



## Bonner AmeriCorps National Program Campus Site Agreement

The Bonner AmeriCorps Program (funded by The Corporation for National & Community Service and managed by the Bonner Foundation in partnership with The College of New Jersey) is designed to provide access to AmeriCorps Education Awards to students at institutions of higher education participating in The Bonner Program. These AmeriCorps Education Awards are intended to be a resource to support students who are engaged in service and committed to participating in the training and enrichment activities designed by Bonner Program staff on their campus. All Bonner AmeriCorps Program sites have access to the student development resources, program staff, and network gatherings of the Bonner Program.

### Responsibilities of Participating Bonner AmeriCorps Program Sites:

To access Bonner AmeriCorps Education Awards, the campus participating in the Bonner Program agrees to the following:

### **Section I: Programmatic Components**

#### **A. Orientation**

- Each year, an orientation should be convened for all incoming Bonner AmeriCorps Members to build community among the Bonner AmeriCorps members, provide enrichment activities, and begin preparing them for their service and related responsibilities. According to the Corporation for National and Community Service, **“This orientation should be designed to enhance member security and sensitivity to the community. Orientation should cover Member rights and responsibilities, including the Program’s code of conduct, prohibited activities (including those specified in the regulations), requirements under the Drug-Free Workplace Act (41 U.S.C. 701 et seq.), suspension and termination from service, grievance procedures, sexual harassment, non-discrimination issues, and other topics as necessary.” (FAQ Number 07 Prov. IV. D.3.)**
- Orientation should take place on or before the first day of service in conjunction with the completion of the Bonner AmeriCorps Enrollment Workbook. In addition, Member Orientation should be listed as the first entry on the new AmeriCorps Member’s first time log. The Foundation will provide a PowerPoint presentation that covers essential orientation topics.

#### **B. Training**

- As part of the Student Developmental Model, the Bonner Foundation expects each participating institution to provide Bonner AmeriCorps Members with initial and on-going training to prepare and strengthen their skills and knowledge for their service work. This training should be appropriate to each stage of the Member’s personal development and service responsibilities. There are training modules for your usage on the Bonner Foundation website: ([www.bonner.org/resources/modules/home.htm](http://www.bonner.org/resources/modules/home.htm)):
- All Bonner AmeriCorps Members must participate in some sort of reflection process related to their service experience on a regular basis.
- Coordinators are encouraged to meet one-on-one with Bonner AmeriCorps Members at least once each semester and more often for those students who are having academic or personal difficulties.

#### **C. Placement**

- Each institution should establish and maintain Community Partnership Agreements with any community organization that hosts AmeriCorps Members for ongoing service. The Bonner Foundation provides a template for such Agreements.
- Campus partnerships and service roles should be reviewed each semester to make sure they fit the requirements and eligibility required for AmeriCorps service.

- Bonner AmeriCorps Members must use the Bonner Web-Based Reporting System (BWBR) for: (a) recording their Community Learning Agreement, (b) logging their hours for community service and training and enrichment activities, (c) completing Service Accomplishments at the end of each semester and summer, (d) reviewing their Community Learning Agreement at the end of each term, and (e) Evaluation reviewing.

#### **D. Reporting**

- Bonner AmeriCorps Members should be aware of all reporting requirements. These include, but are not limited to the following: enrollment materials, monthly hour log submissions, Community Learning Agreements (CLAs) per semester, Service Accomplishments per semester, Evaluations and required AmeriCorps Exit paperwork.
- Bonner AmeriCorps Members should complete a review of their Community Learning Agreement at the end of each semester and summer to measure the quality and impact of their service experience.

#### **E. Recruitment/Retention**

- Every effort should be made to ensure that slots requested are filled and to help Members complete their term of service. CNCS has set a 90% retention goal.

#### **F. Campus-Wide Service Program**

- Efforts should be made whenever possible to use the Bonner Program to inspire and develop campus-wide involvement in service activities.
- Operation of the Bonner Program should be closely linked to campus-wide community service and service-learning efforts.

#### **G. Student Impact Surveys**

- Directors must administer the Student Impact Survey (SIS). Bonner Scholars enrolled in AmeriCorps should take the SIS on the schedule established by the Foundation. All other students in the Bonner Program should complete the survey in their first semester and at the end of their final year in the program. NOTE: The SIS is not administered at the start and end of each AmeriCorps term but at the start and conclusion of a Member's overall time in the Bonner Program.

