



Compact Service Corps Exit Process and Forms

Exit Process Outline

Before Exiting the Program you must complete:

1. Evaluations

- Give Site Supervisor Evaluation Letter to your Site Supervisor.
- Complete Member Online Survey.

2. Exit Form

- Complete Exit Form and give to your Compact Service Corps Coordinator.

3. Register for an AmeriCorps Education Award Online Account

- Register: <https://my.americorps.gov/mp/login.do>

Exiting Process (Evaluations)

1. Site Supervisor Evaluation Letter

- ❑ Give copy of Site Supervisor Evaluation letter to your Site Supervisor.
- ❑ Inform your Site Supervisor about the Online Evaluation.
- ❑ It is important to have your Site Supervisor complete the survey to help ensure funding for other students.



COMPACT SERVICE CORPS

Site Supervisor Evaluation Letter

B

Dear Site Supervisor:

The Member, _____, serving at your nonprofit or government agency is enrolled as a Compact Service Corps AmeriCorps Member through his/her college or university. As part of his/her unpaid service at your organization this Member will receive a service scholarship that may be used for education expenses.

At the end of this Member's term of service we are asking you, as the Site Supervisor, to complete a brief exit survey online. These surveys allow us to make continual improvements to the Compact Service Corps program that better meet the needs of students, community members, and nonprofit organizations.

You will complete only one survey for your organization. If your agency hosts more than one Compact Service Corps Member you will complete only one survey per year.

To begin the survey:

1. Log on to www.ccompact.org.
2. Click on AmeriCorps Programs.
3. Click on Compact Service Corps.
4. Click on Community Partners

Under "Evaluation," click on the link for the survey that best fits the project the Compact Service Corps Member completed for your organization.

- **EDUCATION:** Academic support for K-12 public school, after-school or extended-day academic enrichment, America Reads/Counts, tutoring, mentoring.
- **HEALTHY FUTURES:** EMT services, nursing, physician assistance, dental hygiene, radiology technology, hospice, rehabilitation therapy, mental health services, providing preventive and/or primary health services.
- **CAPACITY BUILDING:** development of systems, tools and organizational resources for nonprofit or government agency, and volunteer recruitment, management and/or training was a major component of the project.

5. Complete the questions and submit your responses online.

We greatly appreciate your time and look forward to receiving your valuable feedback on the Compact Service Corps AmeriCorps program.

Thank you!

Exiting Process (Evaluations)

2. Member Survey*

- Go to Online Survey:
<http://www.ccompact.org/programs/csc/members>
- Choose appropriate survey (“Education,” “Healthy Futures” or “Capacity Building”)
- Complete questions and submit responses online (do not print out survey)
- Print out Thank You page and give to your Compact Service Corps Coordinator.

* You must complete the survey in order to receive your AmeriCorps Education Award.

The screenshot shows a web browser window displaying the UCAN Serve Members page. The page is titled "UCAN Serve Members | Colorado Campus Compact - Windows Internet Explorer". The address bar shows the URL: <http://www.ccompact.org/programs/ucan-serve-ameri-corps-program/members>. The page content includes a navigation menu on the left with options like "Programs & Services", "Access Colorado", "Assessment", "Diversity Education", "Engaged Faculty Institute", "Electoral Engagement", "Training", "UCAN Serve AmeriCorps Program", "Calendar", "Message Board", "Our Members", and "Contact". The main content area is divided into sections: "Exiting the Program" and "Evaluations". The "Exiting the Program" section explains that members must complete an exiting process (Site Supervisor Evaluation, Member Survey, and Exit Form) and return it to their UCAN Serve Coordinator. The "Evaluations" section asks members to select a description that matches their service focus and complete an online survey. There are three evaluation categories: "High School Participant", "General Members", and "Using your Education Award".

The screenshot shows a survey form with a progress bar at the top indicating 34% completion. The form contains the following questions and input fields:

- In what state did you serve?** A dropdown menu with "-- Select --" and a downward arrow.
- Please list your university/college:** A text input field.
- Please list the organization(s) with which you served:** A text input field.

At the bottom of the page, it says "POWERED BY QuestionPro".

Exiting Process (Exit Form)



3. AmeriCorps Exit Form

▣ Fill out Part I with current address. Sign the bottom.

▣ Submit to Compact Service Corps Coordinator.

THIS MAY BE COMPLETED ONLINE AT MY AMERICORPS PORTAL

For Official Use Only

 **National Service Trust Exit Form** 

This form will end the term of a serving member in the National Service Trust and report on the eligibility of the member for an education award. It will also provide the Corporation with evaluation exit data.

PART 1 Member: Please Complete and Sign

1. Name _____
Last First MI

2. Social Security Number _____

3. Mailing Address (Where the education award should be sent, if mailed)
Number and Street _____
City State Zip Code _____
Email Address _____
Home Phone Business Phone Ext _____

4. For VISTA Volunteers only: I would like to
 Extend my service for less than a year Reenroll for another year
 Complete my service as scheduled Terminate my service early

5. Post Service Opportunities:
The Corporation for National and Community Service would like to encourage you to stay involved in service and help you connect with educational, professional, and alumni opportunities. If you are interested in staying connected with the following organizations, please let us know.

