



Bonner Program Handout

AmeriCorps

What is AmeriCorps?

AmeriCorps is a network of national service programs that engages more than 50,000 Americans each year in intensive service to meet the needs in education, public safety, health and the environment. The AmeriCorps component of the Bonner program is a way for campuses to further support students participating in Bonner Scholar and Bonner Leader programs. The Bonner Foundation has received a grant from the Corporation for National and Community Service to provide up to 1,000 AmeriCorps Education Awards annually.



AmeriCorps Education Award

Upon successful completion of the term of service, the students will receive the education award from the National Service Trust which can be used to repay student loans, pay current educational expenses and/or pay for future education at an institution of higher learning. The student will direct the National Service Trust, through an online payment system, where and how much to pay for the particular expense. The system is a paperless, fast and easy method for students to access.

Slot Availability

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!

Enrollment

In order to be enrolled in AmeriCorps the following documents must be processed by the foundation:

- **Enrollment Booklet**- which includes Member Application, Contracts, and other important documents
- **Citizenship Documentation** -Birth Certificate, Passport, Etc
- **Criminal Background Check** -Form for authorization is included in Enrollment Booklet

Please note that the Contracts must be signed on or before the requested start date.

The AmeriCorps Enrollment Workbook must be completed by Campus administrator & student *complete, sign, and mail* to Bonner Foundation within 20 days of your the requested start date.

Service Requirements

According to the AmeriCorps Guidelines, there are certain types of service that are ineligible for terms of service. The following is an example of these activities:

- On-campus activities where there is no direct link to the community at large
- Receiving Academic Credit
- Administrative work that is not a result of direct service
- Fundraising-only 10% of total hours
- Medical or scientific research
- For profit entities
- International service
- Prohibited activities as defined in enrollment book on p15

Selecting Service Sites for AmeriCorps

The following is a list of items that should be kept in mind when selecting a service site:

- Community, Community, Community (*outside, not campus community*)
- Mentoring
- Tutoring
- Disaster Relief
- Anti-Hunger
- WHEN IN DOUBT, RULE IT OUT (*but ask us anyway!*)

Community Learning Agreements

- **Create CLA** on BWBRS each semester. Make sure to include detailed service and learning objectives.
- **Print & sign CLA** (agency, student & staff)
- **Mail CLA** to Foundation for official enrollment and activation

Hard copies of CLAs must be received at Foundation with the submission of the first monthly Hour Log Reports each semester and summer before any hours can be approved.

Hour Logs

Each week:

- Students enter Hour Logs into BWBRS each week

Each month:

- Print out Hour Log from BWBRS by MONTH
- Student, site supervisor & campus administrator sign logs
- Campus administrator approves hours on BWBRS
- Campus administrator mails signed hard copies with original signatures to Foundation

NO FAXED OR COPIED SIGNATURES WILL BE ACCEPTED.

Service Accomplishments

Each semester:

- Students enters summary of what they accomplished in BWBRS
- Print out Service Accomplishments Report from BWBRS
- Student, site supervisor & campus administrator sign Service Accomplishment Report
- Campus administrator mails signed hard copies to Foundation

End of Term Review and Exit

- Review all member Hour Logs to ensure that they have been received & approved by the Bonner Foundation. *If necessary, send in signed missing information.*
- Mail official AmeriCorps Exit Form to Foundation for exit (*make sure it is signed by student*)

Exit Forms must be received by Foundation within 20 days of member's last day of service!!

Suspensions

- Limited to two years
- Must be for “*personal and compelling*” circumstances or *study abroad*
- Campus administrators and AmeriCorps members must complete the official Suspension/ Reinstatement Form and return it to the Foundation within 25 days

Terminations

- Must be requested in writing by campus administrator
- Must either be “for cause” or “for personal & compelling circumstances”
 - Will receive proportionate education award if for “personal & compelling circumstances”
 - Will receive no award if “for cause”

AmeriCorps Management

AmeriCorps Management:

The Bonner Program meets requirements and expectations for managing its AmeriCorps positions, including paperwork, tracking use of BWBRS, and adhering to guidelines and prohibited activities (if applicable).

Policy changes happen and we will inform you of these new requirements as they are dictated to us by the Corporation for National and Community Service.

Student Reflection: ongoing student reflection, including activities that help students to make connections between their service work and their academic study, research, the Common Commitments; good reflection practices; students in leadership roles

Common Commitments: Common Commitments and deeper values of the college philosophy are integrated