

# PENNSYLVANIA MOUNTAIN SERVICE CORPS 2011/2012 AmeriCorps Host Site Application

Please type or print

<b>Organization:</b>
<b>Address:</b>
<b>City and Zip:</b>

<b>Member's Supervisor:</b>	<b>Second Contact:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>E-mail:</b>

Service Option	Start Date	End Date	# Pays	Length
Regular Year	August 22, 2011	August 17 ,2012	26	12 Months
School Year	August 22, 2011	June 22, 2012	22	10 Months
Alternate Year I	October 17 , 2011	August 17, 2012	22	10 Months

**How many and what type of service positions are you requesting:**

TYPE	NUMBER REQUESTING	WHICH SERVICE OPTION
<b>Full-Time</b>		
<b>Part-Time</b>		
<b>300-Hour</b>		N/A

- 300-Hour positions can have varied start dates

**If awarded a position the PMSC will put a brief position description on our website for recruitment purposes. Please fill out how you want the PMSC website listing to read:**

1. Who should candidates contact regarding an interview/information for your position?

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

2. What phone number and email should be used?

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. In two brief sentences describe your position description:

\_\_\_\_\_

\_\_\_\_\_

4. Where will position(s) be located?

\_\_\_\_\_

\_\_\_\_\_

**PMSC AmeriCorps Member Position Description**

**Name and Signature** of each staff member authorized to sign a timesheet:

Print Name	Signature
1.	
2.	
3.	

Member's Service Location: \_\_\_\_\_

Member's Service Period: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Position Description: (brief bullet points are preferred, attachment only if necessary)

\*If this is a tutoring position, describe how you will train the individual

\*Members do not serve the staff of organizations; they serve the community through direct, visible, and measurable service to individuals, a family or group.

**\*Members in schools are specifically to tutor, mentor, establish service learning activities, or for after school programming included in approved position description. Members SHOULD NOT be used as a bus aid, cafeteria aid, gain hours coaching a sport, or for other extracurricular activities that are a normal function without AmeriCorps like school plays, to maintain a classroom in the absence of regular staff, or to work from home.**

**\* Please note that for all tutoring positions, the candidate must possess a minimum of a two-year college degree or your organization is responsible for administering a proficiency test in the appropriate subject(s) to your candidate. Proof of college diploma or results of the testing must be on file with the PMSC within 30 days of the start of the program year.**

\*Service positions should not include clerical work, menial tasks, staff training, administration, research, or other incidental support activities, **unless such activities clearly support the direct service objectives, and the time spent on these activities are not the member's primary responsibility.**

\*Members may not raise funds for the cash-match or for general operating expenses. Fundraising is limited to 10% of a member's time.

\*Members may not write grants to obtain AmeriCorps or CNCS funding, or for funding provided by any other federal agencies.

\*Service should result in a specific, identifiable community service or improvement that otherwise would not have been made without the position.

**The PMSC staff will obtain the member's signature and provide the member with a copy of this form.**

**AmeriCorps Member**

I verify that I have reviewed, understand, and have received a copy of my position description.

\_\_\_\_\_ AmeriCorps Member Signature

\_\_\_\_\_ Date

**Upon Selection and acceptance as a 2011-2012 PMSC host site, this becomes the agreement between:**

**Pennsylvania Mountain Service Corps/AmeriCorps**

**Hereafter referred to as PMSC**

**and**

**Host Site Name:** \_\_\_\_\_

**Hereafter referred to as Host Site.**

**Member's Supervisor(s):** \_\_\_\_\_

Overview: **PMSC** joins with the above named **Host Site** in this affiliation pursuant to the Federal, National and Community Service Act of 1990 and 1993, and the Serve America Act of 2009, reading, "To develop leaders with a lifelong commitment to the ethic of service, to strengthen the **Host Site's** capacity to address critical unmet community needs through service, and to build a system of service." As a designated program operator, **PMSC** is authorized to select those **Host Sites** where corpsmember(s) will serve. **Host Sites**, in cooperation with **PMSC** will select corpsmember(s) to achieve a defined set of goals and objectives established and accepted by **PMSC**. **PMSC** is a program administered by Appalachia Intermediate Unit 8, as the legal applicant, operated by the Pennsylvania Department of Labor and Industry's PennSERVE, and supported by the Corporation for National and Community Service. Now therefore, if selected as a 2011-2012 **Host Site**, intending to be legally bound hereby, **PMSC** and the **Host site** agree as follows:

