



# CAREER ADVISERS 2016-2017



## Future in Action AmeriCorps Program Host Site Application

2016-2017



## 2016-2017 Future in Action AmeriCorps Program Host Site Application

### Application Submission

- Please complete the following Host Site Application form.
- Email a pdf of the Host Site Application form to [idahocis@labor.idaho.gov](mailto:idahocis@labor.idaho.gov).
- Mail three (3) hard copies to:

Sara Scudder, CIS Administrator and FIAA Program Director  
Idaho Department of Labor  
Idaho Career Information System  
317 W Main St.  
Boise, ID 83735

### Application Deadline

The deadline for receipt via email of the Host Site Application form is 5 p.m. MT on Sept. 7, 2016.

---

### Basic Host Site Information

Name of School District/Charter: \_\_\_\_\_

Name of individual filling out the application: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternative Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

State/Providence: \_\_\_\_\_

ZIP/Postal Code: \_\_\_\_\_

Federal EIN#: \_\_\_\_\_



## Host Site Eligibility

1. How many AmeriCorps members is your site applying to host? \_\_\_\_\_

If you are applying for member(s) through a partnership of schools/districts to host and supervise the Member(s) (See page 11 of the Host Site RFA for more information about local Host Site partnerships), please describe your partnership structure.

2. What school(s) will your Member serve? \_\_\_\_\_
3. How many students are enrolled in grades 8-12 at the school(s) where your Member(s) will serve?  
\_\_\_\_\_
4. What is the locale code for the school(s) where your Member(s) will serve? \_\_\_\_\_
5. What is the free and reduced lunch rate for the school(s) where your Member(s) will serve?  
\_\_\_\_\_
6. Does the school(s) where Member(s) will serve participate in the Community Eligibility Provision (CEP) a provision of the United States Department of Agriculture Food and Nutrition Service's Health, Hunger-Free Kids Act of 2010? \_\_\_\_\_
7. Can your Host Site(s) provide the required cash match per member?
- a. 1-100 students = \$4,500
  - b. 101-274 students = \$6,500
  - c. 275-474 students = \$8,500
  - d. 475+ = \$10,500

If the answer is no, then your site may not be eligible to host members.

YES       NO

Cash Match: (check one)     Secure     Pending



Source Funding: \_\_\_\_\_

8. Can your Host Site(s) provide the required in-kind match per member (\$7,500)? If the answer is no, then your site may not eligible to host members.  YES  NO
9. Will your designated site supervisor(s) be able to attend a two-day Host-Site training during Pre-Service Orientation in Boise? (Training, travel and reimbursement covered by the AmeriCorps grant.)  YES  NO

**10. Contact information for Member Site Supervisor**

Who will be the Site Supervisor at your site?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

School: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Briefly describe this person's current position.

Will your designated site supervisor agree to undergo a fingerprint FBI criminal background check including state, federal and the national sex offender registry? (Background check costs covered by the AmeriCorps grant.)  YES  NO



*(Optional) If you are applying for more than one member and have more than one site supervisor or if you are applying as a partnership and will have more than one direct supervisor per member please complete the following.*

**Contact information for Alternative Site Supervisor (if applicable)**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

School: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Briefly describe this person's current position.

Will your alternative designated site supervisor agree to undergo a fingerprint FBI criminal background check including state, federal and the national sex offender registry? Background check costs covered by the AmeriCorps grant.)  YES  NO

**11. Contact information for individual responsible for signing legal contract**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_





3. Please describe your ability and capacity to supervise members.

4. Please describe your ability to provide a space to serve as the “College and Career Lab.”



## Member Development, Recruitment and Satisfaction

1. Please describe the ways you will orient and integrate the member into the organization and staff.

2. Please list four examples of how your site will assist FIAA program staff with member recruitment.

3. Please describe your plan for ensuring FIAA member satisfaction with service.



4. List any professional development training that you will be able to offer members to build their college and career advising skills.

### Member Description Guidelines

Please complete the position description template below that summarizes primary duties of the position. The information you provide will be used to build an AmeriCorps job description and job announcement specific to your Host Site's college and career advising needs. Selected members will use the position description as their principal guidance for day-to-day activities designed to achieve the outcomes expected by the Host Site. The position description must be adhered to during the term of service and can only be modified with Program Director approval. **Members cannot perform duties that would displaced employees nor can they be used as a 'temp' or for secretarial duties.**

#### Position Title

Provide a title for the position. Create a position title that is clearly distinct from an organization staff title. Since the member should be in support roles to staff, professional titles such as Manager, Director, Coordinator and Teacher are not appropriate.

Position Title: \_\_\_\_\_

#### Host Site Information

Provide the name, address and website of your Host Site where applicants can learn about your organization and the surrounding community.

Name of Primary Host Site: \_\_\_\_\_

Address: \_\_\_\_\_

District Website: \_\_\_\_\_



School Website: \_\_\_\_\_

Other Community Websites: \_\_\_\_\_

Name of Secondary Host Site: \_\_\_\_\_

Address: \_\_\_\_\_

District Website: \_\_\_\_\_

School Website: \_\_\_\_\_

Other Community Websites: \_\_\_\_\_

**Position Location**

Provide the name and address of the location(s) where the member will report on a regular basis if different from the organization's location listed in the Host Site Location section.

