



## **AmeriCorps for the Adirondacks**

North Country Workforce Partnership  
194 US Oval Plattsburgh, NY 12903  
(518) 561-4295 Ext. 3008. Fax (518) 561-0229

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**2012- 2013**

### **Application to become an AmeriCorps for the Adirondacks sponsor**

#### **General Information:**

AmeriCorps is a network of national service projects that engage Americans of all ages and backgrounds in intensive direct service to meet the critical community. Sometimes referred to as “the domestic Peace Corps”, it is a vital part of the growing National Service movement. AmeriCorps service gives its members the opportunity to impact change in underserved communities, gain valuable life experience, and take steps toward their own future goals.

The North Country Workforce Partnership (NCWP) a 501(c) (3) private, not-for-profit organization, and a subsidiary of the North Country Workforce Investment Board (WIB), sees AmeriCorps as a way to assist already overburdened organizations to meet critical community needs in the North Country. The NCWP, in collaboration with the United Way of the Adirondack Region, Inc. and the New York State Office of National and Community Service, has created a service and capacity-building program known as *AmeriCorps for the Adirondacks*.

*AmeriCorps for the Adirondacks* enlists 15 AmeriCorps members serving in Franklin, Essex, Clinton, and Hamilton Counties to create, support, or enhance programs designed to increase literacy (financial, reading and language), increase awareness of available healthcare and preventative services, and increase access to viable economic opportunities for residents in the region.

Our mission is to maximize the effectiveness of local not-for-profit agencies by providing AmeriCorps members as part of a broad-based collaborative community initiative committed to advancing the intellectual, health, economic and social condition of the people of the North Country.

Our vision is to be the catalyst that empowers, educates, and engages individuals to become active citizens, allowing communities to achieve prosperity and self-sufficiency.



Sponsoring Organization: Name of Organization: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone: (        )        -

E-mail:

Fax: (        )        -

**Please provide a copy of your organizational chart.**

This information is needed for member recruiting purposes. The contact person(s) is required to participate in the interview and selection process and notifying the Workforce Partnership of a final decision. Please note a different individual may be responsible for providing supervision to the AmeriCorps\*State member. **(Please provide a copy of the site supervisor's résumé and agency job description).**

Contact Person(s): \_\_\_\_\_

E-mail address:

Telephone: (        )        -

Fax: (        )        -

Address:

\_\_\_\_\_

**Volunteer Support Information:**

1. Will the AmeriCorps\*State member have immediate and consistent access to a phone, computer, printer, desk and the Internet?  
 Yes  No
  
2. Will all expenses for use of these items be paid for by sponsoring agency?  
 Yes  No
  
3. Will expenses for travel and per diem for site-specific travel and training be paid for by the sponsoring agency?  
 Yes At what rate? (     . ) per mile  No



4. Who will be the AmeriCorps member's immediate supervisor?

\_\_\_\_\_

5. Will the AmeriCorps member have immediate and consistent access to their site supervisor?

Yes  No

6. All AmeriCorps host sites must conduct an on-site pre-service orientation for members. The Workforce Partnership will provide an AmeriCorps project specific "orientation". Do you agree to provide an on-site orientation and training to your AmeriCorps member outlining the following: mission and history of your organization, programs, policies, and procedures?

Yes  No

7. AmeriCorps site supervisors are required to attend a pre-service orientation hosted by the North Country Workforce Partnership. Please indicate the name of the site supervisor from your project who will attend this training:

Yes We will attend Pre Service Training  No

Name of Person attending: \_\_\_\_\_

8. What are your organizations mission, vision and history?

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9. What are the major programs and services that your organization provides?

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10. Please describe how your organization proposes to utilize the AmeriCorps member. Please outline the tasks and activities the member will perform during their year of service. *The AmeriCorps for the Adirondacks Project staff will work with sites to develop a detailed member assignment description.*

○ Location:

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○ key responsibilities:

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○ qualifications needed to perform tasks:

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11. What will your organizations do to ensure sustainability of its programs and services developed by the AmeriCorps member?

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12. Please identify the type and number of AmeriCorps members your organization is requesting:

- *\$4400 per full-time member= 1700 hours of service over a 12 month period*
- *\$2200 per part-time member = 900 hours of service over a 12 month period.*
- *On December 5, 2011, we submitted an AmeriCorps grant proposal requesting to continue year 2 of our three year grant cycle. If we are fully funded for the amount that we have requested the NCWP will not have to increase our host-site cost share. However, in the event that we are not funded at the requested level, the NCWP may need to increase host-site cost share amounts and/or restructure program positions. **We anticipate an increase of no more than \$200-\$500 per member based on a worst-case scenario of receiving level funding.** Currently, the cost share amount is \$2,200 for a part-time member and \$4,400 for a full-time member.*
- *During the 2012-2013 program years AmeriCorps for the Adirondacks will request **5 full-time and 10 part-time** AmeriCorps slots. Availability will depend on funding:*
- *In addition to a cash match partnering organizations must be able to demonstrate that they can provide staff time for member supervision and training. Space and supplies to support member activities, and provide member travel expenses to project specific events (in-kind donation).*

Number of AmeriCorps members being requested: \_\_\_\_\_

Type of AmeriCorps members being requested: (Full-time or Part-time)



**Other Requirements for sponsoring an AmeriCorps member**

- AmeriCorps Reporting Requirements: Bi-weekly member time sheets, monthly in-kind contribution forms, and project progress report.
- Criminal history checks: **Effective April 21, 2011**, the National Service Criminal History check will consist of three parts for individuals who are predicted to have recurring access to vulnerable populations (Children up to the age of 18, the elderly (60 +) and the individuals with disabilities). An FBI check will no longer substitute for the one or two required state repository checks. The three-part check must include:
  - **National sex offender registry check (NSOPR)**
  - **State criminal history registry (Approved state depository NYSDCJS or NYSUCS)**
  - **FBI fingerprint-based check**

For Sites not serving the vulnerable populations the site supervisor must have a criminal history check consisting of the following:

- **National sex offender registry check (NSOPR)**
- **State criminal history registry check (AmeriCorps approved state depository NYSDCJS or NYSUCS)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee Displacement:**

Agencies may not use AmeriCorps members in a way that will displace an employee or position or infringe on an employee’s promotional opportunities. Members may not fill in for an absent employee or perform services, duties, or activities that have been assigned to an employee or to an employee who has recently resigned or been discharged.

In most cases, sites cannot select a current employee as an AmeriCorps member. A waiver to this restriction can be granted if the program and the Corporation approves. This site must demonstrate the duties to be performed by the employee as part of AmeriCorps are completely separate and distinct from duties being performed as an employee of the agency. The same restrictions apply to hiring an AmeriCorps member as an employee while he/she is still completing a term of service



**Attachments:**

- Please enclose a copy of the Site Supervisor's résumé and job description
- Copy of your Organizational Chart
- Agency Criminal History Check Protocol (*Please note that you may be asked to provide copies of your site supervisor's criminal history check results*)
- Plan to provide a site orientation for member(s) (*Bulleted list*)

**Submit Your Completed Application to:**

Steve Dorr  
AmeriCorps Project Coordinator  
AmeriCorps for the Adirondacks  
North Country Workforce Partnership  
194 US Oval Plattsburgh, NY 12903  
Or by e-mail at [steven@ncworkforce.com](mailto:steven@ncworkforce.com)