Yes, I give the Corporation for National and Community Service permission to release my name, address (including e-mail), and telephone number to the following types of organizations:

- Educational institutions that are interested in recruiting former AmeriCorps, Silver Scholar, or Serve America Fellow program members or that provide special programs for former members
- Organizations offering professional development opportunities or staff positions to AmeriCorps, Silver Scholar, and Serve America Fellow program members
- AmeriCorps, Silver Scholar, and Serve America Fellow program Alumni organizations
- Organizations that sponsor service opportunities and want to recruit former AmeriCorps, Silver Scholar, or Serve America Fellow program members

I am particularly interested in the following issue areas (please mark all that apply):

<input type="checkbox"/> Education	<input type="checkbox"/> Public Safety	<input type="checkbox"/> Housing	<input type="checkbox"/> Health
<input type="checkbox"/> Natural & Other Disasters			<input type="checkbox"/> Infrastructure Improvement
<input type="checkbox"/> Environmental Stewardship & Conservation			<input type="checkbox"/> Energy Conservation
<input type="checkbox"/> Urban & Rural Development			<input type="checkbox"/> Faith & Community Based

No, please do not share my information with other organizations

Certification of Service:
I certify that the time I reported as program service hours is true and correct and did not include any service activities prohibited by law, regulation, or grant provisions. I agree, by signing this form, to provide, if asked, documentation to verify the accuracy of the information I have provided in this form. I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment (or both) under Section 1001 of Title 18, USC; exclusion from participation in Federal programs; forfeiture of benefits I may receive as a result of participation in this program; or other actions authorized by the Civil Fraud Remedies Act, 31 USC 3801-3812.

Member's Signature: _____ Date: _____

Privacy Act Statement – In compliance with the Privacy Act of 1974, the following information is provided. The collection of this information is authorized by the provisions of the National and Community Service Act of 1990, as amended. The primary purpose of the information is to obtain from AmeriCorps program representatives their determination of whether a member successfully completed a term of service and is eligible to receive an education award. The evaluative information will help the Corporation improve its programming and services to members. For individuals who have indicated their desire to receive additional information on alumni organizations or special educational opportunities for alumni, members' names, addresses, and phone numbers will be shared with those organizations for that purpose. Information may also be provided to federal, state, and local agencies for law enforcement purposes. Information will not otherwise be disclosed outside the Corporation without written permission. The Internal Revenue Service has determined that the education award is taxable in the year it is used. Your Social Security Number (SSN) is collected under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109), for use as a taxpayer identification number. Failure to disclose the SSN or any other information may result in a denial of your receiving an education award or it may delay the processing of your education award.
OMB No.: 3045-0015

For Official Use Only



Print Both Forms

Fill out Part I, but DO NOT fill out Part II

Part I

THIS MAY BE COMPLETED ONLINE AT MY AMERICORPS PORTAL

For Official Use Only

 **National Service Trust Exit Form** 

This form will end the term of a serving member in the National Service Trust and report on the eligibility of the member for an education award. It will also provide the Corporation with evaluation exit data.

PART 1 Member: Please Complete and Sign

1. Name Last First MI

2. Social Security Number

3. Mailing Address (Where the education award should be sent, if mailed)

Number and Street

City State Zip Code

Email Address

Home Phone Business Phone Ext

4. For VISTA Volunteers only: I would like to

<input type="checkbox"/> Extend my service for less than a year	<input type="checkbox"/> Reenroll for another year
<input type="checkbox"/> Complete my service as scheduled	<input type="checkbox"/> Terminate my service early

5. Post Service Opportunities:

The Corporation for National and Community Service would like to encourage you to stay involved in service and help you connect with educational, professional, and alumni opportunities. If you are interested in staying connected with the following organizations, please let us know.

Yes, I give the Corporation for National and Community Service permission to release my name, address (including e-mail), and telephone number to the following types of organizations:

- Educational institutions that are interested in recruiting former AmeriCorps, Silver Scholar, or Serve America Fellow program members or that provide special programs for former members
- Organizations offering professional development opportunities or staff positions to AmeriCorps, Silver Scholar, and Serve America Fellow program members
- AmeriCorps, Silver Scholar, and Serve America Fellow program Alumni organizations
- Organizations that sponsor service opportunities and want to recruit former AmeriCorps, Silver Scholar, or Serve America Fellow program members

I am particularly interested in the following issue areas (please mark all that apply):

<input type="checkbox"/> Education	<input type="checkbox"/> Public Safety	<input type="checkbox"/> Housing	<input type="checkbox"/> Health
<input type="checkbox"/> Natural & Other Disasters	<input type="checkbox"/> Environmental Stewardship & Conservation	<input type="checkbox"/> Urban & Rural Development	<input type="checkbox"/> Infrastructure Improvement
			<input type="checkbox"/> Energy Conservation
			<input type="checkbox"/> Faith & Community Based

No, please do not share my information with other organizations

Certification of Service:

I certify that the time reported as program service hours is true and correct and did not include any service activities prohibited by law, regulation, or grant provisions. I agree, by signing this form, to provide, if asked, documentation to verify the accuracy of the information I have provided in this form. I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment (or both) under Section 1001 of Title 18, U.S.C.; exclusion from participation in Federal programs; forfeiture of benefits I may receive as a result of participation in this program; or other actions authorized by the Civil Fraud Remedies Act, 31 USC 3801-3812.

