

## <<Program name/program year>> Member File Checklist

Place a checkmark in the box as each item is placed in member's file.

Member Name: \_\_\_\_\_

### To Be Completed During Interview Process

#### Interview Process

- Application
- Reference call
- Staff interview sheets

#### Placement Process

- Community preference sheets
- Skills assessment

#### Payroll

- Student employee form
- W-4
- I-9
- Copy of Social Security card
- Copy of driver's license

### To Be Completed During Orientation (Week 1)

#### AmeriCorps

- Member contracts (2)
- Program eligibility documentation
- Signed grievance procedures
- Forbearance request forms(s) (if applicable)
- AmeriCorps member enrollment form
- Emergency contact information
- High school graduation verification
- Publicity disclosure form
- Criminal background check form (if applicable)
- Documentation of child care eligibility (if applicable)
- Signed verification for application

#### Payroll

- Direct deposit form
- Direct deposit slip

#### Miscellaneous

- Leave of absence form for graduate school (if applicable)
- Address form
- Request to change mailing address
- Orientation evaluation

### To Be completed by Community Prior to Placement

- Community contracts (2)
- Computer request
- <<program name>> business card form

### To Be Completed During Year

#### Anytime

- Change of status form (if applicable)
- Documentation of compelling personal circumstances (if applicable)

#### November

- Initial work plan

#### January

- Updated work plan
- 1st quarter evaluation (participant)
- 1st quarter evaluation (supervisor)

#### April

- Updated work plan
- 2nd quarter evaluation (participant)
- 2nd quarter evaluation (supervisor)

#### June

- Updated work plan
- 3rd quarter evaluation (participant)
- 3rd quarter evaluation (supervisor)

#### August

- End-of-service report
- End-of-term/AmeriCorps exit form
- Post-service contact information
- Cobra paperwork
- Computer returned (if applicable)
- Final community evaluation