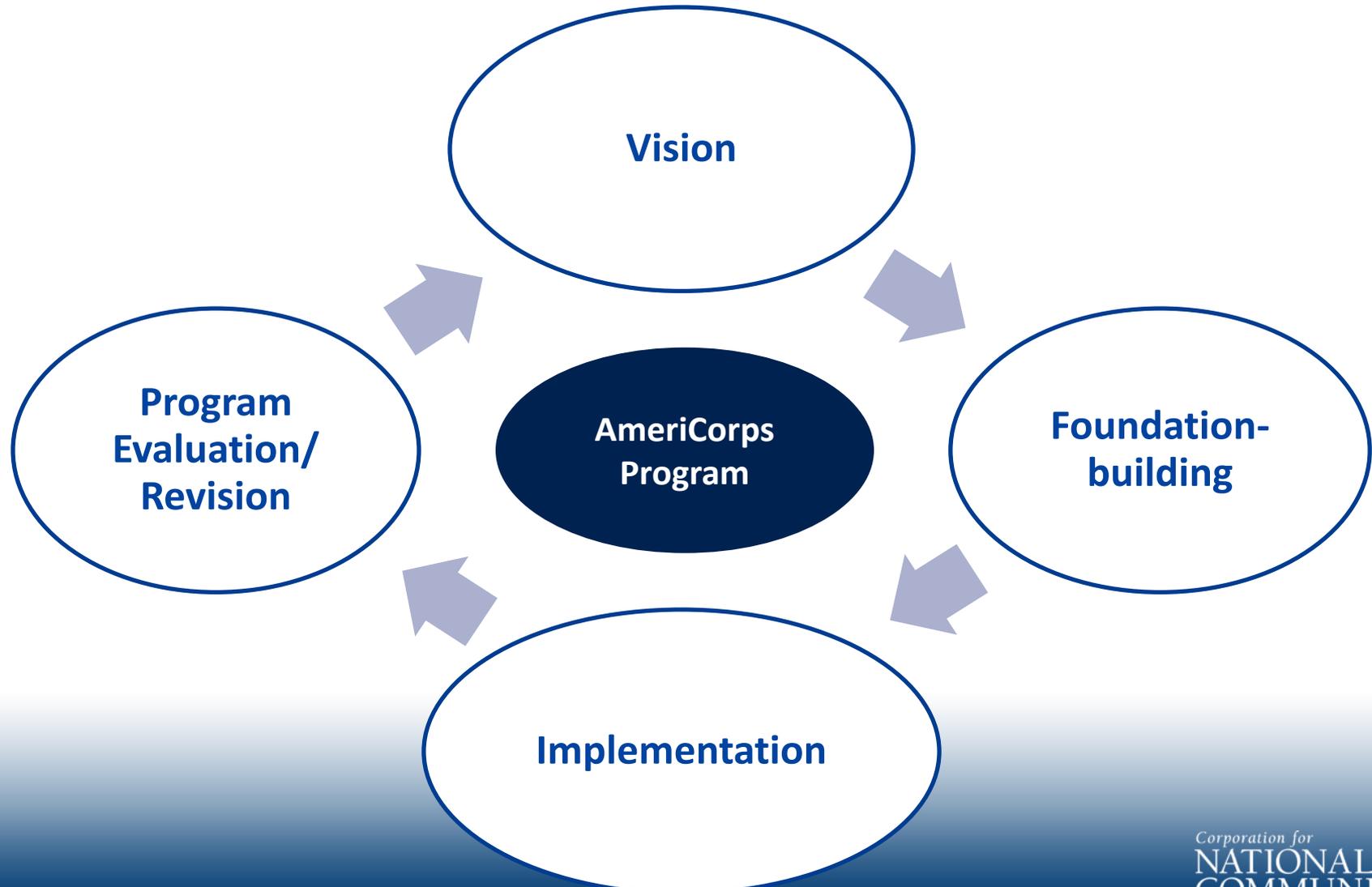


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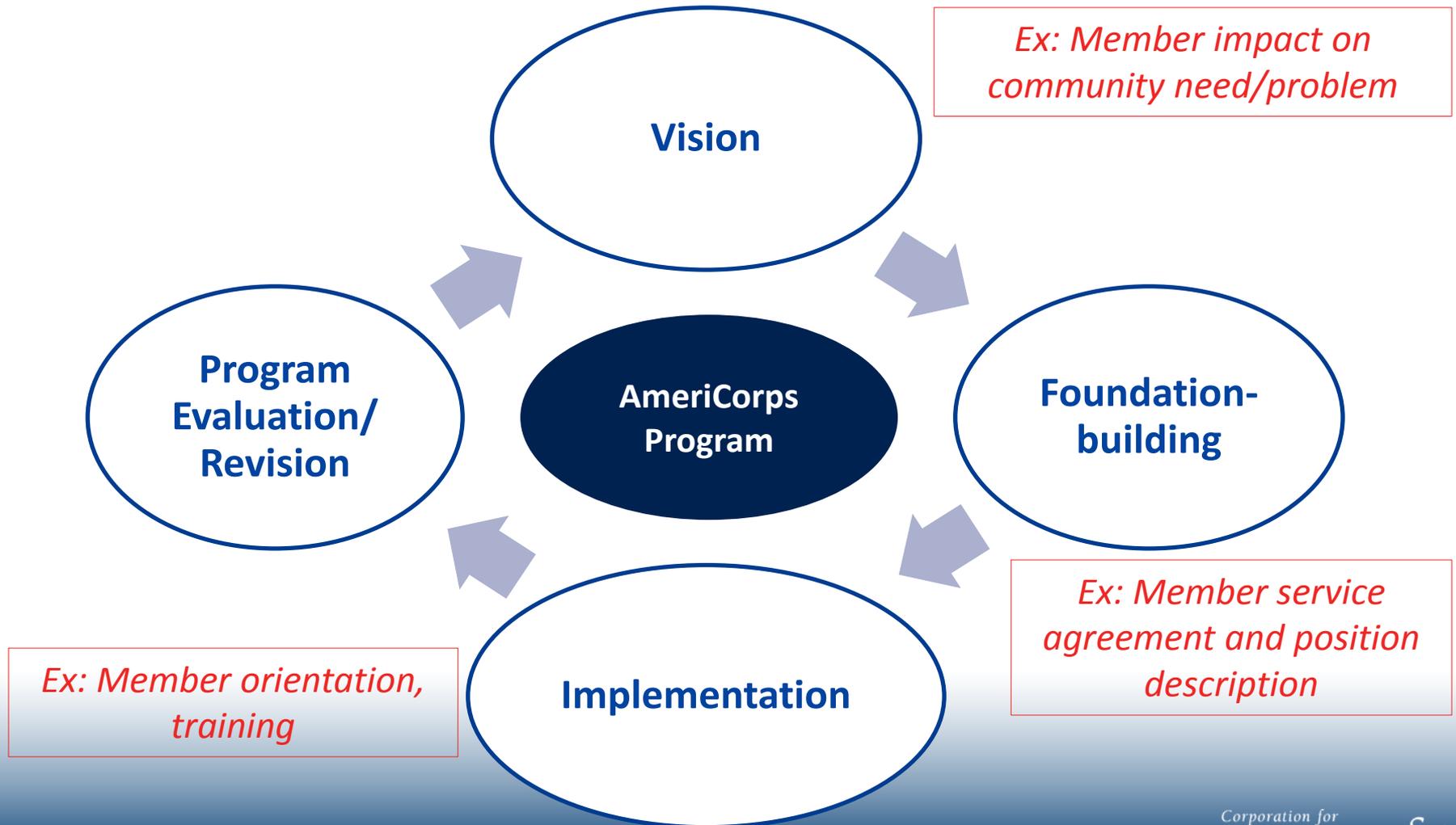
Member Development: Preparing for Service



Spotlight on Cycle of Program Development



Cycle of Program Development



CNCS Requirements and Expectations

- What are the CNCS member orientation and training requirements?
- Per the 2017 National AmeriCorps Grant Terms and Conditions, pages 7-8:
 - ✓ Member orientation
 - ✓ Prohibited activities
 - ✓ Limit on number of allowable hours: 45 CFR § 2520.50

Overall goal: equip AmeriCorps members with necessary skills and knowledge to successfully complete their terms of service

CNCS Requirements and Expectations

- Where can I find the requirements?
 - 45 CFR (Code of Federal Regulations)
 - §2520.50 – Time in training
 - §2522.100 – Minimum requirements
 - §2522.910-.940 – Tutoring requirements
 - NOFO/NOFA
 - Members must receive high quality training
 - Prohibited Activities for members & volunteers
 - Grant Terms and Conditions
 - Branding requirement
 - Policy FAQs

