

The AmeriCorps Pledge

I will get things done for America -
to make our people safer,
smarter, and healthier.

I will bring Americans together
to strengthen our communities.

Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me
this year and beyond.

I am an AmeriCorps member,
and I will get things done.



COLORADO STATE UNIVERSITY
EXTENSION



AmeriCorps
Colorado

August 2022

Greetings AmeriCorps members,

Welcome to the team! We are excited that you have chosen Colorado State University Extension (CSUE) and our 4-H STEM Initiative for your AmeriCorps service. This is CSUE's seventh year partnering with AmeriCorps and we will all have a great deal to learn and do over the course of this term of service. We look forward to continuing to build a program that will be valued by youth, families, and their communities and we look forward to doing that with you. Welcome.

4-H is America's largest positive youth development and youth mentoring organization, empowering more than six million people across the U.S. Youth who participate in 4-H get what all young people need to succeed in life—the confidence, compassion, and connections with caring adults to thrive personally and to contribute to their communities. A longitudinal study of the 4-H program discovered that the structured out-of-school time learning, leadership experiences, and adult mentoring that young people receive through their participation in 4-H plays a vital role in helping them achieve success. Compared to their peers, the findings show that youth involved in 4-H programs are more likely to: make contributions to their communities; be civically active; to make healthier choices; and to participate in Science, Engineering and Computer Technology programs during out-of-school time. We want to provide more youth with opportunities to learn valuable life skills, succeed in school and to learn, practice and apply STEM knowledge and other skills in preparation for success in careers and life. As an AmeriCorps member in the CSUE 4-H STEM Initiative, you will be at the forefront of helping to shape young lives.

Throughout your term of service, we hope to contribute to your success and professional development as well. You will gain an understanding of the youth development profession and have the opportunity to serve alongside Extension agents and other community members investing in our youth. You will have an opportunity to serve with volunteers, organize community events and service-learning activities, and collaborate with the diverse agencies and people. You will also serve directly with youth through the STEM education you deliver and experience their joy and excitement at making discoveries and exploring new interests.

I want you to know how pleased we are that you have joined us for this journey. We could not reach across our state or involve more youth in the 4-H STEM program without you. Thank you. And now the journey begins.

CSU Extension AmeriCorps Program Manager

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ABOUT COLORADO STATE UNIVERSITY

The land-grant university system was created in 1862 when Congress passed the Morrill Act and it was signed into law by President Abraham Lincoln. Colorado State University's (CSU) roots go back to 1870, when, through the land-grant university system, the institution was founded as the Agricultural College of Colorado. The Morrill Act provided grants of public land to fund the establishment of colleges to offer agriculture, engineering, and home economics (among other academic disciplines) to citizens across the country. Lincoln's goal was to make applied affordable education available to people from all different walks of life. The Agricultural College of Colorado first opened its doors to students in 1879 with a president and faculty of two. With the passage of the Smith-Lever Act in 1914, Cooperative Extension was added to the mission of land-grant universities—teaching, research, Extension. The first CSU Extension agent was hired in Logan County in 1912. By 1914 the United State Department of Agriculture began to work cooperatively with land-grant institutions to get useful and practical information on subjects related to home economics and agriculture into the hands of the citizens across the country. Farmer clubs, farmers' institutes, homemaker groups, and boys' and girls' clubs were formed.

Today, Colorado State University has nearly 27,000 undergraduate students and approximately 1,550 faculty in eight colleges and 55 academic departments. Throughout CSU's history, Extension has served the citizens of Colorado. Today, Extension provides research-based information on everything from consumer and family issues to agriculture and natural resource management to youth development; and by providing programs and educational materials to help citizens make informed decisions about everyday problems. Extension serves all of Colorado's counties and has an office in 62.

