



SCA AmeriCorps Education Awards Program

As a member of the AmeriCorps National Service Network, SCA administers an AmeriCorps Education Award Program for its members.

AmeriCorps, a division of the Corporation for National and Community Service, offers opportunities for its members to dedicate themselves to a period of volunteer service, meet critical needs nationwide, and, in return, receive an education award, funds they can use to pay qualified student loans or current educational expenses.

SCA members who choose to enroll in AmeriCorps sign a contract pledging to complete a minimum number of service hours as well as the full term of their position.

In addition to meeting eligibility requirements, meeting paperwork and reporting expectations (including weekly timesheets), SCA members enrolled in AmeriCorps are expected to identify as members of the AmeriCorps National Service Network during their position.

This document outlines the roles and responsibilities of the Host Site Partner in the SCA AmeriCorps Education Awards Program (EAP). The following are definitions of terms:

1. **“Site”** – Your volunteer service site or any sub-site where the Member is serving. For this contract, the site refers specifically to:

(Name of Site, City & State)

2. **“Host Site Partner”** – The person who is directly responsible for overseeing the members of the SCA EAP. For this contract, the Host Site Partner is:

(Name of Host Site Partner)

3. **“Member”** – Any SCA EAP participants designated to serve at your site.
4. **“Program”** – The Student Conservation Association’s AmeriCorps Education Award Program (EAP). Communication regarding members or the EAP requirements/procedures should be between the Host Site Partner or SCA Leader and the SCA EAP Manager.

The requirements are as follows:

- I understand that the AmeriCorps program is an optional benefit to partnering with SCA.
- I understand that AmeriCorps at SCA is a grant program contingent upon federal funding and that a position’s eligibility for AmeriCorps is not a guarantee of placement in the SCA AmeriCorps program or guarantee of an AmeriCorps Education Award.
- I understand the roles and responsibilities of the Host Site Partner in the SCA AmeriCorps Education Award Program and will communicate the information herein to appropriate site staff. (This information is also available at <http://www.thesca.org/partner/current-partner-resources>.)
- Complete AmeriCorps Training**

The site agrees to complete an annual SCA AmeriCorps Training. The site agrees to read the Conservation Internship Partner Handbook available online at <https://www.thesca.org/partner/partner-resources>.

Orientation to Community

The Site agrees to orient the Member to the site and surrounding community.

Provide Mentorship and Rewarding Service Opportunities

The Site agrees to provide an opportunity for direct and meaningful service. The Site agrees to provide the information, orientation, guidance, and support necessary for personal and professional growth in the member and agrees to share knowledge about the site and surrounding community. Adequate mentorship of the Member is necessary for facilitating the learning and growth described above.

Monitor Service Hours

The Site agrees to monitor the Member's service hours to verify the Member's eligibility for the AmeriCorps education award. The Host Site Partner agrees to approve Member timesheets as a record of service hours or, if applicable, communicate this requirement with appropriate site staff. It is the responsibility of the Member to track service hours and submit timesheets to SCA.

Ensure Compliance with Prohibited Activities

The Site agrees to monitor the Member's service hours to verify that the Member's service hours do not include prohibited activities listed under Appendix A. Members may participate in these activities as private citizens on non-SCA/AmeriCorps time.

Assist With Reporting

The Site agrees to provide data about the accomplishments of the Member, as requested, for meeting AmeriCorps performance measurement requirements.

Complete Member Evaluations

The Site agrees to complete a mid-term and end-of-term evaluation for the Member. These evaluations will be distributed by the Program in electronic format.

Communicate Changes to SCA

The Site agrees to communicate any changes to the position description or Member service dates to SCA.

Support AmeriCorps Affinity

The Site agrees to support the Member's participation in activities as part of the AmeriCorps national service network, which may include occasional trainings, conferences, or service days. The Site agrees to promote AmeriCorps affinity for the Member by acknowledging the AmeriCorps partnership and encouraging the Member to wear SCA and AmeriCorps uniform components.

The Host Site Partner hereby acknowledges by his/her/their signature that she/he/they have read, understood and agrees to all terms and conditions herein.

Host Site Partner Name: _____

Host Site Partner Signature: _____ **Date:** _____

Please make a copy for your files and return a signed copy to SCA:
by email as an attachment to AmeriCorps@theSCA.org

Appendix A. AmeriCorps Member Prohibited Activities (45CFR § 2520.65)

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:

- (1) Attempting to influence legislation;
- (2) Organizing or engaging in protests, petitions, boycotts, or strikes;
- (3) Assisting, promoting, or deterring union organizing;
- (4) Impairing existing contracts for services or collective bargaining agreements;

- (5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- (6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- (7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- (8) Providing a direct benefit to—
 - (i) A business organized for profit;
 - (ii) A labor union;
 - (iii) A partisan political organization;
 - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - (v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
- (9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- (10) Providing abortion services or referrals for receipt of such services;
- (11) Writing grants or raising funds for an organization's general operating expenses or endowment. The only kind of fundraising that members are allowed to do is fundraising directly in support of their particular project. Examples of allowable activities: Seeking donations (in the form of in-kind materials or dollars) for a specific project they are carrying out as an AmeriCorps member; Writing a grant to a foundation for funds for a specific project they're carrying out, such as a community clean-up. Allowable fundraising activities must add up to no more than 10% of the member's total hours; and
- (12) Such other activities as the Corporation may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

Additional limits on the activities performed by AmeriCorps members at the Site include:

- (1) Nonduplication. AmeriCorps members may not be used to duplicate an activity that is already available.
- (2) Nondisplacement.
- (3) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use of an AmeriCorps member.
- (4) An organization may not displace a volunteer by using an AmeriCorps member.
- (5) Use of an AmeriCorps member cannot infringe on the promotional opportunity of an employed individual.
- (6) An AmeriCorps member may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- (7) An AmeriCorps member may not perform any services or duties, or engage in activities, that will supplant the hiring of employed workers.
- (8) An AmeriCorps member may not perform any services or duties that were assigned to any employee who is on leave (terminal, temporary, vacation, emergency, or sick).