Name of Primary Host Site: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Secondary Host Site: \_\_\_\_\_

Address: \_\_\_\_\_



**Primary Responsibilities**

List 5-10 tasks based on the FIAA program Core Activity List (see RFA for details) that the member will complete during the term of service. ‘Other duties as assigned’ is unacceptable and cannot be listed on the Position Description.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Host Site Preferred Qualifications**

Provide up to seven preferred qualifications that are specific to the position. The qualifications should be a list of recommended skills that an AmeriCorps member should have to successfully complete the expected tasks. Please note that participation in AmeriCorps is a professional development and service opportunity. Members may not have the same educational and professional experience you might expect for a full-time employee. Some examples of preferred qualifications include: a college degree; ability to develop and implement a project work plan to achieve stated goals; strong writing skills; demonstrated ability to work independently and in a team setting; group facilitation and public speaking skills; documentation and organization skills; effective problem solving skills; ability to understand “big picture” while completing detail oriented tasks; friendly and effective interpersonal skills; experience with basic computer programs (email, Microsoft Word and Excel, Google Docs)



1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

### Outcomes

Explain how your Host Site(s) will support and help the Future in Action AmeriCorps Program reach their 2016-2017 Performance Measures (See RFA for details). *Please provide at least five measurable goals or objectives your sites will aim for using the services of an AmeriCorps member.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



## Certifications

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that our organization:

- Will not use AmeriCorps members to displace or replace organizational staff or to fill any current or planned staff vacancies.
- Understands and will assure that the primary focus of AmeriCorps members is direct service and not administrative or clerical work.
- Provided a written commitment to meet the financial obligations outlined by the Idaho Department of Labor if the grant is awarded. Please complete Addendum B.
- Is committed to providing AmeriCorps members with active and qualified supervision.
- Is committed to providing AmeriCorps members with the training needed to assure their success and professional development.
- Is committed to providing AmeriCorps members with dedicated workspace, office supplies and computer access.
- Understands that AmeriCorps members and their supervisor(s) will be asked to participate in team activities and meetings, trainings and other grant related endeavors away from our organization. We commit to allow AmeriCorps members and their supervisors to participate in these opportunities.
- Specifically commits to assuring that all full-time AmeriCorps members will attend events sponsored by Serve Idaho as well as the following national day of service activities: Idaho@Play, Martin Luther King Jr. Day, AmeriCorps Week and Global Youth Service Day.
- Commits to displaying AmeriCorps and Serve Idaho signage outside the member's work space, including the AmeriCorps and Serve Idaho logos on materials developed by the member and placing the AmeriCorps and Serve Idaho logos on our website(s).
- Has an active Non-Discrimination Policy.
- Has an active Drug Free Work Place Policy.
- Will comply with all applicable requirements of all other federal laws, executive orders, regulations and policies governing the FIAA program.
- Will keep such records and provide such information to FIAA program staff or to the federal government with respect to the program as may be required for fiscal audits and program evaluation, including documentation of in-kind match.

Furthermore, I certify to the best of my knowledge and belief the Idaho Department of Labor's Future in Action AmeriCorps Program has:

- Shared a Host Site Agreement with us or otherwise clearly explained mutual expectations in writing. Please include a copy of this correspondence with this application.
- Explained to our organization how our efforts will fit into the program design and assist with attainment of



program objectives.

- Explained the financial obligations [cash and in-kind] of our involvement in this project including costs associated with the living allowance and benefits of the AmeriCorps members who will serve in our organization.

I hereby certify that this completed Host Site Application for partnership in the Future in Action AmeriCorps program is complete and accurate. I understand and accept the requirements and restrictions included or appended in this Host Site Application and agree to abide by said requirements and restrictions if the Idaho Department of Labor is selected for funding. A signed copy of the Assurance in Addendum A is attached to this application.

---

Host Site Administrator

Date

Future in Action AmeriCorps Staff will be contacting you via email no later than Sept. 16, 2016 to notify you about the possibility of placing an AmeriCorps Member(s) with your school/district. All Member placements and FIAA Program activities are contingent on AmeriCorps funding.



## Addendum A

### AmeriCorps Member Service Restrictions Assurance

1. Allowable Work for Members

Corporation for National and Community Service prohibits AmeriCorps members from performing services that supplant or take the place of services provided by Host Site/organization staff members, or services previously provided by Host Site/organization staff members or by a person in a vacated position.

Members are not allowed to perform non-AmeriCorps-related duties at their Host Site, or at any other AmeriCorps site, for a fee, a contracted amount, a stipend, an honorarium or any other form of payment.

2. Allowable Hours for Members

AmeriCorps members may not earn hours serving for more than one (1) AmeriCorps program. AmeriCorps members may not serve hours toward AmeriCorps-related objectives that are not the objectives of the grantee program through which they have a contract. If an AmeriCorps Host Site has members from more than one grantee program, that member shall only serve hours toward the objectives of the program that has a contract with said member

3. Allowable Income for Members

AmeriCorps members are free to earn additional income through employment outside Future in Action AmeriCorps programs and sites as long as this employment does not interfere with their commitment to AmeriCorps service.

---

Host Site Administrator

---

Date



## Addendum B

### Assurance of Financial Commitment

\_\_\_\_\_ is pleased to initiate a relationship with the Idaho Department of Labor's Future in Action AmeriCorps program. \_\_\_\_\_ commit(s) to the following cash and in-kind match for the 2016-2017 school year.

Cash Match = \$ \_\_\_\_\_

- a. 1-100 students = \$4,500
- b. 101-274 students = \$6,500
- c. 275-474 students = \$8,500
- d. 475+ = \$10,500

In-kind Match = \$7,500.

\_\_\_\_\_  
Host Site Administrator

\_\_\_\_\_  
Date