

# College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



## College Access Corps Early Release Form

CAC member name: \_\_\_\_\_ Last day as CAC member: \_\_\_\_\_

Reason for Early Release: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I acknowledge that I am leaving my AmeriCorps term of service contract early and agree to complete the following before my last official day as a College Access Corps member:**

- Release after June 16th
- Complete the College Access Corps Early Release Form. The form must be signed by the member's CAC Program Supervisor (you may be asked to attach proof of new AmeriCorps program start date, letter from doctor, etc.)
- Have completed 1,700 hours
- Have approval of their CAC Program Supervisor, partnership school or non-profit, and the CAC Program Director or for CAC member in Oregon, the ORCC Program Manager
- Have all "6 folders" up to date and have completed your contribution to the final CAC Progress Report for your program as determined by your CAC Program Supervisor
- Have completed your CAC Sustainability manual and passed it in to your CAC Program Supervisor
- Have your final time log approved in On-Corps and make sure the system shows you have at least 1,700 hours of supervisor approved service
- Completed all CAC program exit paperwork – exit form and end-of-program evaluation

**If I am leaving due to a "hardship" then I also acknowledge the following:**

- By leaving before June 16th, you may lose some of your living allowance you were guaranteed in your contract because AmeriCorps cannot pay members who are not serving their community. How much you may lose will be reviewed with you during your "hardship" request process.

By signing below, I acknowledge that I will complete all of the items above before I leave the program. I also recognize that if I leave due to a "hardship" then I may forfeit some of my living allowance.

\_\_\_\_\_  
CAC member

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAC Program Supervisor

\_\_\_\_\_  
Date

**CAC Program Supervisors:** Please send completed form to WACC/ORCC so that the form can be placed in the member's official file.