I. The **Host Site** agrees to the following regarding:

**A. Service Location**

1. To interview and select an appropriate candidate for the AmeriCorps funded position as approved in the service site application.
2. To meet with **PMSC** program officials as requested; To make key staff available for interview by **PMSC** representatives and to supply necessary information to enable **PMSC** to complete required reports including, but not limited to, a comparison of actual accomplishment with the goals established for the program, the number of participants in the program, the number of service hours generated and the existence of any problems, delays or adverse conditions that have affected or will affect the attainment of program goals.
3. To establish measures for program success and communicate with **PMSC** concerning the development and attainment of those measures.
4. To encourage and support corpsmember(s)' efforts to develop and implement collaborative programs involving other corpsmember(s) and sites and addressing service needs.
5. To ensure adequate and safe working environments for corpsmember(s); to provide appropriate materials, resources, and workspace for corpsmember(s).
6. To not participate or engage in acts which are detrimental to the positive image of the aforementioned.
7. **To notify PMSC in writing and in advance of, any proposed changes to service description or service location for PMSC approval.**

## **B. Personnel**

1. To provide on site supervision for corpsmember(s); to maintain open communications with corpsmember(s) and **PMSC** staff.
2. To have corpsmembers supervised while serving with vulnerable populations such as children until all criminal record results have been reviewed.
3. To sign biweekly **PMSC** Time Logs that accurately document hours served by the corpsmember(s).
4. To provide **corpsmembers** with approved projects, tasks, and assignments throughout the year of service that allow for leadership development opportunities for corpsmember(s).
5. To provide corpsmember(s) with transportation for any site related travel **or**; provide mileage reimbursement, for any site related travel whereby the corpsmember(s) uses personal transportation.
6. **To support the corpsmember(s)' attendance at mandatory PMSC service and training activities, which may include, but not limited to: member orientation, midyear training, regional projects, regional meetings, and end of service training, with the PMSC reserving the right to use up to 20% of the corpsmember' s hours towards these activities.**
7. To provide the corpsmember(s) orientation to the **Host Site**, including mission, structure, personnel policies, and procedures.
8. To include the corpsmember(s) in appropriate staff activities, meetings and training events with hours counted towards the total goal.
9. To provide **PMSC** with the required written performance evaluations of the corpsmember(s) and communicate results with corpsmember(s).
10. To notify **PMSC** Staff immediately of any problems or concerns with the corpsmember(s); to include **PMSC** in the development of any performance action plan implemented to improve and/or correct the performance of the corpsmember(s).
11. **To understand that if for any reason the corpsmember(s) withdraws or is released from service with the Host Site, PMSC may not necessarily be able to assign another corpsmember(s) to the position.**
12. To support the spirit and intent of the corpsmember(s) in their performance of community service.

## **C. Financial**

1. To provide *cash match* payment of \$7,200 and \$2,600 of *in-kind* contribution per full-time corpsmember, and *cash match* payment of \$4,000 and \$1,300 of *in-kind* contribution per part-time corpsmember.
2. To assure that the Host Site's cash match funds come from nonfederal sources.
3. To pay the invoice in full or as follows:

If the member starts:	First payment is due:	Second Payment is due:
August 22,2011	September 1, 2011	November 1, 2011
October 17, 2011	November 1, 2011	January 1, 2012

**Payable to: Appalachia Intermediate Unit 8, at 4500 Sixth Avenue, Altoona, PA 16602.**

**4. To agree that you will have the cash-matched paid by the designated deadlines or you will forfeit your awarded position, and your application will be placed on the “waiting list” for future consideration.**

**5. To agree that if you are unable to identify your selected member within 2 weeks of the designated start date, you will forfeit your awarded position , and your application will be placed on the “waiting list” for future consideration.**

**6.To agree that if a corpsmember leaves their service commitment prior to completion of hours, any refund, if applicable, will be based upon the total corpsmember(s) cost expended by the PMSC, the amount of federal funds that become non-expendable due to the loss of the position, and a 5% administrative fee; however, refunds for corpsmembers will not be issued after 150 days from the member’s start date.**

<b>If the member starts:</b>	<b>Last day for a refund is:</b>
<b>August 22, 2011</b>	<b>January 19, 2012</b>
<b>October 17, 2011</b>	<b>March 15, 2012</b>

**7. To understand, that if it is possible to replace an AmeriCorps member from a vacated position, an additional amount of cash-match will be required in order to replace any previously expended cash-match.**

**8. To provide PMSC, using the appropriate forms and format, with documentation of the in-kind contribution, due as per the schedule outlined in the PMSC handbook.**

**9. To assure that no financial profit is generated as a direct result of corpsmember(s) service (e.g. billing for services or profit from a product.)**

**10. To assure that no money is paid, by the **Host Site**, to the corpsmember(s) as a supplement to the living stipend.**

**11. To assure that the member will not be employed by the **Host Site** while serving in an AmeriCorps position.**

**12. To agree that any violation of this agreement will constitute a forfeiture of the cash match tendered.**

**D. Assurances**

**1. To assure that no jobs will be lost, no present employees will be replaced, and no hours of current employees will be reduced as a result of the corpsmember(s) placement; to not use corpsmember(s) in ways that will displace an employee or position or infringe on an employee’s promotional opportunities.**

**2. To not, under any circumstances, assign corpsmember(s) to perform services, duties or activities**

that were assigned to an employee or to an employee who recently resigned, was discharged, or took any type of leave of absence.

