What is AmeriCorps?
AmeriCorps is a network of three programs—AmeriCorps*State and National, AmeriCorps* VISTA, and AmeriCorps* NCCC. Each year, these programs support the engagement of nearly 80,000 Americans in service to meet critical needs in education, the environment, public safety, homeland security, and other areas. Since 1994, nearly 800,000 AmeriCorps members have served with thousands of nonprofit organizations, public agencies, and faith-based organizations nationwide—from small community groups to nationally known organizations. Members tutor and mentor youth, build affordable housing, clean parks and streams, and recruit, train, and manage community volunteers. In return for their service, AmeriCorps members receive an AmeriCorps Education Award that they can use to pay for college or to pay back qualified student loans; members have earned more than $1 billion in education awards since 1994.

What is Utah Campus Compact?
Utah Campus Compact (UCC) is a consortium of 10 colleges and universities across the state of Utah. Seven of these colleges and universities (Utah State University, Utah Valley University, University of Utah, Southern Utah University, Dixie State University, Salt Lake Community College, and Weber State University) partner with Utah Campus Compact to provide the Utah Campus Compact AmeriCorps Program, the largest AmeriCorps program in the state of Utah. Utah Campus Compact’s programs meet the needs of the greater Utah community and its member institutions.

What is the Utah Campus Compact AmeriCorps Program?
This program is an intensive volunteer program which allows students that regularly volunteer in their community (average minimum of 5.75 hours per week for a full year) to serve while continuing their education. Service is not random, one-time, or short term.

Who is this program for?
The Utah Campus Compact AmeriCorps Program is for students currently enrolled at member institutions or potential students who will enroll in member institutions within one year of their mid-term date.

Eligibility requirements:
- 17 years of age with legal guardian or parental consent or 18 and older
- US Citizen or national or lawful permanent resident alien
- High school diploma, GED, or certified commitment to obtain either before term of service ends
- Site placement at a Utah Campus Compact Qualifying Site. If candidates want to serve at a site which is currently not qualified, they can work with the site to fill out the appropriate paperwork to qualify the site (Qualified Site Contract).
- No results on the National Sex Offender Registry
- Satisfactory results on both a state and federal background check (background checks will be paid for by Utah Campus Compact)

Why should we become a Qualified Site?
The benefits of becoming a Qualified Site in the Utah Campus Compact AmeriCorps Program include:
- The opportunity to select and invite college students preparing for and studying to engage in the workforce in ways that will impact the focus areas of our program.
• Having members who serve terms for 300, 450, or 675 hours over the course of 12 months.
• Creating new advocates for your programs and initiatives through the volunteer generation and engagement activities that you and your member will work towards.
• Recognition on our website as a partner.
• Potential opportunities for collaboration and funding with our member higher education institutions and with Utah Campus Compact.

What are the responsibilities of being a Qualified Site?
Sites are required to assign a staff member to serve as the site supervisor for the AmeriCorps members serving at or with their agency. This site supervisor will be responsible for approving timesheets for AmeriCorps members using an online system each month the member is enrolled in the AmeriCorps Program. They will also be responsible for reporting on member service. Finally, this contract is required by all sites where our members serve. This completed document needs to be on file with Utah Campus Compact before a member can begin serving.

Where will the member serve?
UCC AmeriCorps members will serve at your site under you or your staff’s supervision and instruction. Members may serve in whatever capacity your agency needs to fulfill its mission and complies with the member’s Position Description, as long as the member does not participate in prohibited activities while serving on AmeriCorps time. Allowed activities are developed and contracted with Utah Campus Compact by the member’s host college or university campus.

Are there activities the member cannot engage in while serving at my organization?
At no time while acting as an AmeriCorps member may the member:
Engage in any activity that is illegal under local, state, or federal law. Engage in activities that pose a significant safety risk to others, and while charging time to the AmeriCorps program. Members accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff, and members may not engage in the following activities listed in 45 CFR, Section 2520.65:
  o Attempt to influence legislation
  o Organize or engage in protests petitions, boycotts, or strikes
  o Assisting, promoting, or deterring union organizing
  o Impairing existing contracts for services or collective bargaining agreements
  o Engage in partisan political activities or other activities designed to influence the outcome of an election to any public office
  o Participate in, or endorse, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
  o Engage in religious instruction; conducting worship services; providing instruction as a part of a program that includes mandatory religious worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; engage in any form of religious proselytization
  o Provide a direct benefit to:
    o A for-profit entity
    o A labor union
    o A partisan political organization
    o An organization engaged in the religious activities in the preceding sub-clause unless grand funds are not used to support the religious activities
    o A nonprofit entity that fails to comply with the restrictions contained in the section 501(c)(3) of U.S. Code Title 26
  o Voter registration drives by AmeriCorps members are an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive
  o Providing abortion services or referrals for receipt of such services; and
  o Such other activities as the Corporation may prohibit
## Qualified Site Contract

