

# College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



## **ELECTRONIC MEMBER CONTRACT POLICY**

In an effort to reduce paper waste, the College Access Corps AmeriCorps program maintains electronic Member Contracts and does not require the full Member Contract to be kept in Member files. The College Access Corps website will maintain the current program year's Contract, including any edits made to the Contract during the current program year. If an edit to the Member Contract is needed during the program year, all Members and Supervisors will be notified and provided a link to the most recent version with a description of the edits. If edits are substantive (determined by program director), Members and Supervisors will be required to resign the Member Contract.

Washington Campus Compact will maintain past electronic copies of Member Contracts in their office electronic files for three years. Members and supervisors may request past Member Contracts by emailing their request to current program staff.