#### **H. Attendance at Bonner Foundation Sponsored Events**

- Bonner Program Directors and Coordinators are expected to make a reasonable effort to attend the Annual Directors and Coordinators' Meeting and the Summer Leadership Institute (SLI) organized by the Bonner Foundation.
- Newly hired Bonner Program Directors and Coordinators are expected to attend the New Directors and Coordinators' Orientation organized by the Bonner Foundation.
- Bonner Student Congress representatives are encouraged attend the annual meetings organized for them by the Bonner Foundation (Bonner Congress Summer Leadership Institute).

### **Section II: Program Administration**

#### **A. AmeriCorps National Identity**

- Whenever possible, there should be evidence of the use of the AmeriCorps name and logo in printed materials, signs, or banners at each institution participating in the Bonner AmeriCorps Program. Kindly contact Bonner AmeriCorps Program staff for available materials and guidelines for proper usage.

#### **B. Common National Service Events**

- Throughout the year, Bonner AmeriCorps Members should have opportunities to come together for special events related to their service. Such events might include:
  - ▶ Martin Luther King Day of Service
  - ▶ Make a Difference Day
  - ▶ National Youth Service Day
  - ▶ September 11th Day of Service and Remembrance.

### C. Campus Program Staff

- Staff Levels
  - ▶ Bonner AmeriCorps Members should not be placed in positions where they are supervising other Bonner AmeriCorps Members. Accordingly, all Bonner AmeriCorps Programs must have at least one staff person assigned to administer the program and to serve as the point person for contact with the Bonner Foundation.
  - ▶ It is recommended by the Foundation that programs with 40 Bonner AmeriCorps Members appoint at least one full-time staff person to administer the program.  
NOTE: Staff positions may be filled through a combination of professional and work-study staff. For instance, an Assistant Director of Student Life may be assigned to provide oversight of the program at 25% of their total time, while the remaining 75% is covered by three 10-hour-a-week work-study students.
- Responsibilities
  - ▶ Program staff at the Institution are responsible for the following:
    - Coordinating the operation of all aspects of the Bonner AmeriCorps Program, including recruitment, selection, orientation, training, placement, reflection, evaluation, and supplementing consortium efforts;
    - Communicating the program guidelines (and all changes when they occur) to all relevant administrators on campus, as well as to the Bonner AmeriCorps Members; and
    - Upholding the terms agreed upon in the Member Contract.
- Student Leadership
  - ▶ Bonner AmeriCorps Members should have opportunities for leadership roles in all aspects of the program, in accordance with the Bonner Student Developmental Model.

### D. Reporting

<b>Report Category</b>	<b>Due Date</b>
<i>Member Enrollment &amp; Exit Paperwork</i>	~ Within 20 days of enrollment or exit
<i>Community Learning Agreements</i>	~ Entered in BWBRS once at the beginning of each semester
<i>Hour Logs</i>	~ Submitted monthly
<i>Service Accomplishment</i>	~ At the completion of each semester and each one-time event
<i>Evaluation</i>	~ Midpoint and End of Term

- Member Enrollment & Exit
  - ▶ Programs must submit a completed Enrollment Workbook to the Foundation for all incoming Bonner AmeriCorps Members within 20 days of a Member's proposed start date. If a delay in receiving the Enrollment Workbook or missing documentation results in a change of start date, the Member and Coordinator will be notified via BWBRS. The Member must send an email confirmation of his/her acceptance of any changes to the Bonner Foundation in a timely manner. Similarly, exit documents must be received at the Foundation within 20 days of a Member's final day of service.
- Bonner Web-Based Reporting System (BWBRS)
  - ▶ Institutions must use BWBRS to summarize service acts and training, create CLA's, log Members' hours and monitor Member status in the program.
- Progress Reports
  - ▶ *Hours Logs*—Bonner AmeriCorps Members must use BWBRS for logging their service hours as well as their training and enrichment hours. Members may only submit hours rounded to the quarter hour (for example, .25, .5, and .75). Hard-copy monthly Hours Log Report forms can be printed from BWBRS. On a monthly basis, hour logs should be signed by the Bonner AmeriCorps member, the Site Supervisor and the Campus Administrator and mailed with

original signatures to the Bonner Foundation. Signatures must be in pen. Signatures in pencil or stamps will not be accepted.

- ▶ *Community Learning Agreements*—At the beginning of each semester, Bonner AmeriCorps Members must use BWBRS to provide a description of their service activities in a Community Learning Agreement (CLA). Along with a position description, Members will create service and learning objective statements for their service. At a minimum, Members must create at least one CLA per semester. However, a Member should have a CLA for any regular placement where they log a substantial amount of hours. Before activating a CLA in BWBRS, campus administrators should be sure to review a CLA for AmeriCorps eligibility. Foundation Staff will also nationally review all CLA's for AmeriCorps eligibility.
- ▶ *Service Accomplishments*—At the end of each summer and semester, Bonner AmeriCorps Members must use BWBRS to provide a summary of their service activities. The Service Accomplishments will be nationally reviewed by Foundation staff via BWBRS.
- ▶ *Evaluations*—In order to determine the effectiveness and performance of Bonner AmeriCorps Members, all Members will be evaluated by their campus administrator throughout their term.
  - Members enrolled in a two-year, 900-hour AmeriCorps term are required to have both a Mid-Point and End-Point Evaluation.
  - Members enrolled in a one year, 450-hour AmeriCorps term are required to have both a Mid-Point and End-Point Evaluation.
  - Members enrolled in a one year, 300-hour AmeriCorps term are required to have an End-Point Evaluation.

Evaluations are built into BWBRS and required at the times designated above. Please note that the End-Point Evaluation should be completed before a Member's Exit paperwork has been submitted.

- Required Documentation in Member Files
  - ▶ Institutions must be able to show that every Member was eligible to enroll in AmeriCorps and to receive in-service and post-service benefits. Institutions are required to certify each Member's enrollment, number of hours of service performed, and completion of a term of service. Records must show that a Member performed the hours of service included on the certification, and that the Member otherwise completed the term of service required in his or her contract.
  - ▶ Bonner Program staff at participating institutions will mail all required Member documentation with original signatures to the Bonner Foundation for tracking.
  - ▶ A copy of each of the following documents is required to be maintained at the campus. The originals will be maintained in Member files at the Bonner Foundation:
    - AmeriCorps Member Application;
    - Citizenship or Lawful Permanent Resident Alien of the United States status;
    - Self-Certification regarding high school diploma or GED certificate;
    - Enrollment Form (includes demographic and other data for program evaluations);
    - National Criminal Background/National Sex Offender Registry Check Release forms (with government-issued photo ID)
    - Community Learning Agreement (including position description)-*on campus only*;
    - Signed Member Contract;
    - Monthly Time Logs (signed by Member and supervisor);
    - Exit Form (upon completion of the program).
  - ▶ If Eligible/Applicable, provide documentation of:
    - Loan Forbearance Request Form;
    - Documentation of Compelling Personal Circumstances;
    - Documentation of written disciplinary measures;
    - Suspension/Reinstatement Forms.

### **Section III: Bonner AmeriCorps Members**

#### **A. Eligibility for Bonner AmeriCorps Program**

- To be eligible to enroll in AmeriCorps, an individual must:
  - ▶ Be a U.S. Citizen or U.S. National or a Lawful Permanent Resident Alien of the United States
  - ▶ Be at least 17 years old (or at least 16 years of age if the Member is out of school and a participant in a youth corps or a program for certain disadvantaged individuals); and
  - ▶ Have a high school diploma or GED or agree to obtain one during their term of service.

- **Criminal or Juvenile Record**  
Because the eligibility of individuals with criminal records has not been restricted, programs must make case-by-case determinations. However, if your program provides service in particularly sensitive areas, such as working with vulnerable populations (defined as anyone under the age of 18, over the age of 60 or with disabilities) you should consider whether the participation of individuals with certain criminal backgrounds would have a significant negative impact on the physical or psychological health of either members or individuals served.

The Bonner Foundation conducts National Criminal Background Checks and National Sex Offender Registry searches for all Bonner AmeriCorps Members upon receipt of the appropriate Bonner AmeriCorps National Criminal Background Check and National Sex Offender Registry Check Release forms (along with proper government-issued photo ID). Members who do not complete the aforementioned release forms will not be eligible for enrollment. In addition, prospective Members who do not satisfactorily “pass” the checks, will not be eligible for enrollment. Please be sure that Members do not have recurring access to vulnerable populations before being notified of active enrollment.

In the case that additional names and addresses are found to be affiliated with the prospective Member’s National Criminal Background Check and National Sex Offender Registry Check, the Bonner Foundation will release information directly to the Member as specified by the policies of our vendor, ChoicePoint. We cannot make legal recommendations to the member with regard to steps to take after notification that additional information has been supplied.

The Bonner Foundation will document National Criminal Background Checks and National Sex Offender Registry checks by maintaining the documentation within the Member file housed at The Corella and Bertram F. Bonner Foundation, 10 Mercer St., Princeton, NJ 08540. Background Checks are not available for release.

Programs should follow their state’s guidelines related to placing individuals with criminal records in activities involving children or individuals considered vulnerable (i.e. individuals under the age of 18, the elderly (over 60) or individuals who are either physically or mentally disabled). The Bonner Foundation and The College of New Jersey are not liable for any negative consequences resulting from inadequate screening of members in particularly sensitive areas. This could also affect a program’s ability to obtain appropriate liability protection.

- **GED Completion**
  - ▶ Individuals who do not have a high school diploma or GED upon entering the program must agree in writing before enrolling in the program to obtain a high school diploma or GED certificate before using the Education Award.
- **Accommodation of Members with Disabilities**
  - ▶ Programs and activities must be accessible to persons with disabilities, and the Bonner AmeriCorps Program at your campus must provide reasonable accommodation to the known medical or physical disabilities of otherwise qualified Members, service recipients, applicants, and staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation. See Policy FAQ entitled Reasonable Accommodation on AmeriCorps.gov for more information: [http://www.americorps.gov/help/ac\\_sn\\_policies\\_faqs/Sept08FAQs.htm](http://www.americorps.gov/help/ac_sn_policies_faqs/Sept08FAQs.htm)

## **B. Releasing a Bonner AmeriCorps Member**

Programs may release Members for Compelling personal circumstances or Cause. If you release a Member, you must immediately notify Bonner AmeriCorps Program staff so we can notify the National Service Trust. The reasons for the determination should be as specific and detailed as possible, and should be consistent with the regulations of the Member Contract.

- **Release of a Member for a Compelling Personal Circumstance**
  - ▶ If a Member wants to leave the program, he/she has the primary responsibility for demonstrating that compelling personal circumstances prevent him or her from completing their term of service. The Bonner AmeriCorps Program staff reserves the right to determine if a compelling, personal circumstance exists.

- ▶ Compelling personal circumstances include:
  - Those that are beyond the participant's control, such as, but not limited to:
    - A participant's disability or serious illness;
    - Disability, serious illness, or death of a participant's family member if this makes completing a term unreasonably difficult or impossible; or
    - Conditions attributable to the program or otherwise unforeseeable and beyond the participant's control, such as a natural disaster, a strike, relocation of a spouse, or the non-renewal or premature closing of a project or program, that make completing the term unreasonably difficult or impossible;
  - Those that the Corporation has, for public policy reasons, determined as such, including:
    - Military service obligations;
    - Acceptance by a participant of an opportunity to make the transition from welfare to work; or
    - Acceptance of an employment opportunity by a participant serving in a program that includes in its approved objectives the promotion of employment among its participants.
- ▶ Compelling personal circumstances do not include leaving a program:
  - To enroll in school;
  - To obtain employment, other than in moving from welfare to work or in leaving a program that includes in its approved objectives the promotion of employment among its participants;
  - Because of dissatisfaction with the program.
- ▶ Consequences of releasing a member for compelling circumstances:
  - A participant who is released for compelling circumstances and who has completed at least 15 percent of the required term of service is eligible for a pro-rated education award.
  - As an alternative to releasing a participant, the program may, after determining that compelling personal circumstances exist, suspend the participant's term of service for up to one year (or longer if approved by the Corporation based on extenuating circumstances) to allow the participant to complete service with the same or a similar AmeriCorps program at a later time.
- Releasing a Member for Cause
  - ▶ A release for cause encompasses any circumstances other than compelling personal circumstances that warrant a member's release. The term "for cause" does not necessarily have the same meaning as under traditional employment law. Any reason for leaving other than compelling personal circumstances is for cause under the National And Community Service Act of 1990 as amended. AmeriCorps programs must release for cause any participant who is convicted of a felony or the sale or distribution of a controlled substance during a term of service.
  - ▶ Consequences of releasing a member for cause:
    - The Member will not receive any portion of the Education Award or any other payment from the National Service Trust, including loan forbearance.
    - An individual who is released for cause must disclose this fact in any subsequent applications to participate in an AmeriCorps program. Failure to do so disqualifies the individual for an Education Award, regardless of whether the individual completes a term of service.