A Brief Overview of CSU Extension

Colorado State University Extension programs and educational materials help the citizens of Colorado make informed decisions about everyday issues and opportunities. Whether the subject involves consumer or family issues, agriculture and natural resource management, or youth development, Extension serves all of Colorado. There are offices serving in 62 of the Colorado's 64 counties; providing trusted information that is reviewed by experts and based on research. Funding for Extension comes from local counties (40%), state government (29%), USDA (11%), and grants (20%). Decisions about Extension programming are driven by the counties and based on their needs, interests, citizen advisory input, and Extension resources. The Morrill Act of 1862 established the original land-grant colleges with a focus on the practical subjects (at that time) of agriculture, engineering, and home economics. It also included traditional academic programs and military training. Subsequent legislation added the Agricultural Experiment Station (1887), the Cooperative Extension Service (1914), historically black colleges (1890), tribal colleges (1994), and Hispanic serving institutions (1994).

Vision

Colorado State University Extension is highly valued for inclusive, impactful community engagement in support of our land grant university mission.

Colorado State University Extension is the front door to Colorado State University providing the extensive knowledge, research capabilities and resources of this premier land-grant university to Coloradans from all walks of life. Extension is dedicated to serving current and future needs of Coloradans by providing educational information and programs that safeguard health, increase livelihood, and enhance well-being.

Values

- We build the capacity of people and communities.
- We are accessible to all constituencies and honor diverse viewpoints.
- We are unbiased in knowledge shared.
- We foster an organizational culture that has open communication, high performance work and an engaged workforce
- We are oriented to the future through effective innovation, critically evaluating programming goals and focused on selected subject areas.
- We recognize the equal importance of university research, education, and engagement.
- We are good stewards of public resources, increasing our efficiency and quality.

Mission

Empower Coloradans to address important and emerging community issues using dynamic science-based educational resources.

Whether trying to manage family and business finances, looking for the most cost-efficient agricultural practices, working your way through the maze of new energy alternatives for sound information, or worried about food safety, the latest in research and techniques available from your local Extension office comes from Colorado State University's colleges of agriculture, applied human sciences, engineering, veterinary medicine and natural resources.

ABOUT 4-H

4-H is the youth development program of the United States Department of Agriculture (USDA) and is implemented nationally through the land-grant university system. Colorado State University Extension administers the 4-H program in Colorado.

4-H Mission

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

4-H Vision

A world in which youth and adults learn, grow and work together as catalysts for positive change.

4-H Pledge

I Pledge my HEAD to clearer thinking, my HEART to greater loyalty, my HANDS to larger service and my HEALTH to better living for my Club, my Community, my Country, and my World.

4-H Motto

To make the best BETTER.

4-H provides learning experiences in which youth, with help from parents, interested adults and older youth leaders, grow personally as they develop skills for living. 4-H'ers have fun while they work and learn together. 4-H takes place in meetings, project groups, individual project work, schools, special activities, or events. Skills learned through 4-H help youth become better members of their families, communities, and world. 4-H participants explore careers and positive leisure-time activities. The 4-H Youth Development program creates an educational environment for positive development of culturally diverse youth that enables them to reach their fullest potential. 4-H accomplishes its mission through non-formal education.

Why 4-H STEM?

The 4-H Science Mission Mandate is 4-H's response to the national concern for improving human capacity and workforce ability in the areas of science, engineering, and technology education. Programs and projects that encourage exploration in the sciences are not new to 4-H. For more than a century, 4-H youth have been engaged in demonstration projects that bring valuable land-grant college and university research to local communities. 4-H has engaged youth in projects on agricultural science, electricity, mechanics, and natural sciences. Building on this history of hands-on science education, the 4-H Youth Development program is helping to grow and strengthen the next generation of inventors, entrepreneurs, researchers, engineers, and problem-solvers.

STEM out-of-school time programs have a proven capacity to deepen a young person's connection to STEM and can foster the kinds of high-tech as well as high-touch skills that are attractive to employers in the sector. These programs can also expand STEM experiences to underrepresented audiences, potentially improving the diversity of America's talent pipeline.

