



SERVICE LOCATION POLICY

The College Access Corps AmeriCorps Members may only accumulate service hours while serving at their service sites, on their campus, or in the community during a service project. Members may count travel time to and from a service site as service hours only if they are traveling with other national service members, CAC coaches, program staff, or volunteers.

Members are not allowed to telecommute from home or another location and accumulate service hours without prior written approval from the program director. Telecommuting will only be allowed for compelling circumstances following a written request from the Member's Supervisor outlining the 1) compelling circumstances for the request, 2) location from where the Member would telecommute, 3) service activities Member would complete while telecommuting, 4) duration of time requesting to telecommute.

TELECOMMUTING REQUEST FORM

Supervisor to Complete

Member Name _____ Date _____

1) Describe the compelling circumstance for requesting to allow the Member to telecommute and why the member cannot perform the service activities at the allowable locations listed in the above policy:

2) Location from where the Member would telecommute:

3) Describe the service activities Member will complete while telecommuting:

4) Duration of time requesting to telecommute:

College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



Supervisor's Name _____ Signature _____ Date _____

Approved _____ Not Approved _____

Program Director's Name _____ Signature _____ Date _____

Rationale: