

PAPERWORK OVERVIEW

| CHECKLIST | | COMPLETED/SIGNED BY: | | |
|-------------------|--|----------------------|------------------|-----------------|
| Enrollment Packet | | Member | Program Director | Site Supervisor |
| _____ | Proof of Eligibility | X | X | |
| _____ | AmeriCorps Enrollment Form | X | | |
| _____ | Member Service Contract | X | X | |
| _____ | Service Description (including type-written position descr) | X | | |
| _____ | Pre-Service Skills Inventory | X | | |
| _____ | National Service Criminal History Check | | X | |
| _____ | Acknowledgement Form | X | X | |
| _____ | National Service Forbearance Request | X | | |
| In-Service Forms | | Member | Program Director | Site Supervisor |
| _____ | Monthly Time Logs or BWBRS Time Log Report | X | X | X |
| _____ | Monthly Service Logs or BWBRS Service Accomplishment | X | | |
| _____ | Service Site Mid-Term Performance Evaluation (required for all terms of service) | X | | X |
| _____ | Mid-Term Member Assessment (full-time and part-time members only) | X | | |
| Exit Packet | | Member | Program Director | Site Supervisor |
| _____ | Final Monthly Time and Service Logs w/Cover Sheet | X | X | X |
| _____ | AmeriCorps Exit Form | X | | |
| _____ | Service Site End-of-Term Performance Evaluation | X | | X |
| _____ | End-of-Term Member Assessment | X | | |
| _____ | Parochial School Certification Form | X | | X |
| _____ | Member Story | X | | |