



**AmeriCorps**



**Sauk Valley**  
Community College

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## Memorandum of Understanding

**Program Year: 2021-2022**

**AmeriCorps Program:**

ABC AmeriCorps of Sauk Valley College  
Nicole Schafer, Program Director  
173 Illinois Route 2, Dixon, IL 61021  
Phone 815/835-6428

**Sponsoring Site:**

Site Name: David L. Rahn Junior High School  
Site Director: Kip Crandall  
Address: 105 W Brayton Rd  
Town, Zip: Mt. Morris, IL 61054

**Number of AmeriCorps Members and Classification to be placed at this site:**

1 member: Half-time (900 hrs) = site fee \$2,700 x 1= \$2,700 total

**Member Service Description:**

**Each Sponsoring Site will provide a Member Service Description to be kept on file in the AmeriCorps Office.**

For the program year; reduced full-time members serve 1200 total hours, half-time members serve 900 total hours, reduced half-time members serve 675 total hours, quarter-time members serve 450 total hours, minimum-time members serve 300 total hours. Actual weekly hours will be based on member start date.

**Recruitment of Members:**

ABC AmeriCorps, with the aid of the Sponsoring Site, will recruit, interview, and enroll members to be placed in that site. Sponsoring Sites are encouraged to find potential AmeriCorps members within their community. Those members referred by the Sponsoring Site will be given priority in being selected by the program for that site. After the AmeriCorps office interviews potential members, sites will have the opportunity to interview the member(s) that may be placed at that site. Final approval of the sites will be required for a member to be brought into the program. **A potential member cannot be hired by the site in lieu of serving as a member, nor can a member be hired by a site until after his/her term of service has been completed.**

**Member Background Checks:**

ABC AmeriCorps will have a DCFS CANTS check, and national sex offender, local criminal and national criminal background checks done on all AmeriCorps members before bringing them into the program. An FBI and State Police fingerprint check will be initiated upon enrollment of the member and until the results are obtained, they must be accompanied. A copy of the clearances of each member at the site will be sent as soon as it is received. **Each Sponsoring Site is responsible to complete any other criminal background check that is required and conducted on your regular staff.**

**Site Supervisor Background Checks:**

All site supervisors must also undergo background checks including DCFS CANTS check, national sex offender check along with FBI and State Police fingerprinting. This is only required once and remains current until the supervisor leaves the employment site. If the site supervisor leaves the employment of the host site for more than 30 days and then returns, the checks have to be carried out again. ABC AmeriCorps cover the cost of required background checks.

**Mandated Reporting:**

All members are instructed that they are mandated reporters, and sign an agreement to that effect after they are trained. A copy of that form will also be sent at the beginning of the program year.

**Definition of Positions:**

**Site Director:** The person at the sponsoring site who is in charge of the presence of the AmeriCorps program in that agency or school; this person can also be the Site Supervisor.

**Site Supervisor:** The person at the sponsoring site who acts as the supervisor for the AmeriCorps member(s) in the agency or school, signing Service Hour Reports and Monthly Activity Reports, and completing two member evaluations. This person mentors the members through their time of service at the site, and can be the Site Director.

**Program Director:** Nicole Schafer, the director of ABC AmeriCorps; an employee of Sauk Valley Community College, 815-835-6313

**AmeriCorps Member:** The individual serving the term of national service. This person is not an employee of the sponsoring site or SVCC, but is contracted with ABC AmeriCorps of SVCC and the Corporation for National Service.

### **Supervision of Members:**

The Sponsoring Site agrees to donate on-site supervision to the volunteers, including mentoring the member, monitoring the service progress, ensuring that paperwork is accurate and signed so that it can be turned in on time, completing required member evaluations, and maintaining open communication with the Program Director. It is anticipated that this supervision will take an average of one hour per week. More time spent with the member at the beginning of the year will usually mean less time needed as the year progresses.

The members will follow the policies of the Sponsoring Site while complying with the goals and objectives outlined in the work plan of ABC AmeriCorps' current grant. The Site Supervisor will maintain open communication with the Program Director and program staff, sharing insights, successes and concerns through contact by telephone, fax, email, and site visits.

### **Training of Members:**

ABC AmeriCorps provides orientation to the members at the beginning of the term of service, and ongoing training and two reflection retreats throughout the service year. The Sponsoring Site agrees to provide the member with on-the-job orientation to acquaint the member with the goals, objectives and regulations of the site. It is permissible and often desirable for the members to attend in-services at the sponsoring site.

