

TOPIC	✓ or Initial WHAT TO COVER
	<p>abbreviated term – part-time members work in a full-time capacity)</p> <p>_____ Distribute child care forms to those interested</p> <p>_____ First Financial Associates http://www.1stfinancialassociates.com/contact.htm; phone number: (770) 484-9200</p>
<p>Post-Service Benefit (Educational Award)</p>	<p>_____ Education award—Member must successfully complete term of service (serve through to the project end date; achieve required hours of service; complete final reflection)</p> <p>_____ May be used to repay qualified student loans, pay cost of attending qualified institutions of higher education, or pay current expenses while participating in approved school-to-work program</p> <p>_____ May be eligible to receive loan forbearance on existing student loan and possibly have interest paid while enrolled in AmeriCorps by the Corporation (obtain forbearance from loan institution)</p> <p>_____ Benefit is non-transferable; it is taxable in year used</p> <p>_____ Members who do not have a GED or high school diploma are not eligible to receive an education award until they complete their high school education</p> <ul style="list-style-type: none"> • Member has seven years to obtain GED or equivalent • Assistance in obtaining GED or equivalent is available <p>_____ Further educational award information available at http://americorps.gov</p>
<p>Leave Policy</p>	<p>AmeriCorps Members:</p> <p>_____ Explain importance of attendance</p> <p>_____ Living allowance not tied to hourly wage; members not entitled to formal vacation time, compensatory time, or sick leave</p> <p>_____ Required to notify supervisor of any absence</p> <p>_____ Approved Absences</p> <ul style="list-style-type: none"> • Must have prior approval by supervisor • Member will receive stipend for time away if approved • Hours away from project while on excused absence do not count toward post-service benefit award <p>_____ Unexcused Absences</p> <ul style="list-style-type: none"> • Unexcused absences may result in termination from the project <p>_____ Disciplinary Suspension—No service hours credited or living allowance paid</p> <p>_____ Administrative Hold—No service hours credited or living allowance paid</p> <p>_____ Holidays—Same as sponsoring site</p> <ul style="list-style-type: none"> • List approved holidays <p>_____ Military Leave</p> <p>_____ Jury Duty—Will earn service hours and receive living allowance</p>
<p>Prohibited Activities During Service Hours</p>	<p>Refer to Member Contract for full listing, which includes:</p> <p>_____ Lobbying—Partisan political activities</p> <p>_____ Activities of religious nature</p> <p>_____ Voter registration</p> <p>_____ Union/labor organization</p>
<p>Member Grievance Policy and Procedures</p>	<p>Refer to Member Contract and Handbook for complete information</p> <p>Review Process:</p> <p>_____ Try to resolve with supervisor</p>

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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Informal process with our program Formal grievance with our program director If not resolved, there are AmeriCorps procedures
Project Orientation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Project goals Project performance measurements Rights and responsibilities Code of Conduct