



**AARP Foundation Experience Corps
Member Agreement for ****Minimum Time**** Member’s Participation
in AmeriCorps Grant Year 2017-2018**

1. PURPOSE

The purpose of this Member Agreement for Participation in AmeriCorps (the “Agreement”) is to outline the terms, conditions and rules of membership regarding the participation of:

_____ (the "Member") in the AARP Foundation Experience Corps/AmeriCorps Program (the "Program").

2. MINIMUM QUALIFICATIONS

The Member certifies that he/she is a United States citizen, a United States national, or a lawful permanent resident alien and at least 17 years of age. The member certifies that he/she has received a high school diploma or its equivalent before the commencement of service.

The Member’s citizenship status and social security number must be verified through the Social Security Administration. Members are required to provide all documentation necessary to complete this verification process. Documentation may include, but is not limited to, a driver’s license, birth certificate, social security card, or proof of name change, if applicable. If the member is not verified by the Social Security Administration, they may not be eligible to serve or to receive a Segal Education Award.

3. TERMS OF SERVICE

The grant year begins on September 1, 2017, and ends on August 31, 2018. The Member is committed to serving a minimum of 300 hours during the grant year. This commitment includes participation in the mandatory education and training program, and a minimum of 240 hours of direct service consisting of activities that provide tangible assistance to children and schools. The Member must satisfactorily fulfill Program responsibilities as defined by his or her supervisor.

The Member must complete 10 -months of service beginning on _____ and ending on June 15th, 2018. If the member does not complete 300 hours of service before this end date they may serve through August 31, 2018 if a service opportunity exists within their AARP Foundation Experience Corps program and the activity is included in the member position description. The Member understands that successful completion of the term of service (300 hours and required number of months above) is required to be eligible for the full education award.

The Member understands that to serve another program year or term, the Member must receive satisfactory performance reviews for any previous term of service. Eligibility will be

based on mid-term and end-of-term evaluations of the Member's performance, focusing on factors such as whether the Member has completed the required number of hours, satisfactorily completed assignments, tasks, or projects; and met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service. The Member understands, however, that the mere eligibility for an additional term of service does not guarantee selection or placement.

A member enrolled in an AmeriCorps State or National program may only serve four (4) terms of service. It is the Member's responsibility to keep track of their terms of service.

4. POSITION DESCRIPTION/SUPERVISOR

The Member's Position Description is attached. Duties do not include clerical work, research, or fundraising activities.

The Member's direct supervisor is *Erin Simon and Paul Simone*.

5. LIVING ALLOWANCE (STIPEND)

Minimum-time members who commit to serve a minimum of 300 hours will receive a taxable living allowance from the Program in the amount of *\$ 200 per month*. The living allowance will be distributed in regular increments monthly by direct deposit starting on ***October 31st, 2017*** and continuing on the 15th of each month thereafter. The monthly amount will be \$200, less Social Security and Medicare deductions.

A living allowance is not a wage and cannot be paid on an hourly basis. However, the living allowance is taxable, and payroll and appropriate income taxes will be withheld. Payments will not fluctuate based on the number of hours served in a particular time period, and must cease when a member is suspended and/or concludes a term of service. The member may not receive payments during a pay period where they do not serve any hours. The total living allowance received by a member may not exceed *\$2000.00* during a term of service.

If a member serves the minimum of 300 hours but is permitted to conclude a term of service before the originally agreed upon date, the program may not provide a "lump sum" payment to the member.

6. EDUCATION AWARD

Upon successful completion of the minimum hours of service and program requirements during the program year, the Member may receive an education award of up to \$1,230.69 from the National Service Trust to repay qualified student loans, to pay for current costs of attendance at a qualified institution of higher education, or to pay for expenses incurred in participating in an approved school-to-work program. 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 him or her ineligible to receive the education award. If the Member has received forbearance on a qualified student loan during the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term

of service. The IRS has determined that payments made from an education award are considered to be included in a member's taxable income in the tax year the payment was made to the school or loan holder. Interest payments are also considered taxable income.

7. PROGRAM RULES OF CONDUCT AND PROHIBITIONS

Rules of Conduct. At no time may the Member, during the performance of service activities:

- Engage in any activity that is illegal under local, state or federal law.
- Engage in activities that pose a significant safety risk to others.

Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or Corporation, 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 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; v. An organization engaged in the religious activities described in paragraph (g) above, unless Corporation assistance is not used to support those religious activities; and
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation 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-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

If the foregoing rules of conduct are violated, the Program may discipline the Member as follows:

- 1st offense: verbal warning
- 2nd offense: written warning and reprimand
- 3rd offense: one day or more suspension without compensation or credit for any service hours missed
- 4th offense: the Program may suspend or release the Member for cause

The program may also immediately release the member for cause without following the disciplinary process, as defined above, in the event that the member engages in any prohibited activities or violates the rules of conduct.

The Program may **suspend** the Member's term of service for the following reasons:

- During the term of service the Member requests a suspension based on compelling personal circumstances as described in Section 9 of this document. During the suspension from service, the Member will not receive credit for service hours or benefits. The Member may resume the term of service once the circumstances supporting the suspension have been resolved.
- During the term of service the Member has been charged with a violent felony or the sale and distribution of a controlled substance. If the Member is found not guilty or the charge is dismissed, the Member may resume the term of service. The Member, however, will not receive back living allowance or credit for any service hours missed.
- 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 enrollment in an approved drug rehabilitation program, the Member may resume the term of service, if allowed by the local program and by the school district in which the member serves. The Member, however, will not receive back living allowance or credit for any service hours missed.

Prohibitions. The Member understands that he/she may be released for cause for committing certain acts during the term of service including, but not limited to, the following:

- Being convicted of or charged with a violent felony.
- Possession, sale, or distribution of a controlled substance.
- Engaging in any activity that may physically or emotionally damage other Program members, staff, participants, or people in the community.
- Unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illegal drugs during the term of service.
- Consuming alcoholic beverages during the performance of service activities.
- Being under the influence of alcohol or any illegal drugs during the performance of service activities.
- Failing to notify the Program of any criminal arrest or conviction that occurs during the term of service.

- Any other serious breach that in the judgment of the Project Director would undermine the effectiveness of the Program.
- Dropping out of the Program without obtaining a release for compelling personal circumstances.

A release from service for cause encompasses any circumstances other than compelling personal circumstances that warrant the Member's release from completing a term of service. The Member released for cause may not receive any portion of an education award. A term that ends early for cause is still considered a term; and, the education award that the Member would have been eligible to receive will count towards the total of the two education awards an individual may receive through service with AmeriCorps.

8. CRIMINAL HISTORY AND NATIONAL SEX OFFENDER PUBLIC REGISTRY CHECK

A member consents to and understands, in accordance with the Corporation's policy on National Service Criminal History Checks, a Program must, in selecting an individual for participation, **conduct and document three searches:** (1) A search (by name or fingerprint) of the State criminal registry for the State in which the program operates and the State in which the member resides at the time of application; **and** (2) a search of the Department of Justice (DOJ) National Sex Offender Public Website (NSOPW) at <http://www.nsopw.gov>. (3) A FBI background check.

A member who has a lapse in service of more than 120 days and is no longer enrolled in the program, they must have a new National Service Criminal History Check, which includes the State criminal registry, FBI and the NSOPW check. This does not apply to members who are suspended for 120 days.

9. RELEASE FROM SERVICE FOR COMPELLING PERSONAL CIRCUMSTANCES

The Program may release the Member from the term of service for compelling personal circumstances such as:

- The Member's disability or serious illness
- Disability, serious illness, or death of the Member's family member
- Military service obligations
- Other unforeseeable circumstances beyond the Member's control, such as natural disaster, strike, relocation of spouse, or Program termination

If 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. A term that ends early for compelling personal circumstances is still considered a term and the education award that the Member receives will count towards the total of two education awards an individual may receive through service with AmeriCorps.

Compelling personal circumstances do not include leaving the Program to enroll in school; obtain employment, other than in moving from welfare to work; or because of dissatisfaction with the Program.

10. GRIEVANCE PROCEDURES

The Project’s grievance procedures are attached. The Member understands that the Program has a grievance procedure to resolve disputes concerning the Member's suspension, dismissal, service evaluation, or proposed service assignment. The Member understands that, as a participant of the Program, he/ she may file a grievance in accordance with the Program's grievance procedure.