### **Record-Keeping for Members:**

The Sponsoring Site supervisor will verify member's monthly service hour forms and monthly report forms by his/her signature. The Site Supervisor's signature is a verification of the hours in which the member is involved with site activities, and does not cover those activities in which the member was not under the Site Supervisor's supervision. While those hours will be included on the form, the program has other means to verify those hours. All record keeping for the members will comply with the Corporation for National Service policies. **The sponsoring site should check the service-hour reports to see if they reflect any absences and tardiness, and to assure that all hours worked at the site are included.**

### **Assessment of Program Progress:**

In the process of assessing program effectiveness, the site will receive a survey throughout the service year, requesting information on the AmeriCorps members and program. The site supervisor is also requested to fill out a mid-term and end of term evaluation on the member. The AmeriCorps Program Director will make two site visits during the program year, and will email the site supervisor on occasion to keep open lines of communication.

### **Service Space:**

The Sponsoring Site agrees to allow adequate space for members to provide their services and supplies considered necessary for their action plan, including limited access to a copy machine and a computer. AmeriCorps office contact with members between the weekly meetings is maintained through email, so the sponsoring sites should allow access to a computer a few minutes each day to get email from the AmeriCorps office. **A form to record the value of these in-kind services and supplies during the program year for budget reporting is attached. Please complete and send back with your signed Memorandum of Understanding.**

The Sponsoring Site will assure adequate health and safety regulations for the members. Should an accident occur, the Sponsoring Site should report this to the AmeriCorps Director in accordance with ABC AmeriCorps Accident Procedure found in the Site Handbook.

**Prohibited Activities:**

AmeriCorps members in the schools are not teacher's aides, although they will perform some similar functions. They are academic tutors and mentors, and the majority of their time should be spent in that pursuit.

AmeriCorps members cannot displace employees. Members cannot be used to do such office clerical work as answering the telephone, filing or copying, unless that work directly relates to a particular project in their service work with the children and the community, or very minimal.

***If an AmeriCorps member meets the requirements for a teaching sub, the school may utilize the member as a sub, but the time cannot be counted as AmeriCorps time. The individual should be paid the standard sub wages by the school. To do otherwise would fall under the prohibited activity of displacing employees.***

***If a member is providing a service that is usually a paid service, such as lunchroom duty, the member should be paid for that service at the standard rate and not counted as AmeriCorps time. If lunchroom duty is shared***

***by teachers, aides and staff, AmeriCorps members may help with this duty, as long as they are not given a larger share of that duty than staff.***

***AmeriCorps members can supervise playground duty, if the task is shared by teachers and aides. They should not be given a larger share of that duty than others on staff. The same goes for incidental clerical types of duties in a service agency.***

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities associated with the AmeriCorps program, members may not perform the following activities. However, like any other private citizen, a member may participate in any of these activities on his or her own time, own expense, and own initiative. The member may not wear the AmeriCorps logo while participating in these 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 agreements.
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
6. Participating in, or endorsing, events or activities that are likely to influence advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
7. 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; or maintaining facilities primarily or inherently devoted to religious instruction or worship.
8. Providing a direct benefit to a for-profit entity; a labor union; a partisan political organization; or an organization engaged in the religious activities described in the preceding clause.
9. Voter registration activities.
10. Providing abortion services or referrals for receipt of such services.
11. AmeriCorps members may not raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
12. AmeriCorps members may not write a grant application to the Corporation or to any other Federal

Agency;

13. Other activities that the Corporation for National and Community Service or the program deem to be prohibited, upon notice to the partnering site.

The Sponsoring Site should support the guidelines and program policies as set down in the member handbook, a copy of which will be given to each site at the first site visit. Each member also has a copy of the handbook, reviewed during Orientation.

**Non-Federal Support:**

**The Sponsoring Site will contribute \$3300 for each three-quarter member, \$2700 for each half-time member, \$2100 for each reduced half-time member, \$1600 for each quarter-time member, and \$1100 for each minimum-time member, as monetary support to ABC AmeriCorps. This is a non-refundable amount and will be the only monetary amount required by ABC AmeriCorps at Sauk Valley Community College from the Sponsoring Sites. Invoices will be sent after the member begins term of service and payment is typically due by January 1st. If you wish to make an alternative payment arrangement, please contact the AmeriCorps office.**

**Financial Responsibilities of ABC AmeriCorps:**

ABC AmeriCorps, as an entity of Sauk Valley Community College, will pay the living allowance of each member (\$11,294 three-quarter time, \$8,471 half-time, \$6,353 reduced half-time, \$4,235 quarter-time, and \$2,823 minimum-time), along with Medicare, FICA and Workers' Comp (rates and are subject to change).

