

The Bonner Program: Managing Bonner AmeriCorps

***“Access to Education,
Opportunity to Serve”***



A program of:
The Corella & Bertram Bonner Foundation
10 Mercer Street, Princeton, NJ 08540
(609) 924-6663 • (609) 683-4626 fax

For more information, please visit our website at www.bonner.org

What is AmeriCorps?



Bonner AmeriCorps: Types of Slots Available

Choose the slots that make the most sense for your program, your community partners, and your members.

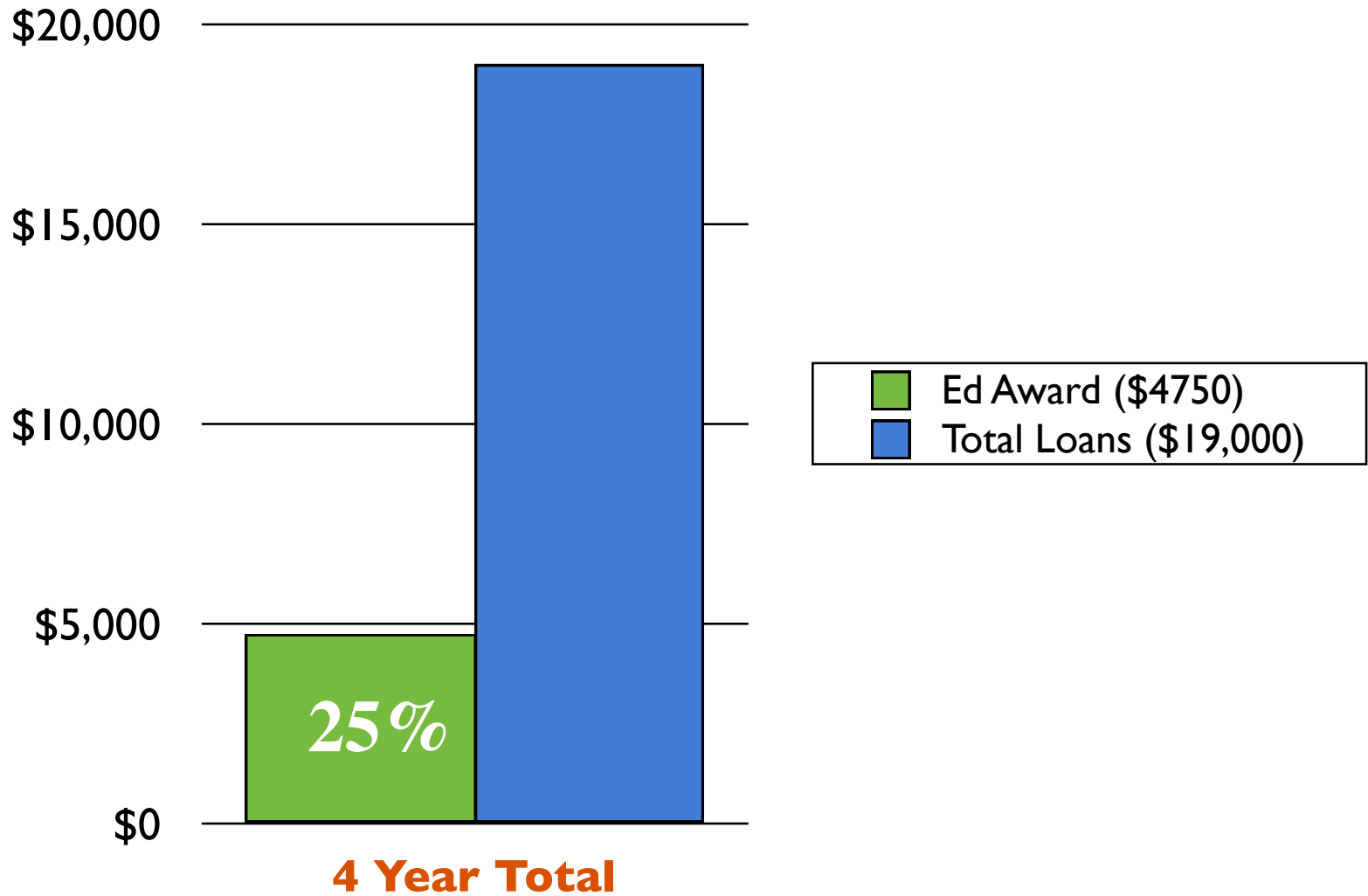
Term	Minimum	Quarter	2 Year, Half-time
Hours	300	450	900
Ed Award	\$1,000	\$1,250	\$2,362.50

Remember: There is a two-term maximum!

