

## **Iowa Campus Compact AmeriCorps Program (ICAP) 2010-2011 Site Memorandum of Agreement**

This agreement outlines the collaboration between Iowa Campus Compact (IACC) and the Site/Campus Site to participate in the Iowa Campus Compact AmeriCorps Program (ICAP).

### **Iowa Campus Compact Responsibilities:**

1. Serve as a liaison to the Corporation for National and Community Service (CNCS), the Iowa Commission on Volunteer Service (ICVS), and the National Service Trust.
2. Provide an *AmeriCorps Member Contract* and other tools that facilitate the enrollment, and management of ICAP members.
3. Conduct an orientation and training session for AmeriCorps Site Supervisors and members. Facilitate communication through electronic means including the Internet, email, and conference calls.
4. Compile all program information and evaluation data into Progress Reports to be submitted to the CNCS and ICVS. Submit all continuation and re-compete applications to ICVS for the ICAP Program.
5. Collect program evaluation data aligned with Performance Measurements required by the Corporation and disseminate the results of that data collection to sites and community-based partners.
6. Review site documentation – through site visits, online time keeping site, conference calls and other means – to ensure that programs maintain adequate records and document appropriate hours of service.
7. Provide training and technical assistance (T/TA) services as necessary to programs including, but not limited to, site visits, compliance visits, email, phone calls, and the provision of materials.
8. Provide oversight of ICAP members and site supervisors to ensure program compliance, with the ability to revoke sites' privileges to host ICAP members and remove ICAP members from service.

### **Site/Supervisor Responsibilities:**

1. Ensure members attend program orientations, adhere to all policies, and complete all program requirements and paperwork to successfully complete their term of service.

2. Hold regularly scheduled meetings with members, provide required trainings, submit required paperwork on time, and be accessible for members to answer questions.
3. Attend and participate in Supervisor Conference Calls and trainings
4. Verify and track member hours at service sites and honestly approve hours on time via the online time keeping system.
5. Ensure member service sites meet adhere to ICAP and CNCS policies and guidelines regarding member service.
6. Promote ICAP and AmeriCorps appropriately throughout recruitment and in materials related to the program.
7. Make program documentation available to IACC, Iowa Commission on Volunteer Service, and the Corporation for National and Community Service.
8. Keep copies of all ICAP member documents for purposes of having back-up files in the case of site visits and compliance monitoring.

**ICAP Member Prohibited Activities:**

1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts or strikes.
3. Assisting, promoting or deterring union organizing.
4. Impairing existing contracts for services or collective bargaining.
5. Engaging in partisan political activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation or elected officials.
6. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
7. Providing a direct benefit to: a for-profit entity; a labor union; a partisan political organization; an organization engaged in religious activities describe in the above listing #6, unless grant funds are not used to support religious activities; or a nonprofit entity that fails to comply with the restrictions contained in section 501c3 of US Code Title 26.
8. Voter registration drives
9. Other activities the CNCS and ICAP determine to be prohibited upon notice to the site.

**Terms of agreement:**

I have read all the information above in the ICAP Site Memorandum of Agreement and agree to the terms under which \_\_\_\_\_ (Institution) can receive any Iowa Campus Compact AmeriCorps (ICAP) member positions. I understand that any violation of these terms may result in the loss of the ICAP positions that may be received based on the judgment of the ICAP Program Staff.

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Host Site Supervisor Name

Signature

Date

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Host Site Supervisor Name	Signature	Date
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Host Site Supervisor Name	Signature	Date
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ICAP, Program Director Name	Signature	Date
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