Member Development Components



Orientation



Service Training

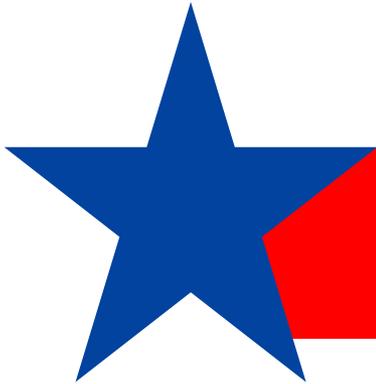


On-going Training and
Professional Development

Member Orientation



Orientation



Introduction to AmeriCorps and Member Service

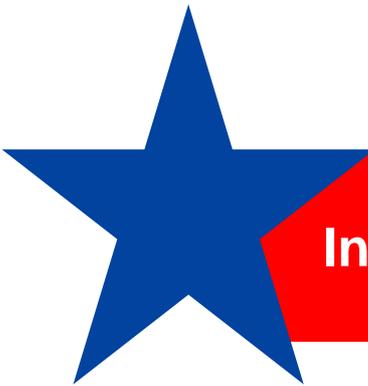
Examples of Orientation Topics

- History of National Service
- Prohibited Activities
- Review of Member Service Agreement
- Review of Position Description
- AmeriCorps Identity
 - Elevator Speeches
 - Gear expectations
- Time and Attendance

Member Training

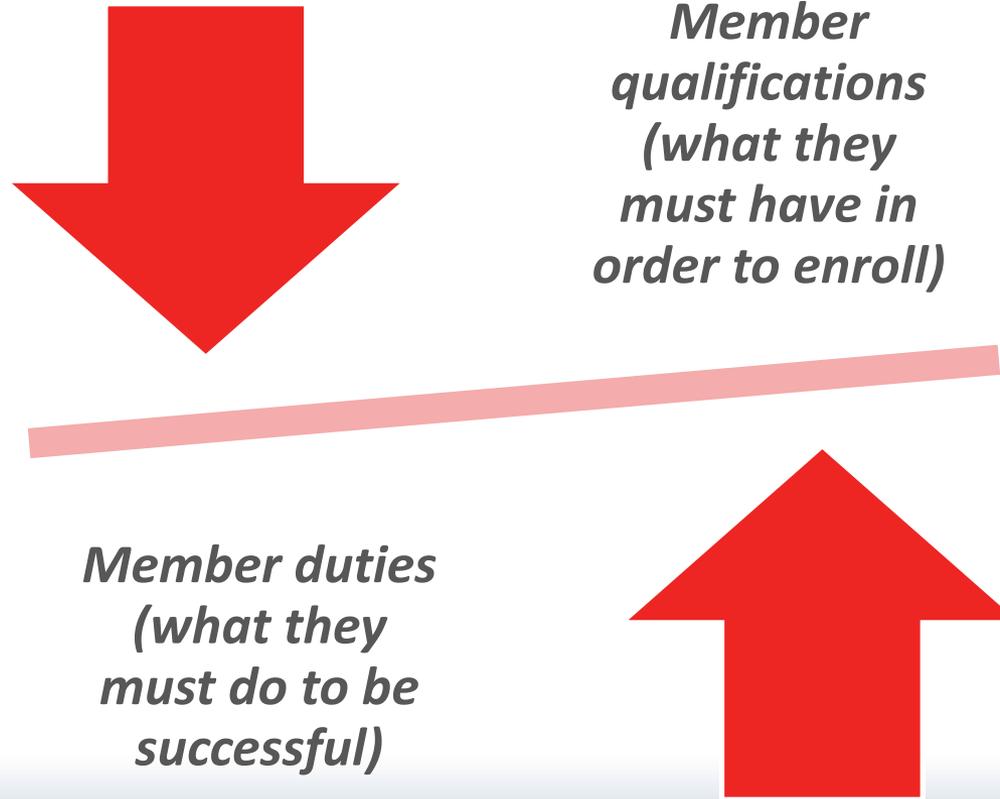


**Service
Training**



Introduction to Service Specific Skills and Activities

Member Training Balance



Spotlight on Training on Program Intervention

- *Critical for preparing members to succeed:*
 - ✓ Members must receive high quality training on technical skills needed to provide the program's intervention.
 - ✓ The methods for delivering this component will vary widely between programs, depending on the program design and member position description.

