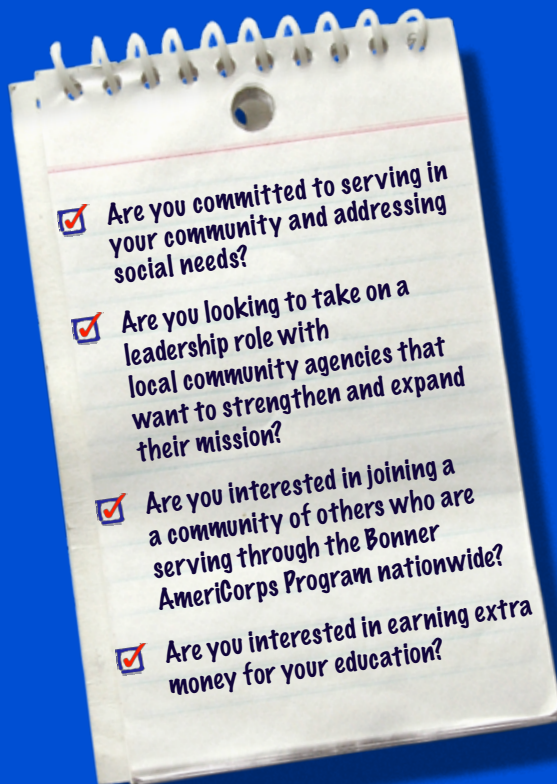


Bonner AmeriCorps



THE TIME HAS
COME!!!



- Are you committed to serving in your community and addressing social needs?
- Are you looking to take on a leadership role with local community agencies that want to strengthen and expand their mission?
- Are you interested in joining a community of others who are serving through the Bonner AmeriCorps Program nationwide?
- Are you interested in earning extra money for your education?

Name: _____ Campus: _____ Term: 300 450 900 Start Date: _____ End Date: _____

Enrollment Workbook

GRANT YEAR 2014-15

Valid from 10/06/2014 through 10/05/2015



Bonner AmeriCorps Program

2014-15 Enrollment Workbook Checklist

Member Information

Member Name: _____

Campus: _____

Term: 300 hour 450 hour **Requested Start Date:** _____

*The requested start date for the Member must be **on or after the date** that the Criminal History Check is **initiated** by Bonner Foundation staff. This date can be found in the Member Profile (Documentation Tab) in BWBRS.*

Member Application

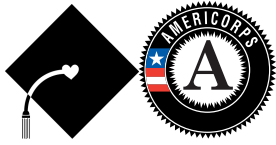
Member Application previously completed and sent to The Bonner Foundation on _____ (date).

Enrollment Workbook

Check below to confirm all pages are completed properly (i.e., signed & dated before requested start date)

- Cover Page: All Information Completed: Name, Type of Term, Start & End Dates
- Page 2: National Service Trust Enrollment Form, first page..... Completed, signed and dated (include zip code + 4 info)
- Page 3: National Service Trust Enrollment Form, second page..... Completed
- Page 5 Member Contract (Name, Term, Start and End Dates)..... All blanks completed (any changes initialed)
- Page 6: Member Contract (Campus Administrator's Name Entered)
- Page 22: Member Contract signature page..... Signed and dated by Member **and**
 - Signed and dated by Campus Administrator
 - Signed and dated by Member's parent/guardian (if member is under 18).

Check List Completed by _____ Completion Date: _____
(Must **not** be by an AmeriCorps or VISTA Member)



Bonner AmeriCorps Program

Welcome to Bonner AmeriCorps!

Dear Prospective AmeriCorps Member,

Students throughout the country are currently making commitments to serve in their local communities. The Bonner Program both empowers and challenges students to make significant investments of time, energy and idealism to strengthen communities and assist underserved or at-risk individuals in the United States.

As you become a Bonner AmeriCorps Member, you join thousands of other students who have made similar commitments at colleges and universities in the national Bonner network. On any given day, for example, Bonner AmeriCorps Members around the country may be providing services to at-risk students in New Jersey, helping build non-profit capacity to assist those in need in California, or aiding disaster relief efforts wherever help is needed in the United States.

The Bonner Program is proud of its association with AmeriCorps and honors you for choosing to strengthen the relationship between the two organizations. Your example will help create a legacy of service and excellence for both organizations.

While participating in the Bonner Program, you may experience both joy and frustration, hope and despair, relief and struggle, accomplishment and failure. Through this dynamic circle of experience, we hope that you gain self-discovery and self-confidence while simultaneously learning about the non-profit agencies and public policies that affect local and national issues and the people with whom you are directly involved.

Best wishes for a successful term of service,

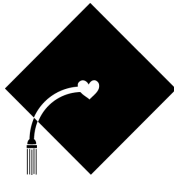
Robert Hackett
President
The Corella and Bertram F. Bonner Foundation

Complete this workbook during your AmeriCorps Orientation and turn it in to your Campus Administrator. Do not mail any forms directly to the Corporation for National and Community Service or the National Service Trust.

IMPORTANT NOTE: *Your official Bonner AmeriCorps start date depends upon turning in a completed Bonner AmeriCorps Enrollment Workbook. ALL sections must be completed in order for your enrollment to be officially activated. The Bonner Foundation MUST receive your completed Workbook within 14 days of your desired start date; otherwise, your start date could be delayed! You must also track your enrollment status through your account in the Bonner Web-Based Reporting System (BWBRs).*

Campus Administrators should mail completed Enrollment Workbooks via Priority Mail to:

The Corella and Bertram F. Bonner Foundation
Attention: National Bonner AmeriCorps Enrollment Manager
10 Mercer Street
Princeton, NJ 08540



Bonner AmeriCorps Program Enrollment Workbook Contents

Table of Contents:

Enrollment Form.....Pages 2-4

Member Contract.....Pages 5-22

- Purpose
- Minimum Qualifications
- Terms of Service
- Position Description
- Benefits
- Nonduplication and Nondisplacement Policies
- Fundraising Policies
- Rules of Conduct
- Release from Term of Service
- Grievance Procedures
- Nondiscrimination Policy
- Non-Harassment Policy
- Reasonable Accommodation
- Bonner AmeriCorps Document Submission Procedures
- AmeriCorps Drug-Free Workplace Policy
- AmeriCorps Prohibited Activities
- AmeriCorps Suspension Procedures
- AmeriCorps Informed Consent
- Citizenship, Naturalization, Resident Alien Status Documentation, Legal Name Change Documentation
- AmeriCorps Orientation Completed
- Confidentiality Agreement
- AmeriCorps Waiver of Responsibility
- Contract Authorization

IMPORTANT NOTE

- Before you can be officially enrolled in AmeriCorps, the National Bonner AmeriCorps Program Staff must receive this completed Bonner AmeriCorps Enrollment Workbook and your AmeriCorps Application Packet with **all** required eligibility documents.
- After you have filled out, signed and dated the appropriate pages in this Enrollment Workbook, give your completed Enrollment Workbook to the Bonner AmeriCorps Campus Administrator at your school.
- **Failure to provide and date all required signatures will delay the start of your official enrollment in the National Bonner AmeriCorps Program.**
- While you are completing this Enrollment Workbook, you will be receiving your Bonner AmeriCorps Orientation. By signing your Member Contract on page 22, you will certify that you have completed your AmeriCorps Orientation.



