

New Jersey Bonner AmeriCorps Program

*Service Site Agreement
2013-2014*

The New Jersey Bonner AmeriCorps Program is jointly managed by The College of New Jersey and the Corella and Bertram F. Bonner Foundation and is funded through the Corporation for National and Community Service and the New Jersey State Commission on National and Community Service. This Agreement outlines the responsibilities of an organization hosting New Jersey Bonner AmeriCorps Program Members.

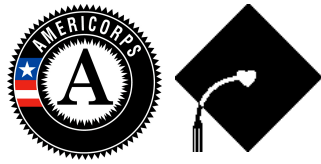
“Members” refers to individuals enrolled in the New Jersey Bonner AmeriCorps Program. “Service Site” refers to the non-profit organization where Members of the New Jersey Bonner AmeriCorps Program are serving. “Campus Director” refers to person who is officially and directly managing Members of the New Jersey Bonner AmeriCorps Program at the participating campus. “Site Supervisor” refers to the person who is officially and directly managing Members of the New Jersey Bonner AmeriCorps Program at the Service Site. The “Foundation” refers to the Corella and Bertram F. Bonner Foundation. The “College” refers to The College of New Jersey.

By signing this document, the Service Site and the designated Site Supervisor agree to:

- Provide an opportunity for Members to engage in meaningful service leading to a positive impact on the community. Service provided by Members must result in specific identifiable and measurable outcomes or improvements that would otherwise not have been provided to meet essential needs of the community being served. The activities of Members should also allow for personal growth and enhanced learning about the community and the residents thereof.
- Ensure that Members do not, under any circumstances, perform services, duties, or activities that are assigned to an employee or were previously assigned to an employee who has recently resigned or has been terminated. The Service Site may not use Members in a way that will displace an employee or infringe upon a current employee’s promotional opportunities. The Service Site may not allow Members to fill in for absent or on-leave employees. Please see Addendum A for the full text of the AmeriCorps regulations on nonduplication and nondisplacement.
- Provide on-site training and encouragement to Members as needed and accepted, as well as equipment and/or materials for use by Members to complete their service responsibilities.
- Ensure that Members are not left alone with persons of a vulnerable population (i.e. children age 17 years and under, persons 60 years of age or older, or individuals with disabilities) until required Member Criminal History Checks are completed. The Service Site must ensure that Members are accompanied at all times by an authorized program official who has been cleared for access to

vulnerable populations until the Member's Criminal History Checks have been completed. The Corporation for National and Community defines "accompaniment" as follows: "An individual is accompanied when he or she is in the physical presence of a person cleared for access to vulnerable populations." To be cleared to provide accompaniment, a Site Supervisor must successfully pass the criminal history check required by the Service Site for access to the vulnerable populations. Individuals who have not been subject to the criminal history check required by the Service Site CAN NOT provide accompaniment. Members CAN NOT provide accompaniment for fellow Members. The Campus Director should inform the Service Site of the status of Member Criminal History Checks on an on-going basis.

- Ensure that Members do not participate in any AmeriCorps Prohibited Activities. Please see Addendum B for the full text of the AmeriCorps regulations on the prohibited activities. Members may not engage in the prohibited activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the prohibited activities.
- Ensure that any fundraising activities involving Members conform to the regulations of the Corporation for National and Community Service. Please see Addendum C for the full text of the AmeriCorps regulations on fundraising. Additionally, Members may not raise funds in support of an organization's service activities that benefit individuals residing outside the US.
- Ensure that AmeriCorps service placements are accessible to persons with disabilities. The Service Site must provide reasonable accommodation to the known intellectual or physical disabilities of Members. All Member selections and placements must be made without regard to the need to provide reasonable accommodation.
- Monitor hours, service activities, and training and enrichment activities. Members shall record hours on a regular basis, and the Site Supervisor shall maintain a record of those hours. Additionally, the Site Supervisor is responsible for reviewing and signing Members' hour logs on a bi-weekly basis via the Bonner Web-Based Reporting System (BWBRs). The Site Supervisor will also be asked to assist with performance evaluations for Members serving at their site.
- Report immediately in writing to the Member's Campus Director any problems or work-related accidents. If the Site Supervisor becomes aware that a Member has been convicted of any drug violation occurring in the workplace or during the performance service hours, the Site Supervisor must also report said information to the Member's Campus Administrator in accordance with the Drug Free Workplace Act.
- Acknowledge that Members can be suspended from service for disciplinary reasons or compelling personal circumstances.
- Ensure that Members do not hold a part-time job at the Service Site in addition to their AmeriCorps position.
- Ensure that the Service Site does not provide Members with a wage in return for their service hours.



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Addendum A

The text below on the Nonduplication and Nondisplacement is copied directly (including formatting) from the AmeriCorps Regulations 45 CFR §§ 2540.100(e)-(f).

(e) *Nonduplication.* Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

(f) *Nondisplacement.* (1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.

(2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.

(3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

(4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

(5) A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—

(i) Will supplant the hiring of employed workers; or

(ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

(6) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—

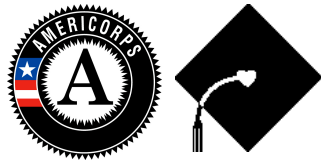
(i) Presently employed worker;

(ii) Employee who recently resigned or was discharged;

(iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;

- (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
- (v) Employee who is on strike or who is being locked out.

[59 FR 13808, Mar. 23, 1994, as amended at 70 FR 39607, July 8, 2005]



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Addendum B

The text below on the AmeriCorps Prohibited Activities is copied directly (including formatting) from the AmeriCorps Regulations 45 CFR § 2520.65.

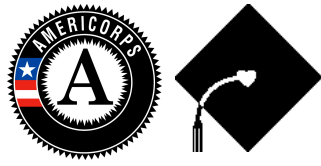
Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. 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;
- g. Engaging in religious instruction, conducting worship services, providing instruction as 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;
- h. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;

j. Providing abortion services or referrals for receipt of such services; and

k. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.



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Addendum C

The text below on the AmeriCorps Fundraising Policies is copied directly (including formatting) from the AmeriCorps Regulations 45 CFR §§ 2520.40-45.

- (a) AmeriCorps members may raise resources directly in support of your program's service activities.

- (b) Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:
 - (1) Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
 - (2) Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
 - (3) Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
 - (4) Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
 - (5) Seeking donations from alumni of the program for specific service projects being performed by current members.

- (c) AmeriCorps members may not:
 - (1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
 - (2) Write a grant application to the Corporation or to any other Federal agency.

[70 FR 39597, July 8, 2005]