To meet the needs of children, youth and the nation with high-quality STEM programs, the Colorado 4-H Youth Development STEM program is intentional in our approach.

- Colorado 4-H provides science, technology, engineering, and math programs based on Colorado Academic Standards.
- Colorado 4-H provides children and youth opportunities to improve their 4-H SET Abilities.
- Colorado 4-H provides opportunities for youth to experience and improve in the Essential Elements of Positive Youth Development.
- Colorado 4-H learning experiences are led by trained, caring adult staff and volunteers acting as mentors, coaches, facilitators, and co-learners who operate from a perspective that youth are partners and resources in their own development.
- Colorado 4-H activities are led with an experiential approach to learning.
- Colorado 4-H activities use inquiry-based learning to foster the natural creativity and curiosity of youth.
- Colorado 4-H program facilitators target one or more of the outcomes on the 4-H Science Logic Model and consider the frequency and duration necessary for youth to accomplish those outcomes.

ROLE OF AMERICORPS MEMBERS IN EXTENSION

4-H STEM AmeriCorps Members

Through 4-H Science, Technology, Engineering, and Math (STEM) out-of-school time programming, the AmeriCorps member's service will address AmeriCorps' national service priority for Education – providing, supporting and facilitating access to services and resources for economically disadvantaged children that contribute to improved educational outcomes, increased likelihood of high school graduation and preparation for success in post-secondary education.

The AmeriCorps members will serve in counties across Colorado and with local program/partner sites (such as schools, community centers, libraries) developing, strengthening and delivering youth development programs emphasizing 4-H STEM in out-of-school time settings to ensure that children and youth (ages 8-18) have the tools and opportunities that will lead to graduation from high school and preparation for entering the workforce while developing their interest in STEM and school. Out-of-school time settings include but are not limited to afterschool, summer programs, day camps, overnight camps,

community partner events during evening and/or weekends. To reach program goals, the AmeriCorps member will partner with a variety of community volunteers and entities including local businesses, agencies, organizations, and institutions.

AMERICORPS HISTORY AND PURPOSE

Welcome to AmeriCorps!

As an AmeriCorps member, you will set an example of caring and community spirit that America needs.

Our country has difficult problems and big challenges—too many children are falling behind their classmates, many families don't feel safe in their own neighborhoods, and others can't afford decent housing or health care. During your term of service as an AmeriCorps member, you won't solve these problems single-handedly—but you will play an important role in bringing communities together to help solve these and other problems.

You are carrying on an American tradition of service that dates to our nation's founding more than 200 years ago. Americans have always found ways to help others and make our nation stronger—through military service, the Civilian Conservation Corps, the Peace Corps, and in other ways. The 1,000,000-plus Americans who have served in AmeriCorps since 1994 have done what other generations of Americans have done before them—taken an active role as citizens to make a difference for themselves and others. What happens next is up to you.

This guide is intended to describe AmeriCorps and your role in it, but your AmeriCorps experience will be what you make of it. Because you have made a commitment to serve, you are a role model for people of all ages in your community—and across the country. Show others the importance of serving. Demonstrate what it means to be an active citizen. Uphold and pass on the ethic of service—by involving others in your service projects, telling people about your experience with AmeriCorps, and encouraging your friends to join AmeriCorps.

There is a new movement to make national service a rite of passage for every American. Imagine what our country could become if people from different backgrounds came together through a year of full-time national service to get big things done, like helping to end the high school dropout epidemic, conserving our national parks, and ensuring veterans have a better transition back home. The opportunity for full-time national service will create the next generation of leaders who will think differently about their obligations to one another and to the country. This vision of every young person undertaking a service year is the next "big idea" and Americans everywhere are mobilizing to support it. You can, too. For more information about this movement, visit www.serviceyear.org.

