

AmeriCorps Direct Enrollment Application Site Agreement

2023-2024 Civic Leadership & Engagement Corps

You are being asked to serve as a supervisor for a candidate applying to participate in **Washington Campus Coalition for the Public Good's (WACC) [Civic Leadership & Engagement Corps](#)** program.

By participating in this program, this candidate will be eligible to receive an AmeriCorps Education Award of **\$1,459.26** (for 300 hours of service) or **\$1,824.07** (for 450 hours of service) while they are completing their practicum, internship, work study, or other service experience.

STUDENT: Please fill in your name & Institution & email this form, completed AmeriCorps Direct Enrollment Application, and internship/work study description (if available), to your supervisor.

Student Name

Institution

SUPERVISOR: Please review the candidate's application and complete the following:

SITE NAME (organization)

SUPERVISOR NAME

SITE ADDRESS

SUPERVISOR EMAIL

SUPERVISOR TITLE

SUPERVISOR PHONE

PLEASE DESIGNATE A BACKUP SUPERVISOR IN CASE YOU ARE UNAVAILABLE:

SECONDARY SUPERVISOR NAME

SECONDARY SUPERVISOR PHONE

SECONDARY SUPERVISOR TITLE

SECONDARY SUPERVISOR EMAIL

PLEASE CAREFULLY REVIEW THE RESPONSIBILITIES AND ACKNOWLEDGEMENTS ON PAGE 2.

RESPONSIBILITIES AND ACKNOWLEDGEMENTS.

As the Supervisor, I agree to:

Participate in a required self-guided online orientation (approximately 30-60 minutes, link to be sent by WACC staff)

Provide adequate training for student to perform the service activities detailed in their project and position description (see their application)

Assure my organization has liability insurance that covers the student while they serve at the site

Monitor and support student’s timely completion of required deliverables including timesheets and progress report data outputs (2x/month) and one final progress report at end-of service

Complete an end-of-service evaluation for the student (template provided by WACC) Carefully review the **2023-24 Member Service Agreement** and ensure candidate’s service is compliant with AmeriCorps terms and conditions regarding prohibited activities (beginning on page 13; you and the member will sign this form just before enrollment)

Respond to check-in and monitoring requests with WACC staff, as needed

Communicate any issues or concerns regarding the member with WACC staff in a timely manner

Designate and get up to speed a secondary supervisor if I am unable to fulfill these responsibilities. I will notify WACC staff immediately if there is a change in supervision.

I have reviewed and approve the candidate’s application (if changes are needed, please have the candidate resubmit their application to **americorps@wwu.edu**)

I attest that candidate’s position is an internship, work study, practicum, or volunteer experience, not a side job or full employment (paid positions are okay)

I attest that candidate’s service is at a nonprofit, school, or government agency and not at a business organized for profit.

I agree to serve as the supervisor for this student and agree to abide by all WACC and AmeriCorps policies and procedures.

SUPERVISOR SIGNATURE

SUPERVISOR TITLE

SUPERVISOR NAME

DATE

Questions? Contact WACC at: americorps@wwu.edu

Washington Campus Coalition for the Public Good is an Equal Opportunity/Affirmative Action enroller of AmeriCorps servicevolunteers. Members of ethnic minorities, disabled veterans, veterans of the Vietnam era, recently separated veterans, persons of disability, and/or persons aged 40 and over are encouraged to apply. WACC only enrolls U.S. citizens, U.S. naturalized citizens, or lawful permanent residents of the United States. All new members must show service eligibility verification as required by the U.S. Citizenship and Immigration Services and must satisfy the National Service Criminal History Check eligibility criteria by 45 CFR 2540.202.

Thank you for supporting your student’s service to your community through Washington Campus Coalition for the Public Good’s CLEC AmeriCorps program!