National Service Trust Enrollment Form



Completion of this form is required to enroll a serving member in the National Service Trust, making the member eligible for an education award upon successful completion of his or her term of service. It also provides the Corporation for National and Community Service with basic demographic data.

PART 1 Member: Please Complete and Sign

1. Name _____
Last First MI

2. Date of Birth _____ 3. Social Security Number _____
Month Day Year

4. Citizenship Status I am a U.S. Citizen or National * I am a Lawful Permanent Resident Alien of the United States **

*Citizens of the US include persons born in Puerto Rico, Guam, the US Virgin Islands, and the Northern Mariana Islands. Nationals of the US include persons born in America Samoa, including Swains Island.

**Generally, you are a Lawful Permanent Resident Alien of the US if you are a US permanent resident with (i) a Permanent Resident Card, INS Form I-551; (ii) an Alien Registration Receipt Card, INS Form I-551, (iii) a passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or (iv) an I-94 indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. NOTE: A student visa does not confer eligibility to enroll in an AmeriCorps program.

5. School Status I have received a high school diploma or its equivalent
 I agree to obtain a high school diploma or its equivalent before using my educational award, and I did not drop out of elementary school or secondary school to enroll in the program.

6. Current Address (All information will be sent to you at this address until you notify the Corporation of a change of address.)

Number and Street _____
City _____ State _____ Zip Code _____
Email Address _____
Home Phone _____ Business Phone _____ Ext _____

7. Permanent Address (Name and address of person through whom you can always be reached once you leave the program.)

Last _____ First _____ MI _____
Number and Street _____
City _____ State _____ Zip Code _____
Email Address _____
Home Phone _____ Business Phone _____ Ext _____

8. Have you previously enrolled in an AmeriCorps, Silver Scholar, or Serve America Fellow Program? No Yes How many times?

9. Have you ever been released 'for cause' by any AmeriCorps, Silver Scholar, or Serve America Fellow program? No Yes .

10. Education Award Limitations. I understand that I may not receive more than the aggregate value of two full-time education awards and that upon successful completion of the term of service, I will receive only that portion of the education award for which I am eligible, which may be all or a part of an education award, or no education award, pursuant to 45 CFR § 2526.55

PART 2 Member Enrollment Certification

By signing this enrollment form I agree, if asked, to provide documentation to verify the accuracy of the information I have provided in this form. I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 USC 3801-3812.

Member's Signature _____ Date _____

PART 3**Member: Please Answer the Following Questions****1. What is your gender?**

- Female Male

2. Are you registered to vote?

- Yes
 No
 Not sure
 Not eligible
 Prefer not to respond

3. Which of the following categories best describes your racial (mark one or more) or ethnic origins (mark one)**A. Race**

- American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander
 Black or African American
 White
 Asian
 Other

B. Ethnicity

- Hispanic or Latina/o
 Not Hispanic or Latina/o

4. What is the highest level of education you have completed?

- Less than high school completed
 GED
 High school graduate
 Technical school/apprenticeship/vocational
 Some college
 Associates degree (AA)
 College graduate
 Some graduate school
 Graduate degree
 Professional degree (medical, law)

5. Are you a veteran of the United States Armed Forces?

- Yes No

6. What are the two most important reasons why you decided to join this program?

- To get an education award
 To help other people/perform a community service
 To be part of a national movement
 To get a job/earn money
 Friends have joined
 To make friends
 To learn about or work with different ethnic/cultural groups
 Parents/teachers wanted me to join
 To explore future job/education interests
 To get involved in health issues
 To get involved in education issues
 To get involved in environment issues
 To get involved in public safety issues
 Other (Specify: _____)

7. How did you hear about this program? (Mark all that apply.)

- Article
 Advertisement in a newspaper/magazine
 Guidance counselor/teacher
 Parent/relative
 Current or former AmeriCorps Member
 Friend told me/friend applied
 TV commercial
 Radio commercial
 The internet
 AmeriCorps recruiter/representative
 Received information in the mail
 AmeriCorps program poster
 Other (Specify: _____)

8. Privacy Act Information Release

- Yes, I give the Corporation for National and Community Service permission to release my name, address, email and telephone number to the AmeriCorps Alumni Association.

Public reporting burden -- Estimated time to complete this form, including time for reviewing instructions and gathering and providing the information needed to complete the form, is 3 minutes for the Member section and 4 minutes for the Certifying Official section. Send comments regarding this burden or the content of this form to: Corporation for National and Community Service, National Service Trust, 1201 New York Avenue, NW, Washington, DC 20525. The Corporation informs the potential persons who are to respond to this collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number on this page of the form (see 5CFR 1320.5(b)(2)(1)).

Privacy 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 of 1990, by the National and Community Service Trust Act of 1993, and the Serve America Act of 2009. The primary purpose of the information is to obtain from AmeriCorps program representatives their data to successfully enroll a member in a term of service and the education award program. The evaluative information will help the Corporation improve its programming and services to members. Information may also be provided to federal, state, and local agencies for law enforcement purposes. Information will not otherwise 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 (28 U.S.C. 6011© 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. In furtherance of the Corporation's efforts to ensure that the programs are inclusive of persons with disabilities, your Social Security Number may be released to the Social Security Administration to measure aggregate statistical data on the number of AmeriCorps members receiving disability-based benefits. If you do not wish your personal information to be included in this research, mark "prefer not to respond" under question 6.

OMB Approval No.3045-0006

PART4

Enrollment Certifying Official: Please Complete and Sign

1. Type of Enrollment (Mark only one.)

- Full-time (1700 hours per year or 365 days for VISTA)
- Half-time (900 hours in up to 2 years)
- Reduced half-time 675 hours
- Quarter time 450 hours
- Minimum time/Summer 300 hours

2. Is the member enrolling in an education award only position (i.e. received no Corporation-funded living allowance or benefits)?

- Yes
- No

3. Will the member receive a living allowance?

- Yes
- No

4. Award

award amount: _____

5. Type of Program

- AmeriCorps National Direct
- AmeriCorps State
- AmeriCorps Tribe
- AmeriCorps Territory
- AmeriCorps National Civilian Community Corps
- AmeriCorps Education Award Program
- AmeriCorps Serve America Fellows
- AmeriCorps America Reads
- AmeriCorps Governor's Initiative
- AmeriCorps VISTA
- Silver Scholars
- Other (Specify): _____

6. Program Information

Name of Program or AmeriCorps NCCC Campus National Bonner AmeriCorps Program

Operating Site I.D. Number 13EDHNJ001

Number and Street 10 MERCER STREET

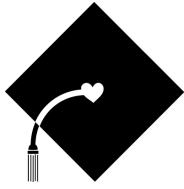
City PRINCETON State NJ Zip Code 08540 - 6808

Business Phone 609-924-6663 Ext _____

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 or other actions authorized by the Civil Fraud Remedies Act, 31 USC 3801-3812.