**Why Bonner
AmeriCorps?**

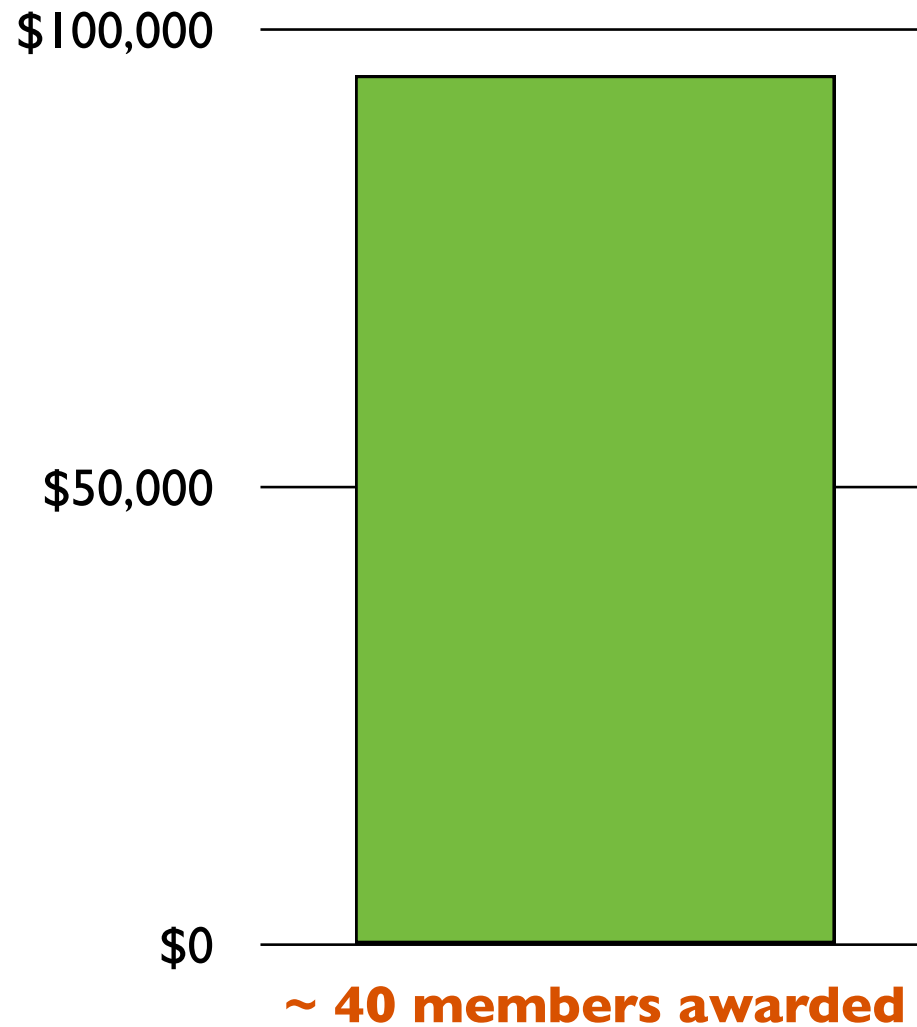


Bonner AmeriCorps: Financial Assistance





Bonner AmeriCorps: Total Education Awards Earned per Campus

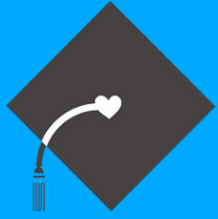


Reporting



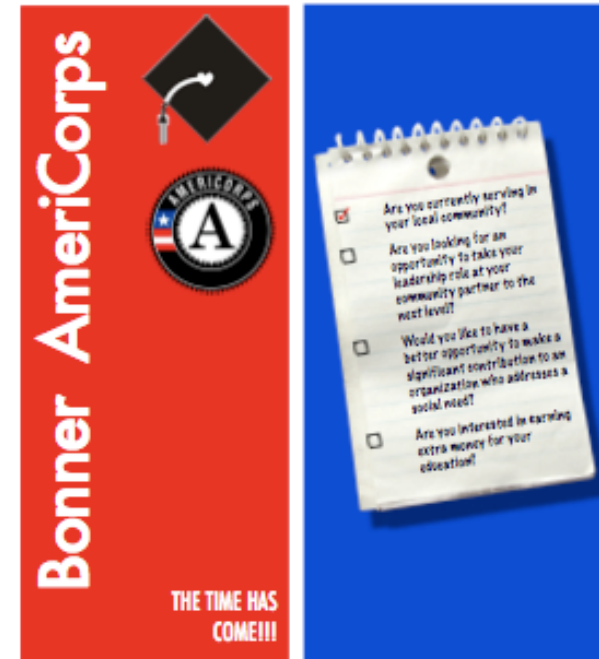
Bonner AmeriCorps: Student Reporting

	Bonner Program	AmeriCorps
Enrollment Book		✓
CLA	✓	✓
Hour Logs	✓	✓
Service Accomplishments	✓	✓
Exit Form		✓



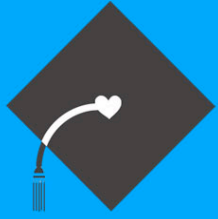
Bonner AmeriCorps: Enrolling Members with Bonner Foundation

- **AmeriCorps Enrollment Workbook**
 - Documentation of Citizenship or Legal Permanent Residence
 - Criminal Background Check Authorization Form with Photo ID



Enrollment Workbook

Name: _____ Campus: _____ Term: _____ Start Date: _____ End Date: _____



Bonner AmeriCorps: Community Learning Agreements

- **Create CLA** on BWBRS each semester. Make sure to include detailed service and learning objectives.
- CLAs must be **Nationally Reviewed** by the Foundation before any hours can be approved.

Oberlin College	
Community Learning Agreement for Tiffany Beason	
Tuesday, July 29, 2008	
CLA Information	
Title	Tutor
Agency	America Counts
Status	Completed
Service Description	I am responsible for going in to work and setting up the tutoring area for the students that I tutor. I usually tutor two children at once, by helping them with homework and going over review packets. At the end of tutoring, I am responsible for cleaning up my tutoring area and monitoring the tutees in the pick-up zone until their parents arrive.