All fields must be completed fully and correctly by an authorized personnel

**Service Site Name:** ____________________________

**Site Mailing Address:** ____________________________

**City, State, and Zip:** ____________________________

**Site Phone Number:** ____________________________

**Service Site Type (site must check one box and fill in EIN #):**

- [ ] Non-profit Entity (EIN #: ____________________________)
  - Or
- [ ] Government Entity (EIN#: ____________________________)

## Service Focus Area

Please indicate how a member might serve at your organization to address critical needs in one or both of the following focus areas: 

1. Education
2. Healthy Futures

If the member will be doing Capacity Building for your organization, please explain what their role will be at your organization.

____________________________________________________

____________________________________________________

## Which Utah Campus Compact member institutions do you have signed volunteer agreements with?

(Click all that apply)

- [ ] Dixie State University
- [ ] Salt Lake Community College
- [ ] Snow College
- [ ] Southern Utah University
- [ ] University of Utah
- [ ] Utah College of Applied Technology
- [ ] LDS Business College
- [ ] Utah Valley University
- [ ] Weber State University
- [ ] Westminster College
- [ ] Utah State University

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1. Serving students K-16
2. Serving clients/patients who are uninsured, underinsured, and or clients/patients who live in rural areas
3. Serving in capacities that may expand the organizations services, enhance delivery of services, generate additional resources, and/or leverage resources for programs and/or the organization
By signing this document, you acknowledge the following (Signing Authority must initial all boxes):

☐ I understand that my site and/or the site supervisor will be responsible to complete a brief assessment on the impact of AmeriCorps members for each member, once a year.

☐ I understand that AmeriCorps members, coordinators, and site supervisors cannot be related by blood or marriage to any other project staff or responsible Corporation program staff.

☐ I understand that members and their volunteers cannot duplicate, supplant, or displace any existing volunteers, staff, contracts or efforts at my organization.

☐ I understand the prohibited activities members cannot engage in while serving (listed on page 2) and will ensure they, or their mobilized volunteers, do not perform any prohibited activities while serving as an AmeriCorps member.

☐ I will ensure that an AmeriCorps poster is displayed at my organization while a member serves at my organization. Utah Campus Compact will mail this to your site after we receive this contract.

☐ I understand that until the site supervisor has received notification from UCC that an AmeriCorps Member has cleared the criminal history check, the member must be accompanied while serving vulnerable populations.

☐ I will administer the ADA survey for site supervisors to ensure individuals of all abilities have the opportunity to serve at my organization. Survey found at: [www.utahcampuscompact.org](http://www.utahcampuscompact.org) on the homepage under “Quick Links”.

☐ I will allow members to vote, attend jury duty, and attend National Guard responsibilities while serving and understand that members can count this time as part of their AmeriCorps service.

☐ I understand that in partnering with Utah Campus Compact, I, or a designated representative (site supervisor) from my organization, will be responsible for verifying members’ Service Hour Record once a month within 5 business days of the previous month’s close (calendar provided).

Does your organization provide general liability coverage or similar insurance for volunteers (including AmeriCorps members) at your site?

☐ Yes ☐ Not at this time, but we will have it before members are placed at our site

*Liability insurance is a requirement for all of Utah Campus Compact’s service sites.

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**Signing Authority at Site** (full name):

__________________________________

Email Address: _____________________

Phone #: __________________________

Signature: _________________________

Date: _____________________________

**Utah Campus Compact:** Amy Nguyen Wiscombe

Signature: _________________________ Date: ______________

This document is only valid if UCC is in possession of the document containing the original signature of the signing authority at the agency. Please contact Amy at 801.366.8493 if you have any questions regarding this Qualified Site Contract or the UCC AmeriCorps Program. Return Qualified Site Contract to: Board of Regents Building, The Gateway Utah Campus Compact – ATTN: Amy Wiscombe 60 S. 400 W. Salt Lake City, UT 84101
Site Supervisor Service Hour Record Reminder

Log in at [www.runipt.com](http://www.runipt.com) once a month to approve AmeriCorps Member’s Service Hour Record within 5 business days of the previous month’s close.

If you have forgotten your login credentials, please contact UCC at [uccprogrammanager@gmail.com](mailto:uccprogrammanager@gmail.com) and request to have your credentials reset.

Save this document near your computer to help you remember to sign your member’s Service Hour Records!