**Other Responsibilities of ABC AmeriCorps:**

ABC AmeriCorps will file all financial and program reports due to the state and federal agencies from information submitted on a periodic basis by the AmeriCorps members, as approved by the Site Supervisor.

**Member Uniform:**

ABC AmeriCorps provides the members with uniform components including T-shirts and name badge. Members should follow the dress code at their site but must also wear, at minimum, the ID badge to identify them as AmeriCorps members.

**Equal Opportunity for All:**

ABC AmeriCorps chooses members on a non-discriminatory basis, with such diversities as age, gender, educational attainment, ethnicity, special needs, rural/urban geographic backgrounds, socioeconomic status, experience, sexual preference, interests and personality types.

**Assignment of Members:**

Sponsoring Sites that request a particular person will have top priority for having that person assigned as the member serving in that site. Members recruited by the AmeriCorps program office will be assigned according to the location closest to their home that has an appropriate open slot, or the one, which most fits their interest. College class schedules of members are also taken into consideration in placement. Sponsoring Sites should meet and interview potential members for approval before a final determination of the placement is made. Once a member is placed, it is the policy of the program not to shift members to other positions, unless it is requested by a partnership for members within that partnership.

**If for some reason the Sponsoring Site's AmeriCorps member leaves or is asked to leave during the program year, replacement members can be made only if that member has served less than 15% of the service time. If the member leaving has served more than 15% of the service hours, then replacement will not be possible. Therefore, it is to the benefit of the site and the program for sites to nurture and develop the**

assigned member to be successful in that position. The Program Director will work with the site and members to make the placement successful.

**Member Training:** Members will be ready to start at the sites the first Monday after their Orientation training. The member meetings at the College will (typically) be one Friday each month from 8:00am to 12:00pm. Members will need to plan accordingly with their host-site to attend these meetings. There may be other times throughout the year that members will need to attend various training opportunities, such as Opening Day Celebration in Springfield in the fall of each year.

The sites should provide orientation to members within the first week of service at the site. Sites are encouraged to include AmeriCorps members in their regular staff training or other special training, as long as the site pays for the training and travel expenses, if there are any.

**Attendance and Punctuality:**

AmeriCorps members are expected to be at their assigned site on time and in accordance with site requirements. If tardiness and absences are frequent, the AmeriCorps office requests that the Site Supervisor or Site Director contact the AmeriCorps office to report this behavior so that it can be resolved. The office number is (815) 835-6313.

Since paid time off is not part of the AmeriCorps program, the ABC AmeriCorps policy is that members can have one day off per month for illness or personal business. They can also have holidays off as observed by the site. Members can make up that time at the site or at other community service activities made available through AmeriCorps.


**Amendments to the Memorandum of Understanding:**

The parties may amend this memorandum in writing at any time, with agreement by both parties. A copy of the signed Memorandum of Understanding will be supplied to the Sponsoring Site. The original document will be kept on file at ABC AmeriCorps office.

**AmeriCorps Program Director Signature/Date**

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**Host-Site Director Signature/Date**

 / 8-31-21

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**Record of In-Kind Contributions**  
**ABC AmeriCorps of SVCC Host Sites**

**Host Site:**

**Period Covered by this Report: 1 month \***

Description of Item	Estimated Value of Item (complete all that apply)	How did you calculate the value of the item? (List actual costs incurred, square footage costs for space, etc.)
OFFICE SPACE	\$ 0	will rotate between work spaces - no office
Supervision	\$ 22,500	Teacher supervisory rate of \$25/hr for 900 hrs.
TELEPHONE	\$ 0	No phone provided, access to office phones
COMPUTER USAGE/EQUIPMENT	\$ 0	No computer provided, access to building desktops
PHOTOCOPYING	\$ 0	Paper usage per supervising teachers
VEHICLE USAGE	\$ 0	No district vehicle use required
OTHER (please list and describe)		

**Authorized Donor Signature:**



**Date:**

9-3-21

**\* Amounts will be adjusted annually according to member service term & count.**