Signature of Certifying Official _____ Date _____

Name of Certifying Official (Please Print): _____



Bonner AmeriCorps Program

Member Contract

I. Purpose

It is the purpose of this Agreement to delineate the terms, conditions, and rules of Membership regarding the participation of _____ (hereinafter referred to as the “Member”) in the National Bonner AmeriCorps Program (hereinafter referred to as the “Program”). The National Bonner AmeriCorps Program is administered by The College of New Jersey in partnership with The Corella and Bertram F. Bonner Foundation.

II. Minimum Qualifications

The Member certifies that he/she is a United States Citizen, a United States National, or a Lawful Permanent Resident of the United States and is at least 17 years of age. The Member also certifies that he or she has not been convicted of murder or any sex offenses.

III. Terms of Service

(a) **The Member is serving a _____ - hour term of service.**

(b) **The term of service begins on ____/____/_____ and ends on ____/____/_____.** Members serving 300- or 450-hour terms have up to one year minus a day from their official start date to complete their term of service; 900-hour Members have up to two years minus a day from their official start date to complete their term of service.

(c) This term of service may be extended by the Member and the Program if the Member’s service has been suspended due to compelling personal circumstances or if the Member’s service has been terminated but a grievance procedure has resulted in reinstatement. At any time during the term of service a Member may be suspended for compelling personal circumstances. These include circumstances that are beyond the Member’s control or that the Corporation has, for public policy reasons, determined as such. Notification of all Suspension Requests must be made in writing on the AmeriCorps Request for Suspension Form. The National Bonner AmeriCorps Program Staff must receive this form no later than **20 days** after the requested date for the start of suspension. Before requesting a suspension be sure that the reason for suspension is congruent with the definition of compelling personal circumstances. All hour logs must be up-to-date prior to the suspension or those hours may not be counted upon the Member’s return. The Member cannot log any hours during the period that the suspension is in effect. In order to be reinstated, the Member must complete and submit a Request for Reinstatement Form no later than **14 days prior to** the requested reinstatement date and must again pass a NSOPW screening. Both the Member and the Campus Administrator can track a Member’s enrollment status on the Bonner Web-Based Reporting System (BWBRs) by viewing the relevant Enrollment Page in the Student Profile section.

(d) The Member understands that in order to successfully complete the term of service (as defined by the Program and consistent with regulations of the Corporation for National and Community Service) and to be eligible to receive an Education Award, he or she must complete a **minimum of _____ hours** of service and training during the term of service, satisfactorily complete pre-service training, and complete any appropriate education/training that relates to the Member’s ability to perform service (i.e. CPR, First Aid, mediation and conflict resolution skills and/or service-learning training). Of the Member’s total service hours, a maximum of **20%** of these hours may be training hours. Only **10%** of the Member’s originally agreed-upon term of service hours can be devoted to fundraising. Fundraising hours are governed by the AmeriCorps regulations outlined on pages 10 and 11 of this Member Contract.

(e) The Member understands that in order to be eligible to enroll for a subsequent term of service, the Member must receive satisfactory performance reviews for any previous term of service and must have successfully completed previous terms of service, unless the Member terminated service early due to compelling personal circumstances. The Member’s eligibility for subsequent terms of service will be based on at a minimum an end-of-term evaluation of the Member’s performance focusing on factors such as whether the Member has:

- (1) completed the required number of hours;
- (2) satisfactorily completed assignments, tasks, or projects; and
- (3) met any other criteria that was clearly communicated both orally and in writing at the beginning of the term of service.

(f) The Member understands that mere eligibility for an additional term of service does not guarantee selection.

IV. Position Description

(a) The Member's Position Description is available in the Bonner Web-Based Reporting System (BWBR) in the Service Partners and Positions list. For the purposes of the National Bonner AmeriCorps Program, the Member's primary service placement **must** be either a capacity building placement or an after-school program placement as outlined on the Bonner Network Wiki. Other short-term activities related to the Bonner Program model may be approved in addition to the primary placement at the discretion of the National Bonner AmeriCorps Program Staff.

There are many types of service activities that may connect with capacity building, and a capacity building position may involve a number of the following activities:

- Volunteer Management including volunteer recruitment, volunteer training and/or volunteer recognition
- Training and Program Development including curriculum development, implementing new programs and/or organizing staff training
- Fundraising including organizing a fundraising event, identifying grant or other funding sources, and/or writing grants (but for no more than 10% of your originally agreed-upon hours)
- Communications including website development and/or social media implementation
- Research including program surveys and/or community-based research

In order for an after-school program to serve as a placement site for a Bonner AmeriCorps member, the following must be true:

- the population served should be from an at-risk population, defined as at least 51% eligible for free or reduced lunch
- the youth/children served should participate in programming at least 5 hours/weekly for 16 weeks.

By logging hours linked to a Position Description, the Member agrees to complete the duties listed in the Position Description.

(b) **The name of the Member's Campus Administrator is** _____.

(c) The maximum number of hours per day that may be counted toward an AmeriCorps term is 16 hours.

(d) Members are expected to maintain Hour Logs, Community Learning Agreements, and Service Accomplishments in BWBR in a timely manner and obtain all required approval signatures as instructed by their Campus Administrator.

(e) The following activities will **not** count towards the fulfillment of a National Bonner AmeriCorps Member's service requirement either during the academic year, during holiday breaks or in the summer:

- Service on behalf of a private, for-profit company or organization;
- An activity that falls into the categories outlined in the AmeriCorps Prohibited Activities in this Agreement;
- Hours served abroad or hours that are of benefit to individuals who reside outside of the United States;
- Service on behalf of a political organization or campaign;
- Purely scientific research in a laboratory or health organization;
- ROTC or any other military service;
- Purely clerical and/or administrative work for government agencies or non-profit organizations;
- An activity whose primary focus is to support worship, evangelical and proselytizing activities within a church or para-church organizations. These activities include, but are not limited to, service that focuses on religious instruction, indoctrination or conversion. Examples of prohibited activities include providing childcare at church in support of or during a worship service, teaching in evangelical and proselytizing programs, participating in a worship service, and clerical and/or administrative work for the religious organization. Please note that service with a religious or para-religious organization for the purpose of providing direct community service (e.g., after-school programs) does qualify for approvable service hours.

V. Benefits

(a) Upon successful completion of the Member's term of service, the Member will become eligible to receive an Education Award from the National Service Trust as described in the chart below in accordance with the number of hours specified in the Section III.

Position	Number of Hours	Education Award
Quarter-Time	450 Hours	\$1,468.00
Minimum-Time	300 Hours	\$1,175.00

(b) Prior to using the Education Award, the Member agrees (in the event the Member has not yet received a high school diploma or its equivalent, including an alternative diploma or certificate for individuals with learning disabilities) to obtain a high school diploma or its equivalent, a GED (unless the Member is enrolled in an institution of higher education on an ability-to-benefit basis or the Program has waived this requirement due the results of the Member's education assessment).

(c) The Member understands that his or her failure to disclose to the Program any history of having been released for cause from another AmeriCorps Program will render the Member ineligible to receive an Education Award.

(d) If the Member has received forbearance on a qualified student loan during the term of service and the Member successfully completes the term of service, the National Service Trust will repay a portion or all of the interest that accrued on a qualified loan during the term of service.

(e) The Member may use the Education Award in part or in its entirety for only the following purposes:

1. Use of the Education Award to Repay Qualified Student Loans:

The National Service legislation defines a qualified student 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.