General Issue Area(s)	
Specific Issue Area(s)	
My Role/Responsibility	Regular Volunteer
Commitment Information	
Semester	Fall 2006
Average Weekly Hours	5-10
Service Objective Statements	
<ol style="list-style-type: none">1. I want to help my community by serving the most important group of people in our society, children, through direct educational intervention.2. I want to provide as a positive role model for my tutees and instill into them a love of learning.	
Learning Objective Statements	
<ol style="list-style-type: none">1. I want to learn how to better relate to young people, so that I can be helpful in their learning process.2. I also want to learn better teaching skills, through direct practice.	

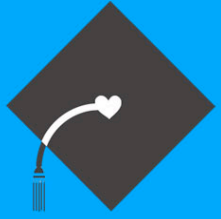


Bonner AmeriCorps: Mailing Hour Log Reports to Bonner Foundation

Each month:

- Campus administrator **mails signed hard copies** with original signatures to Foundation

***NO FAXED OR COPIED SIGNATURES
WILL BE ACCEPTED.***



Bonner AmeriCorps: End-of-Term Review & Reporting

- **Review** all member Hour Logs to ensure that they have been received & approved by the Bonner Foundation.
- **Mail** official AmeriCorps Exit Form to Foundation for exit
- Campus Administrator completes **end of term evaluation** of the member on BWBRS



AMERICORPS EXIT FORM

Corporation for
NATIONAL &
COMMUNITY
SERVICE

This form will end the term of an AmeriCorps member in the National Trust and report on the eligibility of the member for an education award. It will also provide the Corporation with evaluation exit data.

