

# Ten 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 potential 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.



Recordkeeping

Maintain **complete and compliant records**. Provide new staff with access to program files and educate them about recordkeeping 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.