You may also use your AmeriCorps Education Award to repay a student loan made by a state agency, including state institutions of higher education.

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 AmeriCorps Education Award to repay defaulted student loans as long as the loans meet the definition of a **qualified student loan**.

2. Use of the Education Award to Pay Current Educational Expenses at a Qualified School:

Qualified schools are:

- Higher educational institutions that currently participate in the Department of Education's Title IV student aid programs (referred to as Title IV schools); and
- Education institutions or training establishments that have been approved for educational benefits under the Montgomery GI Bill (referred to as GI-approved schools).

Educational expenses that can be paid include:

- The "Cost of Attendance" (COA) for a degree- or certificate-granting program of study at a Title IV school;
- Educational expenses for non-degree courses, such as continuing education courses or workshops offered by Title IV schools;
- Courses or training programs approved by the Department of Veterans Affairs for GI Bill educational benefits.

- For credit or degree courses, the COA may include tuition, books and supplies, transportation, room and board, and other expenses. Each Title IV school's financial aid office determines their students' COA based upon standard U.S. Department of Education guidance.
- For non-degree programs, educational expenses that can be paid normally include tuition and fees, books, and supplies, as determined by the school's administrative office.
- Courses and programs eligible for payment through the Montgomery GI-Bill are eligible for Education Award payments. The institution or training establishment will have a VA-approved Certifying Official who will determine the eligible expenses.

Current educational expenses are:

Expenses that were incurred after you became an AmeriCorps member. Educational expenses that pre-date your AmeriCorps service are not considered "current". If you took out a qualified student loan to pay for the expenses before you entered AmeriCorps, you can use your Education Award to repay that loan. But you cannot use the award to repay an old debt to a school, such as for an outstanding tuition bill that you incurred before you entered AmeriCorps.

Accessing the AmeriCorps Education Award:

After you have completed your service and received notification of the availability of your award, you can begin to use your Education Award. Go into your account in My AmeriCorps. In your home page, under "My Education Award" click on the "Create Education Award Payment Request" link to bring up the screen to request the payment.

Follow the instructions and complete the form. You will select the purpose of the payment, the amount of the payment, and identify the holder of your student loan or your educational institution. When you click on "submit", a notice will be sent electronically to your educational or loan institution. A record of your request will appear in your account home page. The educational institution or loan holder will complete their portion of the form and return it electronically to the Corporation. They will fill in the amount for which you are eligible if the request is for current educational expenses or they will provide the payoff amount and loan type if the request is for a student loan. The institution will certify the accuracy of the information and submit it to the Corporation for payment. When the payment has been made, your account will reflect the deduction. It should also show up in the loan account statement that your loan company makes available to you. If for some reason the institution denies the request for payment, they should have entered comments explaining the reason for the denial. If your educational or loan institution has not registered in My AmeriCorps, they will not be on the list of institutions in the system. If after you do a search and your institution does not appear on the list, click on the "Not Found" link. The next screen will ask you to enter as much information as you know about the educational or loan institution. You will need to enter information in each of the asterisked fields and then submit the form. These requests may be processed manually via paper forms; however, it may take several weeks for completion of your request.

No individual may receive more than an amount equal to the aggregate value of two full-time Education Awards. The value of an Education Award is equal to the actual amount of the Education Award received divided by the amount of a full-time Education Award in the year the AmeriCorps position to which the award is attributed was approved. Each Education Award received will have a value between 0 and 1. (For example, an individual who completed a 900-hour term approved in 2012 received an Education Award of \$2,775.00. The value of this Education Award is the amount received (\$2,775.00) divided by the amount of a full-time award in the year the position was approved (\$5,550.00) which equals 0.5.)

Individuals age 55 or older with an official Member start date and who enrolled in an approved AmeriCorps position on or after October 1, 2009 may transfer their Education Award to their child, grandchild, or foster child. The individual designated to receive the transferred award must be a citizen, national, or lawful permanent resident alien of the United States.

Members have up to seven years to use the Education Award. The Education Award is taxable in the year used.

Loan Forbearance and Interest Accrual :

Individuals who are serving a term of service in an approved AmeriCorps position may be eligible to temporarily postpone the repayment of their qualified student loans through an action called loan forbearance. While your loan is in forbearance during your term of service, interest continues to accrue. However, if you successfully complete your term

of service the National Service Trust will pay all or a portion of the interest that accrued on your qualified student loans during your service period. You can request that your loan company (your “loan holder”) approve a forbearance for your qualified student loans during your service period. You can easily and quickly request a forbearance on-line through the My AmeriCorps portal. After you finish your term of service, you will be responsible for repaying your loan according to the terms of the loan. Individuals in approved AmeriCorps positions are eligible for forbearance for most federally-guaranteed student loans. If your loan holder tells you that your student loan does not qualify for forbearance based upon your national service, ask if your service qualifies you for some other type of forbearance or for a deferment. The Corporation cannot approve or disapprove forbearance requests; it can only verify that you are in an approved national service position. Only the loan holder can determine your loan’s eligibility and approve a request for forbearance. If your loan is in default, it may not be eligible for forbearance. However, if you have loans that had gone into default before you began your national service, you can attempt to negotiate an arrangement with the loan holder or collection agency to bring the loan out of default so forbearance can be granted and interest can be paid. After you have enrolled in an AmeriCorps program, you can go into your account in the My AmeriCorps portal. In your home page, click on the “Create Forbearance” link at the top of the page to bring up the page to request forbearance. Follow the instructions. You will select your current term of service and identify the company that holds your student loan. When you click on “submit”, a request will be sent electronically to your loan company. This request will verify your involvement in AmeriCorps and request that your qualified loans be put in forbearance during your service period. If the loan company has not registered in the My AmeriCorps portal, they will not be on the list of institutions in the system. In this case, you should click on the institution “Not Found” link and follow the directions.

Individuals who have successfully completed a term of service in AmeriCorps are eligible to have the National Service Trust pay as much as 100% of the interest that accrued on their qualified student loan during their service. The portion that the Trust will pay is determined by the type of service (full or part-time) and the length of your service period. The Trust will only pay interest on qualified student loans. The Trust will not pay interest if you fail to complete your term of service. Exceptions will be made only if you fail to complete your term of service for compelling personal circumstances and you have earned a pro-rated award. An interest payment can only be made after you have completed your service and have earned an award. Interest payments are in addition to your Education Award; they are not deducted from your Education Award amount. Interest payments are based upon the interest that accrued only during the time you were serving in the AmeriCorps program. Remember that interest payments, as well as payments made from your Education Award account, are considered by the IRS to be taxable income in the year in which a payment is made. After you have completed your service and received notification of your award, you can go into your account in the My AmeriCorps portal. In your home page, click on the “Create Interest Accrual” link at the top of the page to bring up the page to request the payment. Follow the instructions. You will select the appropriate term of service and type of loan and identify the holder of your student loan. When you click on “submit”, a notice will be sent electronically to your loan company. A record of your request will appear in your account home page. This notice will verify your involvement in national service and request that the loan holder provide AmeriCorps with the amount of interest that accrued between your start date and end date of your service period. The loan company will provide additional information, then certify and submit the information electronically to AmeriCorps. When the interest payment has been made, it will show up in your account. It should also show up in your account statement that the loan company provides to you. If your loan company has not registered in the My AmeriCorps portal, they will not be on the list of institutions in the system. You should click on the institution “Not Found” link and follow the directions. These payment requests may need to be processed manually through paper forms and may take several weeks to complete.