Member's Signature: _____ Date: _____

Privacy Act Statement - In compliance with the Privacy Act of 1974, the following information is provided: The collection of this information is authorized by the provisions of the National and Community Service Act of 1990, as amended. The primary purpose of the information is to obtain from AmeriCorps program representatives their determination of whether a member successfully completed a term of service and is eligible to receive an education award. The information is also used to evaluate the member's performance and to provide a record of service for former members. For individuals who have indicated their desire to receive additional information, the Corporation may also be provided to federal, state, and local agencies for law enforcement purposes. Information will not otherwise be disclosed outside the Corporation without written consent. The Internal Revenue Service has determined that the education award is taxable in the year it is used. Your Social Security Number (SSN) is solicited under the authority of Internal Revenue Code (26 U.S.C. 6011(b) and 6409), for use as a taxpayer identification number. If failure to disclose the SSN or any other information may result in a denial of your education award or if you delay the processing of your education award.

CMB No.: 3045-0015

For Official Use Only

Part II

For Official Use Only

Exit information should be electronically submitted to the Corporation within 30 days of completion of service.

PART 2 Certifying Official: Please Complete and Sign

This section must be signed by an authorized certifying official. The program must designate certifying officials electronically to the Corporation for National and Community Service.

1. Name of Program or AmeriCorps/NCCC Campus _____

2. Operating Site I.D. Number _____

3. Hours of Service Performed (not applicable for VISTA) _____ Hours

4. Date of Completion of Term of Service _____ Month Day Year

5. Type of Enrollment (Mark only one.)

<input type="checkbox"/> Full-time (1700 hours per year or 365 days for VISTA)
<input type="checkbox"/> Half-time (900 hours in up to 2 years)
<input type="checkbox"/> Reduced half-time (675 hours)
<input type="checkbox"/> Quarter time (450 hours)
<input type="checkbox"/> Minimum time/Summer (300 hours)
<input type="checkbox"/> Silver Scholar (350 hours min)

6. Education Award Status:

Indicate whether or not the Member is eligible for an education award. Please be sure to follow the Corporation's regulations in making this selection. If the Member is going to serve another term under the National Service Trust, a new National Service Enrollment Form must be completed.

<input type="checkbox"/> Eligible for entire education award (member successfully completed service)
<input type="checkbox"/> Eligible for partial education award (member did not fully complete service for compelling personal reasons)
<input type="checkbox"/> Not eligible for education award (member did not fully complete service requirements)
<input type="checkbox"/> Not eligible for education award (member chose alternative benefit)
<input type="checkbox"/> Not eligible for education award (member dismissed for misconduct)
<input type="checkbox"/> Not eligible for education award. Other (Specify): _____

Did the member perform satisfactorily (complete all assignments, tasks, and projects)? Yes No

7. Certification of Service.

I certify that to the best of my knowledge and belief, the time the above-listed member reported as AmeriCorps, Silver Scholar, or Serve America Fellow program service hours did not include any service activities prohibited by law, regulation, or grant provision; that the member performed satisfactorily (completed all assignments, tasks, and projects); and that the hours of service performed indicated on this form for this service member are true and accurate.

I understand that a knowing and willful false statement on this form can be punished by a fine or imprisonment or both under Section 1001 of Title 18, U.S.C. or other actions authorized by the Civil Fraud Remedies Act, 31 USC 3801-3812.

Signature of Certifying Official: _____ Date: _____

Name of Certifying Official (Please Print): _____

Public reporting burden - Estimated time to complete this form, including time for reviewing instructions, gathering, and providing the information needed to complete the form is 3 minutes for the Member section and 4 minutes for the Certifying Official section. Send comments regarding this burden or the content of this form to: Corporation for National and Community Service, National Service Trust, 1201 New York Avenue, NW, Washington, DC 20005. The Corporation informs the potential persons who are to respond to this collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number on this page of the form (see 5 CFR 1320.3(b)(2)(1)).

For Official Use Only

Your Signature

Exiting Process

(Register for Online Account)

- Register for an AmeriCorps Online Account through the MyAmeriCorps Portal:
<https://my.americorps.gov/mp/login.do>
- Once you register for an account, you will receive an email confirming your participation in AmeriCorps. Follow instructions to log in.

Exiting Process and AmeriCorps Education Award FAQs

- You can access all AmeriCorps Exiting Paperwork online.
 - Go to: www.ccompact.org.
 - Under “Programs & Services,” click on the link to “AmeriCorps Programs,” then on the link to “Compact Service Corps”
 - Click on the link to “Forms”
 - Click on the link to “Exit Packet”
- Your AmeriCorps Education Award will show up in your online account about 2-3 weeks after submitting your Exit Form to your Compact Service Corps Coordinator.