### C. Bonner AmeriCorps Member Classification

- Members vs. Employees
  - ▶ The definition of participant in the National and Community Service Act of 1990, as amended, applies to what is generally termed Members. As such, "a participant (member) shall not be considered to be an employee of the program in which the participant (member) is enrolled." Moreover, Members are not allowed to perform an employee's duties or otherwise displace employees.
- Employee Displacement
  - ▶ Programs may not permit a Member to fill in for an absent employee. By law, Members may not under any circumstance perform services, duties, or activities that had been assigned to an

employee or to an employee who has recently resigned or has been discharged. Programs may not use a Member in a way that will displace an employee or position or infringe on an employee's promotional opportunities.

If the program receives an application from an individual who is interested in serving as an AmeriCorps Member at the site where he or she has been employed with in the last six months, the program must show that the Member will be doing activities and serving in a capacity distinct from his or her prior employment.

While the prohibition on employee displacement does not apply to employment after a Member's term of service ends, programs should not encourage Members to cut their term of service short to become full-time employees of the program. This does not promote the ethic of service, hampers the program's ability to meet its objectives, and potentially makes the Member ineligible to receive their Education Award.

#### **D. Bonner AmeriCorps Member Responsibilities**

- To successfully earn an Education Award Bonner AmeriCorps Members must:
  - ▶ Satisfactorily complete a full term of service as determined by the Member Contract
  - ▶ Satisfactory service includes attendance, compliance with applicable rules and reporting, a positive attitude, quality service, and respect toward others in the program
  - ▶ Members are asked to sign a Contract stating rights and responsibilities while in AmeriCorps. Bonner AmeriCorps Members must abide by this Contract and follow the rules of the program. Members may be suspended or terminated if they violate the stated rules of behavior.
- Bonner AmeriCorps members must successfully complete all program requirements as determined by the Institution. These may include but are not limited to:
  - ▶ Attendance at an initial Bonner AmeriCorps Member Orientation;
  - ▶ Attendance at ongoing reflection and training sessions as determined by the Institution;
  - ▶ Participation in appropriate community-partner sponsored training and enrichment activities.

#### **E. Bonner AmeriCorps Member Prohibited Activities:**

- There are certain activities including international service, lobbying, political, religious or advocacy activities that AmeriCorps Members and staff may not perform in the course of their duties while charging time to the AmeriCorps Program, or at the request of program staff. Furthermore, Members and staff may not engage in any conduct in a manner that would associate the National Service Program or the Corporation with the prohibited activities. Programs must become familiar with the specific prohibitions in the Corporation's formal regulations (45 C.F.R. B2520.30) and the grant provisions. The list of prohibited activities includes:
  - ▶ Participating in efforts to influence legislation, including lobbying for your program.
  - ▶ Organizing in a letter-writing campaign to Congress.
  - ▶ Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
  - ▶ Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
  - ▶ Printing politically-charged articles in a Corporation-funded newsletter or discussion list.
  - ▶ Taking part in political demonstrations or rallies.
  - ▶ Engaging in any efforts to influence legislation, including state or local ballot initiatives.
  - ▶ Voter registration drives.
  - ▶ Organizing or participating in protests, petitions, boycotts or strikes.
  - ▶ Assisting or deterring union organizing.
  - ▶ Impairing existing contracts or collective bargaining agreements.
  - ▶ International service, including internationally focused training and events.
  - ▶ Religious activities, including engaging in religious instruction, conducting worship services; providing instruction as a part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
  - ▶ Activities that pose a significant safety risk to participants.
  - ▶ Assignments that displace employees.