VI. Nonduplication and Nondisplacement Policies

The text below on Nonduplication and Nondisplacement policies is copied directly (including formatting) from AmeriCorps Regulations 45 CFR Paragraph 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.* (i) 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 or 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]

VII. Fundraising Policies

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]

An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fund-raising activities, as described in Paragraph 2520.40.

VIII. Rules of Conduct

(a) At no time as part of his/her service may a Member:

- (1) Engage in any activity that is illegal under local, state or federal law.
- (2) Engage in activities that pose a significant safety risk to others.
- (3) Engage in any of the AmeriCorps Prohibited Activities that include but are not limited to the following:
 - Activities involving attempts to influence legislation or an election or aid a partisan political organization, including voter registration, a letter-writing campaign to Congress, influencing state or local ballot initiatives, lobbying for your program, political advocacy, printing politically-charged articles in a Corporation-funded newsletter or discussion list, or taking part in political demonstrations or rallies;
 - helping or hindering union activity or impairing existing contracts or collective bargaining agreements;
 - activities that displace paid employees or service as an intern with a for-profit organization as part of the education and training component of the Program;
 - participating in religious instruction or 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;
 - any form of religious proselytization;
 - organizing or engaging in protests, petitions, boycotts, or strikes or participating in or endorsing events or activities that are likely to include advocacy for or against political parties, political candidates, political platforms, proposed legislation, or elected officials;
 - raising funds for an organization's operating expenses or endowment;
 - providing a direct benefit to a for-profit entity, a labor union, a partisan political organization, a religious organization, or a nonprofit that engages in lobbying;
 - providing abortion services or referrals for such services;
 - administrative work unless it is essential to support the Member's approved direct service or capacity building activities;
 - writing grant applications for funding provided by Federal agencies; and
 - performing any type of international service or service that is of benefit to individuals or organizations outside the U.S. and U.S. territories.
- (4) Act as a Site Supervisor or sign off on Hour Log Reports for any fellow AmeriCorps members.
- (5) Engage in any of the Prohibited Activities outline on Pages 19 and 20 of this Member Contract.
- (6) Dedicate more than 10% of the originally agreed-upon term of service hours stipulated in the AmeriCorps Member Contract to fundraising efforts.
- (7) Dedicate more than 20% of the originally agreed-upon term of service hours stipulated in the AmeriCorps Member Contract to training activities.

(b) The Member is expected to, at all times while acting in an official capacity as an AmeriCorps member,

- (1) Demonstrate mutual respect toward others;
- (2) Follow directions and;

- (3) Direct concerns, problems, and suggestions to the appropriate Program Official.
- (c) The Member understands that the following acts also constitute a violation of the Rules of Conduct:
- (1) Unauthorized tardiness;
 - (2) Unauthorized absences;
 - (3) Repeated use of inappropriate language (i.e. profanity) at a service site;
 - (4) Failure to wear appropriate clothing to service assignments;
 - (5) Stealing or lying;
 - (6) Engaging in an activity that may physically or emotionally damage other Members of the Program or Members of the community;
 - (7) Unlawful manufacture, distribution, dispensation, possession or use of an controlled substance or illegal drugs during the term of service;
 - (8) Consuming alcoholic beverages during the performance of service activities;
 - (9) Being under the influence of alcohol or any illegal drugs during the performance of service activities;
 - (10) Failing to notify the Program of any criminal arrest or conviction that occurs during the term of service;
 - (11) Falsifying hour log entries, signatures or dates on Hour Log Reports;
 - (12) Double-counting hours served while enrolled in two concurrent AmeriCorps programs; and
 - (13) Serving from home or while in a dormitory.
- (d) Under the Drug-Free Workplace Act, you must immediately notify the National Bonner AmeriCorps Program Staff if you are convicted under any criminal drug statute. Your participation in the Program is conditioned upon compliance with this notice requirement, and action will be taken for violation of this policy.
- (e) In general, for violating the above-stated rules, the Program will do the following (except in cases where during the term of service the Member has been charged with or convicted of a violent felony, possession, sale or distribution of a controlled substance); however, there is no requirement that the Program follow a prescribed sequence in the imposition of a particular form of discipline:
- (1) For the Member's first offense, an appropriate Program official will issue a verbal warning to the Member;
 - (2) for the Member's second offense, an appropriate Program official will issue a written warning and reprimand to the Member;
 - (3) for the Member's third offense, the Member may be suspended for one day or more without compensation and will not receive credit for any service hours missed;
 - (4) for the fourth offense, the Program may release the Member for cause.
- (f) The Program reserves the right to release the Member for cause if, in the opinion of the Campus Administrator and National Bonner AmeriCorps Program Staff, his or her conduct undermines the effectiveness of the Program or the project to which he or she is assigned.
- (g) The Program may release the Member for cause if, in the opinion of the Campus Administrator and National Bonner AmeriCorps Program Staff, the Member repeatedly or periodically continues to demonstrate inappropriate behavior by engaging in a pattern of misconduct.
- (h) The Member understands that he or she will be either suspended or released for cause in accordance with paragraphs (b), (c), (f) and (g) of Section IX of this Agreement for committing certain acts during the term of service including, but not limited to, being convicted or charged with a violent felony, possession, sale or distribution of a controlled substance.

IX. Release from Term of Service

- (a) The Member may be released by the Program from the active term of service in the following three ways:
- (1) Suspension;
 - (2) Release for Cause; or
 - (3) Release for Compelling Personal Circumstance.
- (b) The Member understands that he or she may be released for the following two reasons:
- (1) For cause, as explained in paragraph (c) of this section; or,
 - (2) For compelling personal circumstances as defined in paragraph (d) of this section.
- (c) The Program will release the Member for cause for the following reasons:

- (1) The Member has dropped out of the Program without obtaining a release for compelling personal circumstances from the appropriate Program Official;
 - (2) During the term of service the Member has been convicted of a violent felony or the sale or distribution of a controlled substance;
 - (3) The Member has committed a fourth offense in accordance with paragraph (e) of Section VIII of this Agreement; or
 - (4) Any other serious breach that in the judgment of the Campus Administrator and National Bonner AmeriCorps Program Staff would undermine the effectiveness of the Program.
- (d) The Program may release the Member from the term of service due to compelling personal circumstances if the Member demonstrates that:
- (1) The Member has a serious injury or illness that makes completing the term impossible;
 - (2) There is a serious injury, illness or death of an immediate family member which makes completing the term unreasonably difficult or impossible for the Member;
 - (3) The Member is required to fulfill Military Service obligations;
 - (4) The Member has accepted an opportunity to make the transition from welfare to work; or
 - (5) Some other unforeseeable circumstance beyond the Member's control makes it impossible or unreasonably difficult for the Member to complete the term of service, such as a natural disaster, a strike, relocation of a spouse, or the non-renewal or premature closing of a project or the Program, and the Program deems the circumstance to be compelling.
- (e) Compelling personal circumstances do not include leaving the Program:
- (1) To enroll in school;
 - (2) To obtain employment, other than in moving from welfare to work;
 - (3) Because of dissatisfaction with the Program; or
 - (4) Being on an academic leave of absence.
- (f) The Program may suspend the Member's term of service for the following reasons:
- (1) During the term the Member requests a suspension based on compelling personal circumstances, as described in paragraph (d) of this section. During the suspension from service, the Member will not receive credit for service hours or benefits. The Member may resume his or her term of service once the circumstances supporting the suspension have been resolved. However, a suspension may last not more than two years from the start date of the suspension. If the Member does not resume his or her term within the two-year period, the Member may request that the Program exit the Member, and the Member may be eligible for a pro-rated Education Award based on the number of hours served in the term.
 - (2) During the term of service the Member has been charged with a violent felony or the sale or distribution of a controlled substance. If the Member is found not guilty or the charge is dismissed, the Member may resume his or her term of service. The Member, however, will not receive credit for any service hours missed.
 - (3) During the term of service the Member has been convicted of a first offense of possession of a controlled substance. If, however, the Member demonstrates that he/she has enrolled in an approved drug rehabilitation program, the Member may resume his/her term of service. The Member will not receive credit for any service hours performed during the period of suspension.
- (g) The Program may suspend the Member's term of service for violating the Rules of Conduct set forth in Section VIII of this Agreement or for other disciplinary action.
- (h) If the Program releases the Member for cause, the Member will receive no portion of the Education Award or interest payments. If, however, the Program releases the Member for compelling personal circumstances, the Member will receive a prorated Education Award, provided the Member has completed at least 15% of the hours needed to complete the term of service.
- (i) A term that ends early during which the Member has submitted 15% of the required service hours, either for cause, or for compelling personal circumstances, is still considered a term and the term will count as one of four terms an individual may serve in an AmeriCorps State or National Program.
- (j) An individual cannot serve more than four terms of service in an AmeriCorps State and National Program, regardless of whether those terms were served on a full-, part-, or minimum-time basis.

X. Grievance Procedures

In the event that informal efforts to resolve disputes are unsuccessful, AmeriCorps members, labor unions, and other interested individuals may seek resolution through the following grievance procedures. These procedures are intended to apply to service-related issues, such as assignments, evaluations, suspensions, or release for cause, as well as issues related to non-selection of members, displacement of employees, or duplication of activities by AmeriCorps members.

A. **Setting Up a Grievance Procedure.** In accordance with 42 U.S.C. 12636 and implementing regulations at 45 C.F.R. 2540.230, the Grantee must establish and implement a process for filing and adjudicating grievances from Members, labor organizations and other interested parties. A grievance process may include dispute resolution programs such as mediation, facilitation, assisted negotiation and neutral evaluation. A grievance process must provide an opportunity for a grievance hearing and binding arbitration. If the grievance alleges fraud or criminal activity, it must be brought to the attention of the Inspector General of the Corporation immediately. Discrimination complaints may also be raised through the grievance procedure. In order to officially file a grievance, the Member must complete and return the Grievance Form which can be obtained from the National Bonner AmeriCorps Program Staff.

B. In the event that a Sub-Grantee of a direct Grantee of the Corporation is no longer in existence or otherwise does not provide a grievance procedure that complies with this Provision, the direct Grantee is responsible for handling any grievance in accordance with 45 C.F.R. 2540.230.

C. **Alternative Dispute Resolution (ADR).**

i. **Informal Resolution.**

- Resolution must be made available through alternative dispute resolution (ADR) such as mediation or facilitation; and
- ADR must be initiated within 45 days of the alleged occurrence.

ii. **Neutral Facilitation.**

- If ADR is initiated, there must be a neutral party present to help with the resolution;
- ADR proceedings must be confidential, advisory and binding only with the agreement of both parties; and
- ADR must bring resolution within 30 calendar days, or the neutral party must inform the aggrieved party of the right to file a formal grievance.

D. **Formal Grievance Proceeding.**

i. **Time Limits.**

- A formal grievance procedure must be made no later than one year after the date of the alleged occurrence (except in the case of fraud or criminal activity);
- A hearing must be conducted no later than 30 calendar days after the filing of such grievance; and
- A decision must be made no later than 60 days after filing.

ii. **Effect on Informal Process.**

- If the aggrieved party files a grievance after an ADR resolution, the neutral party may not participate in the grievance hearing;
- No communication or proceeding of the ADR may be introduced into evidence or referred to at the formal proceeding.

E. **Arbitration.**

i. **Selection of Arbitrator.**

- The grieved party may request an arbitrator if no decision has been reached after 60 calendar days or if there is an adverse decision against the grieved party; and
- If the parties cannot agree on an arbitrator, the Corporation will appoint one.

ii. **Time Limits.**

- Arbitration proceedings must be held no later than 45 days after the request for arbitration;
- If the arbitrator is appointed by the Corporation, the proceeding must occur no later than 30 calendar days after the appointment; and
- A decision must be made by the arbitrator no later than 30 calendar days after the date the proceedings began.

iii. Cost.

- o The cost of the arbitration proceedings must be divided evenly between the parties to the arbitration unless the party requesting a grievance proceeding prevails.

iv. Effect of Noncompliance with Arbitration.

- o In the event of non-compliance with arbitration, a suit may be brought in any Federal district court having jurisdiction over the parties without regard to the amount in controversy or citizenship (pursuant to 42 U.S.C. 12636(f)(7)).

F. Suspension of Placement.

- i. If a grievance is filed regarding a proposed placement of a Member in a Program or project, such a placement must not be made unless the placement is consistent with the resolution of the grievance.

G. Remedies.

- i. Prohibition of a placement of a Member;
- ii. In grievance cases where there is a violation of nonduplication or nondisplacement requirements and the employer of the displaced employee is the Grantee:
 - a) Reinstatement to the position held prior to the displacement;
 - b) Payment of lost wages and benefits;
 - c) Re-establishment of other relevant terms, conditions and privileges of employment; and/or
 - d) Any other equitable relief that is necessary to correct any violation of the nonduplication or nondisplacement requirements or to make the displaced employee whole.

XI. Nondiscrimination Policy

It is against the law for organizations that receive Federal financial assistance from the Corporation for National and Community Service to discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community or social affiliations. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. Each campus and/or service site that receives the services of an AmeriCorps member agrees to abide by Federal laws and Corporation policies on Equal Opportunity. Participation in AmeriCorps is based on merit and equal opportunity for all, without regard to factors such as race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community or social affiliations.

In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Office of Civil Rights and Inclusiveness
Corporation for National and Community Service
1201 New York Avenue, NW
Washington, D.C. 20525
(202) 606-7503 (Voice); (202) 606-2799 (TTY)
606-3465 (FAX); eo@cns.gov (e-mail)

XII. Non-Harassment Policy

It is the policy of the National Bonner AmeriCorps Program to provide a service environment free from sexual, racial, national origin, or religious harassment. Such harassment is unacceptable and will not be tolerated.