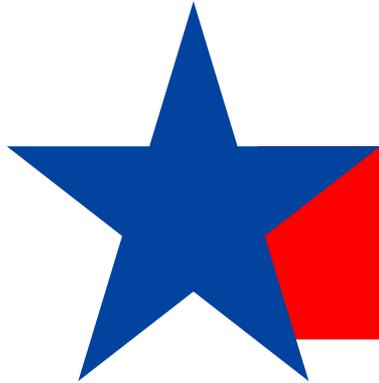
Examples of Service Training Topics

- Member Safety
- Member Wellness
- Data Collection
- Service Specific Training
- Prohibited Activities

Member Training



**On-going Training
and
Professional
Development**



Continued Member Development

Examples of On-going Training Topics

- Service Specific Training
- Professional Development
- Life After AmeriCorps
- On-going Opportunities
 - Prohibited Activities
- GED Achievement Support

Discussion



1. *What training topics do you provide?*
2. *What activities do you include in your training program?*
 - Examples: Lectures, role-plays, scavenger hunts, music/poetry/dance performances
3. *Who leads the training program and provides training?*

***Please take a few minutes to answer the questions
in the Conversation box.***

Local Initiative Support Corporation (LISC)



STACEY RAPP
AMERICORPS PROGRAM DIRECTOR



Local Initiative Support Corporation (LISC)

- Location of program site(s)
- AmeriCorps member services
- Length of time as an AC program
- Member orientation: What does it include? How was it developed?
- Member trainings and timeline
- Recommendations for new program staff to create/improve member trainings

Local Initiative Support Corporation (LISC)



Local Initiative Support Corporation (LISC)



STACEY RAPP
AMERICORPS PROGRAM DIRECTOR



Q and A



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*What questions
do you have?*



BONNIE JANICKI **SENIOR GRANTS OFFICER**

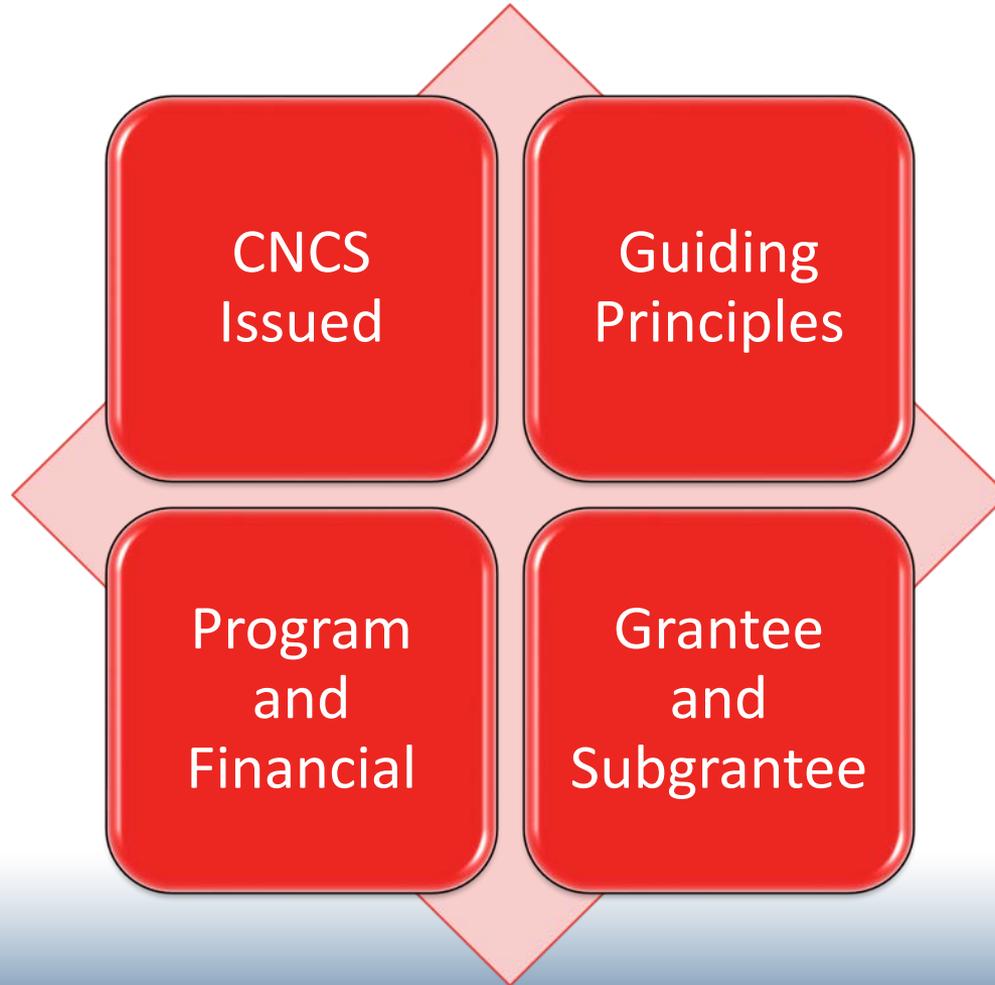
- ✓ Senior Grants Officer for Grant Operations
- ✓ Supervises a team of Grants Officers responsible for oversight of diverse portfolios, including AmeriCorps awards
- ✓ Joined CNCS in 1994