3. To understand that corpsmember(s) are prohibited from engaging in or conducting any activities of a religious nature, including religious instruction, worship services or proselytizing during working hours and agrees to take appropriate steps to assure compliance.

4. To understand that corpsmember(s) are prohibited from promoting or deterring union organization during service hours and that corpsmember(s) must not violate the Hatch or Federal Anti-lobbying Acts, and agrees to take appropriate steps to assure compliance.

5. To not discriminate against corpsmember(s) on the basis of race, color, religious creed, age, sex, national origin, or disability.

6. To comply with this agreement and all Federal and Commonwealth statutes relating to this agreement, including all terms and conditions of the **PMSC** corpsmember Agreement.

7. To understand that corpsmember(s) may not serve more than the equivalent of two fulltime terms in any AmeriCorps State or National program.

8. To understand that corpsmembers may not prepare any part of a grant proposal or perform other fundraising functions to help you achieve your match requirement, to pay your organization's general operating expenses, or for federal or CNCS funds.

**9. To understand that any changes to the accepted corpsmember(s) service description or service site requires written approval by the PMSC program manager.**

10. To verify that the **Host Site** is a 501(c)(3), non-profit, or authorized city, commonwealth, or federal agency.

11. To assure that members do not transport students or clients unless they are covered under the **Host Site's** liability insurance policy.

12. To understand that members cannot begin serving until all required documentation as per the member handbook is on file.

13. To follow the grievance procedure as outlined in the **PMSC** Program Handbook.

14. To understand that a member termination must be in consultation with the PMSC program manager and in accordance with PMSC guidelines as outlined in the PMSC handbook.

II. **PMSC** agrees to the following regarding:

A. Personnel

1. To provide corpsmember(s) with training and support in accordance with the Corporation for National and Community Service guidelines.

2. To provide corpsmember(s) with a living allowance while actively serving, of a maximum of **\$12,100.00** distributed bi-weekly for full-time, and a maximum of **\$6,292.00** distributed biweekly for part-time, during the specified program year, provided they meet all **PMSC** and **Host Site** requirements.

3. To provide full-time corpsmembers(s) with health care benefits if applicable, while actively serving.

4. To assist income eligible, full-time corpsmembers(s) with child care benefits.
5. To authorize post service education awards of **\$5, 500.00** for full-time corpsmembers, **\$2,775.00** for part-time corpsmembers, who successfully meet all terms of their agreement with **PMSC**.
6. To provide corpsmembers with worker's compensation benefits through Appalachia Intermediate Unit 8's compensation plan, for injuries sustained in the performance of corpsmember' s assigned duties.
7. To follow the IU8's Policies of Nondiscrimination, Affirmative Action and Sexual Harassment.

III. Termination of Agreement

A. Failure to abide by the terms of the Agreement may result in termination of this agreement and immediate removal of corpsmember(s) from the **Host Site**; the cash match, required documentation of in-kind, and other associated costs will be due and payable within 30 days of termination action.

By this agreement, **PMSC** and the **Host Site** will work together to develop community leaders for national and community service.

I verify that this position will not:

**Displace an employee, duplicate a paid staff position, or replace a vacant staff position**

**Proselytize**

**Include activities of a partisan political nature**

**Provide assistance to a business organized for profit**

**Fund raise for general operating expenses as a primary activity**

**Include grant writing or preparation for general operating expenses**

I verify that our organization:

**Can supply the required cash-match from non-federal sources**

**Can supply on-site supervision of member**

**Is a 501C3 or governmental organization**

**The Host Site understands that upon selection and acceptance of participation in the 2011-2012 program year, your authorized signature indicates that you have read and agree to the terms of this agreement. You will receive a copy of the executed agreement upon award notification. If you are notified that you have not been selected as a Host Site, this agreement becomes null and void.**

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Host Site Authorized Signature/Title

Date

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Carol Lynne Overly, PMSC Program Manager

Date

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Dr Joseph Macharola, IU8 Executive Director

Date

**Site's Federal ID#:**

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