Sexual Harassment:

Unwelcome sexual advances, requests for sexual favors or any verbal, physical or graphic conduct of a sexual nature constitute sexual harassment when:

- Submission is explicitly or implicitly a term or condition of employment or service;

- Submission or rejection is a basis for work or service decisions; or
- The conduct has the purpose or effect of unreasonably interfering with work or service performance or creating an intimidating, hostile or offensive work or service environment.

Sexual harassment includes, but is not limited to, unwelcome conduct such as:

- Explicit or implicit demands for sexual favors in return for service or employment benefits;
- Letters, phone calls, or distribution or display of sexual materials;
- Physical sexual assaults;
- Deliberate touching, leaning over, cornering or pinching;
- Sexually suggestive looks/gestures;
- Pressure for sexual favors or dates; or
- Sexual teasing, jokes, remarks or questions.

Racial, National Origin or Religious Harassment:

Slurs and other verbal or physical conduct relating race, national origin or religion also constitute harassment when that conduct's purpose or effect is to interfere with work or service performance or create an intimidating, hostile, or offensive work or service environment.

Harassment Applies to Conduct:

- by persons of the same or different races, sexes, religions, or ethnic origins;
- by a Member's supervisor or a supervisor who does not supervise him or her;
- by the Member, Site Supervisor, Campus Administrator, and any employee, volunteer or client of the service site; and
- by a non-employee (e.g., client), a co-worker or service member.

Program Responsibilities

The National Bonner AmeriCorps Program Staff, the Campus Administrator (if applicable) and the Site Supervisor must take immediate action to prevent or stop harassment. The Member should report any instances of harassment to the Site Supervisor, Campus Administrator and the National Bonner AmeriCorps Program Staff.

Member Responsibilities

Members must ensure that their conduct does not subject another person to any form of prohibited harassment. Members should report any instances of harassment to the Site Supervisor, Campus Administrator and the National Bonner AmeriCorps Program Staff immediately.

XIII. Reasonable Accommodation

Programs and activities must be accessible to persons with disabilities, and the National Bonner AmeriCorps Program operating at your campus must provide reasonable accommodation to the known mental 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 the document entitled "Corporation's Reasonable Accommodation Policy" on www.nationalservice.gov for more detailed information.

XIV. Bonner AmeriCorps Document Submission Procedures

I. Policy

National Bonner AmeriCorps Program Staff are committed to enrolling and supporting eligible AmeriCorps members throughout their term of service. It is the intent of the National Bonner AmeriCorps Program Staff to process AmeriCorps documents promptly after they are received at the National Bonner AmeriCorps Program Office.

Due to the high volume and detail of documentation required to enroll Members and provide sufficient verification of completion of a Member's term, National Bonner AmeriCorps Program Staff have outlined procedures below for the proper submission of documents. Adhering to these procedures will help facilitate the successful completion of an AmeriCorps member's term of service.

II. Procedures and Guidelines

A. Submission of Bonner AmeriCorps Enrollment Workbook

Members must submit a completed Enrollment Workbook within 14 days of the desired start date. All sections must be completed. The start date of a Member's term is dependent on the date of receipt of both a completed Application Packet and Enrollment Workbook. Members' start dates may be delayed if Enrollment Workbooks are not received within 14 days of the requested start dates.

B. Submission of Hour Logs

Member service hours are to be recorded in BWBRS only after the hours have been served. During the Member's term, the Member is responsible for obtaining hours log signatures at the end of each semester and as soon as they have completed their term of service. As soon as the Member has completed the 300-, 450- or 900-hours of service, National Bonner AmeriCorps Program Staff strongly recommend that a Member serve an additional 15 hour "cushion" of service hours in the event that during the exit review some hours are discovered to be ineligible for AmeriCorps. All hours, electronically signed (eSigned) in BWBRS or submitted via hard copy must be signed in the following order: Member, Site Supervisor/s, Campus Administrator.

a. **eSignatures Only:** This procedure requires a Member's hours be electronically signed at the end of every semester by the Member, the Site Supervisor/s and then the Campus Administrator.

b. **Hard Copy with eSignatures:** Hour logs are signed electronically by the Member and then printed from BWBRS at the end of each semester. The hard copy is then presented by the Member to their Site Supervisor(s) for signature before being submitted to the Campus Administrator for review and completion of the eSignature process. Completed, signed hard copies are then retained on campus. The Campus Administrator must also post a brief certification in the Comment Section at the foot of the Member's relevant hour log in BWBRS stating the range of hours approved by the Campus Administrator after their verification that the signed hard copy log matches the BWBRS log entries.

C. Paperwork Submission Deadlines

Final deadlines to submit Hour Logs and other outstanding paperwork will be communicated by the National Bonner AmeriCorps Program Staff to the Campus Administrator. It is the responsibility of the Member and his/her Campus Administrator to submit all requested paperwork no later than the deadlines provided by the National Bonner AmeriCorps Program Staff.

D. Exit Packet Timeline

Members must provide the Campus Administrator with all outstanding documents needing corrections, and a signed and dated AmeriCorps Exit Form *no later than* two weeks after the Member's Last Day of Service. The required Member evaluations must also be completed in BWBRS by the Campus Administrator prior to the submission of a Member's Exit Packet.

E. Consequences of Noncompliance

Failure to submit Hours Logs or other required AmeriCorps documents to the National Bonner AmeriCorps Program Staff by all specified deadlines may result in hours served not being counted toward the Member's term and may jeopardize successful completion of the Member's term. The Member may be exited from a term of service without an Education Award if the Member fails to follow the document submission guidelines outlined above.

XV. AmeriCorps Drug Free Workplace Policy

I. Policy

Consistent with the Drug-Free Workplace Act of 1988, it is the intent of The Corella and Bertram F. Bonner Foundation and The College of New Jersey to provide a drug-free, healthful, safe and secure workplace and work environment which is free from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on any Bonner Program property or any sites which run Bonner Programs. No Member may report for service evidencing any effects of illegal drug use.

II. Procedures and Guidelines

A. Compliance as a condition of participation.

All Bonner AmeriCorps members will, as a condition of participation in the program, abide by the terms of this policy.

B. Member obligation for notification of conviction.

The Member must a) abide by the terms of the policy statement; and b) notify the National Bonner AmeriCorps Program Staff in writing, within five (5) calendar days, if he or she is convicted of a criminal drug violation in the workplace.

C. The College of New Jersey's obligation for notification of conviction.

Within ten (10) days of receipt of a criminal drug conviction The College of New Jersey will determine whether reporting the conviction to any Federal contracting agency is required by the Drug-Free Workplace Act of 1988, as amended.

D. Sanctions for violation or noncompliance.

Violations of this policy will result in personnel action against the AmeriCorps member, up to and including dismissal pursuant to the procedures of The College of New Jersey relating to the discipline of AmeriCorps members.

E. Maintenance of a Drug-Free Workplace.

The College of New Jersey will make a good faith effort to maintain a drug-free workplace, including having a policy statement and a drug-free awareness program.

F. Resources/assistance.

The College of New Jersey supports programs aimed at prevention of substance abuse.

XVI. AmeriCorps Prohibited Activities

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 any of the activities noted above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their own initiative, on non-AmeriCorps time and using non-CNCS funds; however, during such time individuals should not wear or carry any items bearing the AmeriCorps logo.