- ▶ Placement of Members into internships with for-profit businesses as part of the education and training component of the program.
  - ▶ Providing assistance to a business organized for profit.
  - ▶ Raising funds for an AmeriCorps stipend.
  - ▶ Raising funds for an organization's operating expenses or endowment.
  - ▶ Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
  - ▶ Writing grant applications for funding provided by any other federal agencies.
  - ▶ Administrative work, unless it benefits the Member's approved direct service activities.
  - ▶ Rendering abortion services or making referrals for such services.
- There are also several types of activities that programs may not assign to a Bonner AmeriCorps Member, such as:
    - ▶ Activities that pose a significant risk to AmeriCorps Members or others;
    - ▶ Internships with a for-profit business as a part of the education and training component of the program;
    - ▶ Assignments that displace employees;
    - ▶ Medical research;
    - ▶ Administrative work, unless it benefits your approved direct service activities;
    - ▶ Work for which a member receives an hourly wage (with the exception of Federal Work Study);
    - ▶ Any of the prohibited activities mentioned above.
  - Institutions are required to verify that Bonner AmeriCorps Members have not counted hours performed in the above listed prohibited activities towards their AmeriCorps term of service. Like other private citizens, Bonner AmeriCorps Members may participate in the above-listed activities on their own time, at their own expense, and at their own initiative. However, AmeriCorps t-shirts or other service gear may not be worn in such instances.

#### **Section IV: Finances**

##### **A. Education Award**

When a Bonner AmeriCorps Member successfully completes a term of service, he/she will receive an Education Award that can be used to pay current education expenses at a qualified school or to repay qualified student loans. Please refer to the link below for more information (from the "Using the Segal AmeriCorps Education Award," [http://americorps.gov/for\\_individuals/benefits/benefits\\_ed\\_award\\_use.asp](http://americorps.gov/for_individuals/benefits/benefits_ed_award_use.asp)):

An education award can be used in the following ways, or a combination of them:

- To repay qualified existing or future student loans;
  - ▶ The national service legislation defines qualified students loan as a loan backed by the Federal government under Title IV of the Higher Education Act (except PLUS Loans to parents of students), or under Titles VII or VIII of the Public Health Service Act. A Segal AmeriCorps Education Award may also be used to repay a student loan made by a state agency, including state institutions of higher education. Segal AmeriCorps Education Awards may not be used to repay any other type of loan, even if the loan was obtained for educational purposes. You can use your Segal AmeriCorps Education Award to repay defaulted student loans as long as the loans meet the definition of qualified student loan.
- To pay current expenses while participating in an approved school-to-work program:
  - ▶ Current educational expenses are expenses that were incurred after you became an AmeriCorps Member. Current educational expenses are based on:
    - The "cost of attendance" for a degree or certificate-granting program at a qualified school.
    - Educational expenses for non-degree courses, such as continuing education offered by qualified schools.
    - For credit or degree courses, the cost of attendance may include tuition, books and supplies, transportation, room and board, and other expenses. Each school's financial aid office determines a student's cost of attendance based upon standard U.S. Department of Education guidance.

- A Member who leaves for compelling personal circumstances (as determined by National AmeriCorps staff) and serves at least 15% of their term, may be eligible for a prorated Award based on the number of service hours completed.
- Members may receive up to two Education Awards, and only for the first two terms of service, regardless of whether they are for full-time, part-time or minimum-time. Even if the Member did not complete one of the first two terms of service, they cannot receive an Education Award for a third term.
- The Education Award is taxed in the year it is used. The Corporation for National & Community Service does not deduct taxes from the Award; however, Members should access the My AmeriCorps Portal during tax season to download a copy of the 1099 Form which documents any payments made from their education awards during the previous year. It reflects the amount that the National Service Trust reports to the IRS as taxable miscellaneous income. You can access the My AmeriCorps Portal at [www.americorps.gov](http://www.americorps.gov).
- The College of New Jersey and the Corella & Bertram F. Bonner Foundation are not responsible for funding or replacing Education Awards or other stipend funds provided by AmeriCorps in the event that payment should be revoked or withheld for any reason including but not limited to: lack or loss of appropriate documentation; a Member's or campus' failure to disclose pertinent information; misunderstanding of AmeriCorps, The College of New Jersey, or Bonner Foundation guidelines by a Member, campus staff, The College of New Jersey or the Bonner Foundation; miscommunication of rules among involved parties; or any other circumstance considered worthy by the Federal government for withholding or revoking these funds.

The undersigned agrees to the contents of this document.

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Institution	Program Year 2009-2010
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Print Name of Bonner Program Administrator

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Signature of Bonner Program Administrator	Date
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Signature of Bonner Foundation Staff	Date
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