11. DRUG-FREE WORK PLACE ACT

Under the Drug-free Workplace Act, you must notify the Program Director within 5 days, if you are convicted under any criminal drug statute. Your participation in the Program is conditioned upon compliance with this notice requirement and we will take action for violation of this.

12. NON-DISCRIMINATION STATEMENT

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. 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:

Director of Field Services		Office of Civil Right and Inclusiveness
AARP Foundation		Corporation for National and Community Service,
Experience Corps		1201 New York Avenue, NW
601 E Street, NW	or	Washington, DC 20525
Washington D.C. 20009		202-606-3472 (TTY)
202-434-6400 (Phone)		202-606-7503 (Phone)
		eo@cns.gov (email)

The Member understands and has been given the opportunity to ask questions about this statement.

13. NON-DUPLICATION and NON-DISPLACEMENT

PART 2540- General Administrative Requirements
Subpart A—Requirements Concerning the Distribution and Use of Corporation Assistance, § 2540.100 What restrictions govern the use of Corporation assistance?

(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.

14. FUNDRAISING

AARP Foundation Experience Corps AmeriCorps members may not fundraise. As a program that does not allow members to fundraise, we have included the regulation below, to ensure each member understands all of the activities that CNCS defines as fundraising.

§ 2520.40 Under what circumstances may AmeriCorps members in my program raise resources? (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. § 2520.45 How much time may an AmeriCorps member spend fundraising? 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 fundraising activities, as described in § [2520.40](#).

15. AMENDMENTS TO THIS AGREEMENT

This agreement may be changed or revised only by written consent by both parties.

16. AUTHORIZATION

The Member and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement.



AARP Foundation Experience Corps/
AmeriCorps Member

AARP Foundation Experience Corps/
AmeriCorps Project Director

Date

Date



AARP Foundation Experience Corps-Twin Cities K–3 Literacy Tutor Position Description

Position summary: Literacy tutors serve in local schools in grades Kindergarten through 3rd grade, under the direction of the classroom teacher/site coordinator, by providing tutoring in essential early reading skills. Additionally, tutors build positive relationships that support, encourage and motivate students. Duration of service is September 2017-June 2018 on a weekly basis.

Reports to: AARP Foundation Experience Corps-Twin Cities Volunteer Director and Executive Director.

Qualifications:

- Adults 50+ with a high school diploma (or equivalent)
- U.S. citizen or lawful permanent resident alien
- Satisfactorily complete a series of background checks
- Professional in appearance and conduct
- Speak, read, and write English fluently
- Strong written and verbal communication skills
- Ability to learn and apply a variety of literacy tutoring techniques
- Healthy condition to work with children in a fast-paced school setting
- Ability to get to school site independently
- Ability to get to classrooms without assistance
- Ability to exercise flexibility, initiative, good judgment, and discretion
- Strong interpersonal skills
- Ability to relate to individuals from diverse ethnic, cultural, and socioeconomic backgrounds and to work with them in a fair and cooperative way

Responsibilities:

- Attend 20-25 hours per year of required training provided by AARP Foundation Experience Corps
- Establish and maintain a weekly tutoring schedule of 4 to 10 hours per week
- Follow teacher/site leader direction and school curriculum to conduct 1:1 tutoring sessions
- Establish and maintain a positive working relationship with AARP Foundation Experience Corps staff, schoolteachers, and other AARP Foundation Experience Corps members
- Respond promptly to communication from AARP Foundation Experience Corps staff and schoolteachers
- Accept feedback based on observations and implement recommendations
- Accurately and promptly complete paperwork, including timesheet and tutor log
- Develop positive tutoring and mentoring relationships with students
- Arrive on time (at least 10-15 minutes prior to first tutoring session) and be prepared to serve
- Adhere to AARP Foundation Experience Corps Tutor Handbook

Benefits:

- Taxable AmeriCorps stipend for members who volunteer 10 hours/week for a total of 300 hours of service over the course of the school year. AmeriCorps Educational Award after completion of 300 hours of service
- Help students reading below grade level reach academic benchmarks
- Ability to make a measurable impact on students' literacy
- Learn and develop new skills
- Inspire, educate, and motivate future generations
- Opportunity to serve as a role model for students
- Work with a team making strong social connections