Once a Member is officially enrolled in AmeriCorps, he or she will receive a letter directly from the Corporation for National and Community Service welcoming them to active service and reminding them about the importance of not engaging in any activities that are prohibited by AmeriCorps regulations.

There are also several types of activities that may not be assigned to you as a Bonner AmeriCorps member, such as:

- Supervising other AmeriCorps members, signing off on their hours logs or accessing their confidential data;
- 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 or currently active volunteers at your service site;
- Medical research;
- Direct service that is paid through an hourly wage other than Federal Work-Study;
- Activities (service or trainings) performed internationally;
- Activities performed that serve, benefit or provide education about individuals residing outside the U.S. or U.S. territories; or,
- Any of the prohibited activities mentioned above.

Though AmeriCorps members cannot support voter registration drives in any way, the Program encourages Members who are qualified to vote to exercise their right to do so.

XVII. AmeriCorps Suspension Procedures

Suspension for Compelling Personal Circumstances

As outlined in this Enrollment Workbook, at any time during the term of service a Member may be suspended for compelling personal circumstances. These include circumstances that are beyond the Member's control or that the Corporation has, for public policy reasons, determined as such. For a detailed list of what does and does not constitute compelling personal circumstances refer to the Member Contract Page 13.

Suspension Procedure and Documentation

Notification of all suspension requests must be made in writing on the Request for Suspension Form which can be obtained from the National Bonner AmeriCorps Program Staff or the National Bonner AmeriCorps Wiki. The National Bonner AmeriCorps Program Staff must receive this form no later than 20 days after the date of the requested suspension. Before requesting a suspension be sure that the reason for suspension is congruent with the definition of compelling personal circumstances. All hour logs must be current and up-to-date prior to the suspension or those hours may not be counted upon the Member's return. The Member cannot log any hours during the period that their suspension is in effect. In order to be reinstated the Member must complete and submit a Request for Reinstatement Form to the Bonner AmeriCorps Program Staff at least 14 days prior to their requested reinstatement date. The Member and the Campus Administrator can track enrollment status on BWBRS by viewing the Member's Enrollment Page in the Student Profile Section of the Member's account in BWBRS.

A suspension from the Bonner AmeriCorps Program cannot typically last more than two years from the start date of suspension depending on the specific reason for suspension. Please contact the National Bonner AmeriCorps Program Staff for the specific time limit that is allowable for your suspension. Once a Member is reinstated, the length of their suspension is added to their term of service (e.g., if a Member is suspended for five months, the required completion date is extended five months).

Please contact your Campus Administrator for a Suspension Form or Reinstatement Form.

XVIII. AmeriCorps Informed Consent

To facilitate your placement as a Bonner AmeriCorps member, the staff of The Corella and Bertram F. Bonner Foundation, The College of New Jersey, the Corporation for National and Community Service, and your Campus and/or Site Supervisor may, at times, find it necessary to discuss your personal circumstances (health, etc.) as they relate to your term of service. By signing this contract, you give your permission for the involved parties to discuss these matters. Please be advised that the parties involved will keep these matters in strictest confidence.

To facilitate your placement, the Program will need to release your name, contact information, interests, and any training you have received to your campus, the Corporation for National and Community Service, State Service Commissions, authorized external auditors and evaluators and/or staff of The College of New Jersey and the Corella and Bertram F. Bonner Foundation. The Program Director, Enrollment Manager, Campus Administrator and Site Supervisor will facilitate your placement and are designated to give out this information to organizations or agencies.

For recruitment and promotional purposes there may be times when the Program will photograph or video you at your service site or a news agency will be present to conduct interviews. If you are uncomfortable with having your photograph or information published, it will be noted.

c Indicate here with an X if you DO NOT give your permission for your photograph or interview to be published.

All Member information must be released to the Corella and Bertram F. Bonner Foundation, The College of New Jersey, the Corporation for National and Community Service, State Service Commissions, and the authorized Program auditors and evaluators. As a policy, all other information will be kept in strictest confidence and will not be given out without your consent. By signing your AmeriCorps Member Contract you authorize the Program Director, Enrollment Manager, and Campus Administrator and Site Supervisor to release all pertinent information.

XIX. Citizenship, Naturalization, Resident Alien Status Documentation and if applicable Legal Name Change Documentation

If a Member's Permanent Legal Resident status expires during the course of the term, the Member must provide a new valid Permanent Legal Resident card as proof of their continued eligibility to serve in AmeriCorps.

If a legal name change occurs during a term of service, the Member must provide proper documentation of such change at the time the change occurs.

XX. AmeriCorps Orientation Completed

By signing the Member Contract, the Member certifies that he or she received a Bonner AmeriCorps Orientation that has covered the following information:

- Member's Rights and Responsibilities
- Program Code of Conduct
- AmeriCorps Prohibited Activities
- Requirements under the Drug-Free Workplace Act (41 U.S.C. 701 et seq.)
- Suspension and Termination from Term of Service
- Grievance Procedures
- Sexual Harassment
- Other Non-discrimination Issues
- Member Requirements for Reporting

XXI. Confidentiality Agreement

The Program requires that Members hold in complete confidence all information about clients and/or their families. Discussion of any client information with anyone other than the designated staff of the Member's service site is prohibited. Members who violate this policy are subject to disciplinary action, up to and including termination. Service sites are expected to train Members on mandatory reporting requirements governing the agency.

XXII. Amendments to this Agreement

This Agreement may be changed or revised only by mutual written consent of the Member and the Program.

XXIII. AmeriCorps Waiver of Responsibility

I, _____(print name), hereby acknowledge that the The College of New Jersey and the Corella and Bertram F. Bonner Foundation are **not** responsible for funding or replacing my Education Award or other funds provided by AmeriCorps in the event that payment should be revoked or withheld for any reason including, but not limited to, lack of appropriate documentation, loss of appropriate documentation, failure to disclose pertinent information, misunderstanding of AmeriCorps rules and regulations, The College of New Jersey, and/or Bonner Foundation guidelines by myself, my site, staff at my campus, the program staff of The College of New Jersey, and/or the Foundation, miscommunication of rules among any involved parties, failure to successfully complete hours, completion and the attempt to count as AmeriCorps-eligible hours those activities which have been deemed as prohibited and unallowable by the Federal government, or any other circumstance considered worthy by the Federal government for withholding or revoking these funds.

XXIV. Authorization

The Member and Campus Administrator hereby acknowledge under penalty of law by their signatures below that they have read, understand, and agree to all terms and conditions of this Agreement and that all statements are accurate. Their signatures certify that all personal information provided in this document is accurate and true. (If the Member is under the age of 18 years old, the Member’s parent or legal guardian must also sign.)

Please sign with your full legal name exactly AS YOUR NAME APPEARS ON YOUR ELIGIBILITY DOCUMENTATION and ALWAYS date your signature in ink WITH TODAY’S DATE.

Name: Bonner AmeriCorps Member	Signature: Bonner AmeriCorps Member	Date Signed
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Name: Campus Program Administrator	Signature: Campus Program Administrator	Date Signed
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Name: Parent/Guardian if Applicable	Signature: Parent/Guardian if Applicable	Date Signed
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