



**SCALE**

School of Education, University of North Carolina at Chapel Hill  
North Carolina LiteracyCorps Engage, an AmeriCorps project



## North Carolina LiteracyCorps AmeriCorps Project 2012-2013 Host Service Site Application<sup>1</sup>

Thank you for your interest in becoming a host service site with the North Carolina LiteracyCorps AmeriCorps Project. We are looking closely at the commitment of host service sites to AmeriCorps, the capacity of sites to manage the project, the ability of sites to comply with program requirements, and the understanding by host service sites of National Service issues as a part of the host service site selection process. The AmeriCorps program year runs from August 1, 2012 through July 31, 2013, with full time members providing 1,700 hours of service and part time members providing 900 hours. If your site is selected, your expected annual financial contribution will be \$5,725 for a full time member and \$3,875 for a part time member (these contribution rates are subject to change pending funding approval).

**Host site applications are due by no later than 5pm on Tuesday, January 31, 2012.**

**A) Please answer the following questions about how you plan to engage AmeriCorps members in your program. Attach additional pages if necessary. Incomplete applications will not be considered.**

**Our priority service activities will include<sup>2</sup>:**

- I. Providing skills development services such as Adult Basic Education (ABE), GED, and English for Speakers of Other Languages (ESOL) – particularly among populations that are economically disadvantaged<sup>3</sup>
- II. Increasing literacy skills in K-12 students
- III. In addition, volunteer recruitment and support and disaster preparedness are required service activities for all AmeriCorps members. All members are required to be certified in CPR/First Aid, but 12 members must also be trained in disaster preparedness and response. If your AmeriCorps member is on the disaster response team, be aware that she or he may be called away from your site to assist in the event of a statewide disaster.

1) How many full time members are you requesting? \_\_\_\_\_

2) How many part time members are you requesting? \_\_\_\_\_

<sup>1</sup> Completion of this application is NOT a promise of funding nor granting of members. All projects must meet project guidelines and funding must be secured before final decisions are made.

<sup>2</sup> Priority service activities are subject to change based on NC Commission requirements.

<sup>3</sup> Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one more personal /family accounts.



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3) Use the space below to describe the specific program responsibilities the potential AmeriCorps Member(s) who may be placed at your site will have that directly relate to one or both of the priority areas listed above. Attach a detailed service description and weekly service schedule for every potential AmeriCorps Member(s) that ties their responsibilities to one or more of the specific priority areas listed above and that also indicates the specific priority services in which they will be engaged. Please note: AmeriCorps Members placed at host service sites must spend the majority of their time on activities directly related to the aforementioned priority areas.

4) How will the potential AmeriCorps Member(s) who may be placed at your site address critical needs in your community that are related to one or more of our priority areas?

5) Approximately how many K-12 learners (including GED students between ages 15-17) would the potential AmeriCorps Member(s) who may be placed at your site be able to serve?

6) Approximately how many adult learners would the potential AmeriCorps Member(s) who may be placed at your site be able to serve?

7) Please list the specific training opportunities that you will make available to the potential AmeriCorps Member(s) who may be placed at your site, in addition to the orientation training, quarterly trainings, and other trainings provided by the North Carolina LiteracyCorps/SCALE.



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8) Please list the specific leadership opportunities that you plan to make available to the potential AmeriCorps Member(s) who may be placed at your site.

9) Describe your plan to provide adequate supervision and support to your AmeriCorps member(s), including assigning tasks, evaluating progress, and meeting regularly with him/her/them. Sites are required to provide a workspace such as a desk, computer, and phone, to AmeriCorps members, so please describe your plan to ensure that these things are made available to any member(s) placed at your site.

10) If an AmeriCorps member leaves her/his position after the first 30 days of the start of the program year, you will not be able to replace her/him. Please identify the specific steps you will take to ensure member retention.

11) AmeriCorps encourages sites to help members develop an ethic of service. Describe your plans to build an ethic of service with the potential AmeriCorps Member(s) who may be placed at your site, including plans to involve Members in recruiting and coordinating community volunteers, linking your agency's service project to existing efforts to solve community problems, and developing and/or maintaining partnerships with local businesses or organizations.

12) Describe specific steps you will take to help promote national identity issues related to AmeriCorps (National identity activities can include participation in national days of service such as MLK Day, wearing AmeriCorps gear at project sites, displaying AmeriCorps signs at host service sites, and creating publicity about your program that specifically mentions AmeriCorps).



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**B) An important requirement of hosting AmeriCorps Member(s) includes submitting documentation in a timely manner. This includes:**

- **A memo on the host service site's letterhead that states the hourly rate of the person supervising the AmeriCorps member (with the salary calculations included on the memo), and the memo must be signed by an official representative of the organization. If the official representative is also the site supervisor for the AmeriCorps Member(s), then the staff person (or board member) who supervises the official representative must sign the memo. The memo must be submitted to SCALE's executive director by August 31, 2012.**
- **A memo on the host service site's letterhead that states the rate at which staff and AmeriCorps Member(s) are reimbursed for work or service-related travel. The salary and mileage memos may be combined, but must be signed by an official representative of the organization. The memo must be submitted to SCALE's executive director by August 31, 2012.**
- **Site supervisors are required to submit monthly time sheets to SCALE's executive director that detail the amount of time spent supervising the AmeriCorps Member(s). Supervisor time sheets are due by the 5<sup>th</sup> of the following month (e.g., August supervisor time sheets are due September 5<sup>th</sup>).**
- **Sites must submit records of any mileage reimbursements paid to the AmeriCorps Member(s) and these records are also due by the 5<sup>th</sup> of the following month.**

1) Discuss your plan to accurately submit required documentation (such as: supervisor time sheets, records of mileage reimbursement, mileage and salary memos, etc.) on time, every month.



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**C) Sites must be able to report data related to learners and volunteers directly or indirectly impacted by the service of the AmeriCorps member(s).**

**As part of a national assessment of AmeriCorps program performance, sites must report the number of learners who complete an education program. Each program should define program completion<sup>4</sup> based on their program design.**

**If multiple programs are run at your site (for example one site may have both a GED program and an ESL program), program completion must be defined and tabulated separately for each program.**

1) Describe your data collection and program evaluation process in the space provided below. Please include your definition of completion for *each* program at your site that will have an AmeriCorps member assigned to it.

**D) List the specific steps you will take to identify local funding for the position(s) when funding for the AmeriCorps program ends.**

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<sup>4</sup> Program completion can be defined by the minimum number of classes, sessions, percentage attended or hours a learner must attend in order to measurably benefit from the service. For example, if a site has an adult literacy program in which learners generally attend two tutoring sessions per week over the course of 10 weeks, you might define program completion as attending 80% of the time, or 16 out of 20 total tutoring sessions offered.