AmeriCorps Program Grants Management Systems



Review

Terms and Conditions



Accounting System Review

Efficient financial management systems identify:

- Grant vs. non-grant related expenditures
- CNCS vs. grantee share
- Costs by program year
- Budget categories
- Direct and indirect costs

All grant-related costs must be supported by
clear documentation.

Criminal History Checks Basics



No/Episodic Access

- National Sex Offender Public Website (NSOPW)
- FBI or State

Recurring Access

- NSPOW
- FBI
- State



www.nationalservice.gov/resources/criminal-history-check

What is in your financial house?



Effective Financial Management

- Written and followed policies and procedures
- Qualified and trained financial staff
- Effective communications
- Succession planning and cross-training
- Self-assessment and continuous improvement
- Active, knowledgeable, and informed Board and finance committee

Policies and Procedures

“What to do”

“How to do it”

- Implemented
- Documented
- Current
- Comprehensive
- Inclusive

What do we document?

Everything!

All grant-related expenses,
including Match/Grantee Share

- Cash
- In-kind Donations

Why retain documentation?

- To track incoming information
- To review information
- To provide historical evidence
- To provide evidence of accomplishments
- To prepare for an audit

Documentation of Staff Time

BI-WEEKLY TIME SHEET

ABC Non-profit

1234 United Blvd.
 Dallas, TX 75555
 Telephone: (214) 555-6644; FAX: (214) 555-7755

Employee Name: Jane Q. Coordinator
 Title: Program Coordinator
 Department: Service Program

Project Name: Happy Kids After School Program
 Pay Period: 6/21/2010 to 7/4/2010
 Supervisor: On Lee N. Americus

Task or Grant Project	Days	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	Total Hrs
		Dates	6.21.10	6.22.10	6.23.10	6.24.10	6.25.10	6.26.10	6.27.10	6.28.10	6.29.10	6.30.10	7.1.10	7.2.10	7.3.10	
AmeriCorps After School Program			5	4.75	4.5		2			4	8	7	8	8		51.2
Fundraising*												1				3
Headstart Program					2											13
Annual Leave																1.5
Sick Leave																11.2
Holiday																0
Leave: Other																0
TOTALS:		0	8	8	8	8	8	8	0	0	8	8	8	8	8	80

By signing below, I hereby attest that the time recorded on this time sheet is true and accurate to the best of my knowledge.

Employee

Key Elements of Financial Reporting

- Prepare with information from the organization's accounting system
- Review and reconcile to ensure accuracy
- Have proper documentation
- Submit reports on time

Financial Management Resources

- Regulations, Terms and Conditions, FAQs

www.nationalservice.gov/build-your-capacity/grants/managing-ameri-corps-grants

- Trainings

www.nationalservice.gov/resources/financial-management

Q and A



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*What questions
do you have?*

Wrap-up



- More Resources at www.nationalservice.gov
 - Branding and Marketing Materials (program factsheets, logos, and more)
 - Links to Notice of Funding Opportunities (NOFOs)
- Next New AmeriCorps Program Staff Webinar
 - Monitoring Members and Sites
 - August 24, 3:00 – 4:30 pm Eastern

Thank You!