DIRECTIONS TO MEMBER:

1. Use blue or black ink.
2. Print clearly.
3. Please complete and sign Part 1.
4. Return the completed form to your Program Director. AmeriCorps*VISTA members should return forms to the Corporation State Office.

PART 1 Member: Please Complete and Sign

1. Name _____
Last First MI

2. Social Security Number _____

3. Mailing Address (Where the education award should be sent)

Number and Street _____

City _____ State _____ Zip Code _____

E-Mail Address _____

Home Phone _____ Business Phone _____ Ext _____

4. Post Service Opportunities:
The Corporation for National and Community Service would like to encourage you to stay involved in service and help you connect with educational, professional, and alumni opportunities. If you are interested in staying connected with the following organizations, please let us know.

Yes, I give the Corporation for National and Community Service permission to release my name, address (including e-mail), and telephone number to the following types of organizations:

- Educational institutions that are interested in recruiting former AmeriCorps members or that provide special programs for former members.
- Organizations offering professional development opportunities or staff positions to AmeriCorps members
- AmeriCorps Alumni organizations
- Organizations that sponsor service opportunities and want to recruit AmeriCorps members

I am particularly interested in the following issue areas (please mark all that apply):

Education Public Safety Housing Environment Health Disaster Relief

Homeland Security Faith and Community Based

No, please do not share my information with other organizations

Certification of Service:
I certify that the time I reported as AmeriCorps service hours did not include any service activities prohibited by law, regulation, or grant provision.

I certify that all of the information provided above is correct.

Member's Signature: _____ Date: _____
I understand that a knowing and willful false statement on this form can be punished by a fine or imprisonment or both under Section 1001 of Title 18, U.S.C.

Privacy Act Statement - In compliance with the Privacy Act of 1974, the following information is provided. The collection of this information is authorized by the provisions of the National and Community Service Act, as amended by the National and Community Service Trust Act of 1993. The primary purpose of the information is to obtain from AmeriCorps program representatives their determination of whether a member successfully completed a term of service and is eligible to receive an education award. The evaluative information will help the Corporation improve its programming and services to members. For individuals who have indicated their desire to receive additional information on alumni organizations or special educational opportunities for alumni, members' names, addresses, and phone numbers will be shared with those organizations for that purpose. Except as indicated here, no information will be disclosed outside the Corporation without written permission. The Internal Revenue Service has determined that the education award is taxable in the year.

It is used: Your Social Security Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109), for use as a taxpayer identification number. Failure to disclose the SSN or any other information may result in a denial of your receiving an education award or it may delay the processing of your education award.

OMB No.: 3045-0015 Expires: 04/30/2007

What Counts...



Bonner AmeriCorps: Tips for Selecting Service Sites

- Community, Community, Community
(*outside, not campus community*)
- Mentoring
- Tutoring
- Disaster Relief
- Anti-Hunger

WHEN IN DOUBT, RULE IT OUT



Bonner AmeriCorps: Ineligible Service

- On-campus activities where there is **no direct link to the community** at large
- **Receiving Academic Credit**
- **Administrative work** that is not tied to direct service
- Only 10% of total hours can be **fundraising**
- **Medical or scientific research**
- **For profit** entities
- **International** service



Bonner AmeriCorps: Wording

- **Problematic wording** that will alert us to ask more questions:
 - advocacy
 - lobbying
 - political
 - any of the prohibited activities
- **Useful examples:**
 - civic education
 - civic engagement discussion/training
 - public education

What Next...



Bonner AmeriCorps: Calendar

Summer

- Submit slot requests

Fall

- Enroll members
- Track & submit hour logs

Spring

- Track & submit hour logs

Year-End

- Exit members



Bonner AmeriCorps: Resources

- **Implementation Guide: Bonner AmeriCorps**
- **Bonner AmeriCorps Program Director's Handbook**