

Member File Checklist

Member Name _____

Service Site and City _____

Application Documents

_____ AmeriCorps Application
_____ NDA application OR _____ 2nd Year Member
_____ 2 Forms of reference _____ Letter of Intent
_____ Recommendation

Educational Requirements – check only one

- College Transcript
- High School Diploma
- GED

Enrollment Documents

_____ Corporation for National & Community Service Enrollment Form
_____ Member Contract and Grievance Procedure
_____ Service Description
_____ Acknowledgement of Understanding

- Communications / Harassment / Non-Discrimination / Drug Free / Reasonable Accommodations Policies

_____ Identity Verification

- U.S. Passport
- Birth Certificate and State Driver's License
- Birth Certificate and State Non-Driver's Identification Card
- Permanent Resident Card

_____ W-4 Allowances Worksheet
_____ Payroll/Stipend Enrollment Form

- Paychex Direct Deposit Signup Form (Optional)

_____ Publicity Release Form
_____ Emergency Contact Form
_____ Health Care Enrollment / Waiver (circle which one)
_____ Child Care Enrollment/ Waiver (circle which one)
_____ Criminal Background Check Consent Form

- Results: _____ NSOPR _____ FBI _____ St of Service _____ St of Res

Other Documents

_____ Supervisor Evaluation – Mid year
_____ Supervisor Evaluation – End of year
_____ Corporation for National & Community Service Exit Form