# BASIC TIMELINE FOR MEMBER SERVICE TERMS

| POST-<br>ENROLLMENT                | You'll complete the Member<br>Orientation & Training on<br>Canvas. Your supervisor will<br>also complete a similar  |  |
|------------------------------------|---|--|
|                                    | training in Canvas.   |  |
| TIMESHEETS/<br>PROGRESS<br>REPORTS | Due on the 1st and 16th of<br>each month on America<br>Learns. Your supervisor must<br>approve these within 5 days.   |  |
| STIPENDS                           | 900-hour & 1700-hour<br>members receive stipend<br>payments from WWU on the<br>10th and 25th of each month<br>(with exceptions).  |  |
| NEWSLETTERS                        | Check your inbox for our<br>newsletter emailed in the first<br>week of every month to read<br>about program information,<br>upcoming deadlines, events,<br>and opportunities. |  |
| TRAININGS<br>AND<br>WORKSHOPS      | We offer periodic training<br>opportunities and professional<br>development workshops to<br>help you earn professional  |  |

development hours.



#### **MIDTERM**

All <u>stipend</u> members must complete a mid-term progress report and performance evaluation with their supervisors.



## SITE MONITORING

Occurs every winter and spring and includes a survey for members and supervisors and virtual or in-person visits. Not every site will be monitored.



#### END OF TERM

Members must complete all exit requirements at the end of their service, including a final progress report, performance evaluation, and other exit requirements.



## POST-TERM

Education Awards will be deposited into members' MyAmeriCorps accounts typically 2-3 weeks after completing their service hours and all exit requirements.