The American Tradition of Service

Service is and always has been a vital force in American life. Throughout our history, our nation has relied on the dedication and action of citizens. AmeriCorps is part of a long tradition of service that has included the Civilian Conservation Corps, the GI Bill, the Peace Corps, and the Points of Light Foundation. Following is a brief history of AmeriCorps.

1930s. President Franklin D. Roosevelt creates the Civilian Conservation Corps (CCC). During the Depression, four million young people help restore the nation's parks, revitalize the economy, and support their families.

1961. President John Kennedy creates the Peace Corps. Since then, more than 225,000 Americans have served as Peace Corps volunteers, meeting vital needs overseas and improving America with their new knowledge and spirit of citizenship.

1964. As part of the War on Poverty, President Lyndon B. Johnson creates VISTA (Volunteers in Service to America), giving Americans opportunities to serve full-time to help thousands of low-income communities. In 1993, VISTA becomes part of AmeriCorps and is renamed "AmeriCorps*VISTA."

1960s. The Foster Grandparent Program, the Senior Companion Program, and the Retired and Senior Volunteer Program (RSVP) are created to enable older Americans to use their experience, skills, and talents to meet community needs. Today, these programs constitute the National Senior Service Corps.

1970s and 1980s. Young people get more opportunities to serve, with new local, state, and national programs like Youth Corps, Conservation Corps, and Service Corps.

1990. President George Bush signs the National and Community Service Act of 1990. The legislation authorizes grants to schools to support service-learning and demonstration grants for national service programs to Youth Corps, nonprofits, and colleges and universities.

1992. With strong bipartisan support, the National Civilian Community Corps (NCCC) is established as part of an amendment to the 1992 Defense Appropriations Bill. The demonstration program is charged with expanding youth service efforts in communities negatively affected by military downsizing.

September 1993. President Bill Clinton signs the National and Community Service Trust Act of 1993, creating AmeriCorps and the Corporation for National and Community Service. VISTA and NCCC become part of AmeriCorps.

September 1994. The first class of AmeriCorps members—20,000 strong—begins serving in more than 1,000 communities.

April 1997. The Presidents' Summit for America's Future, chaired by General Colin Powell, brings together President Clinton, former Presidents Bush, Ford, and Carter, and Mrs. Reagan to recognize and expand the role of AmeriCorps and other service programs in meeting the needs of America's youth.

January 2002. President George W. Bush creates USA Freedom Corps and calls on all Americans to dedicate at least two years over a lifetime to serving.

2009. President Barack Obama signs the Edward M. Kennedy Serve America Act, which reauthorizes and expands national service programs administered by the Corporation for National and Community Service.

2014. Marks the 20th Anniversary of AmeriCorps National Service in the United States! National Service continues to grow and change with the needs of the served communities. You're a part of the movement.

2016. The 1,000,000th AmeriCorps member is sworn into service.

2019. Marks the 25th Anniversary of AmeriCorps National Service in the United States! Keep your eye out for ways to get in on the celebration this year.

What is AmeriCorps?

If you're a new AmeriCorps member but don't quite understand what AmeriCorps is, or how you fit in, don't feel badly. It's a little complicated when you consider all the programs in which AmeriCorps members serve, and all the ways they serve. To understand what AmeriCorps is about, consider what all AmeriCorps members have in common.

Your Colleagues

AmeriCorps members are Americans of all ages who have made a commitment to serve their communities and country. Since 1994, more than 1,000,000 people have served in AmeriCorps. AmeriCorps members range in age from seventeen to older than ninety. Some have college degrees; others have completed high school or are earning a GED. They reflect the diversity of America in age, ethnicity, education, race, gender, and religion.

Your Commitment

As an AmeriCorps member, you are expected to adhere to the AmeriCorps pledge. The pledge represents the commitment you have taken to serve not just this year, but in the years ahead.

Your Assignment with the 4-H STEM AmeriCorps Program

As a 4-H STEM AmeriCorps member, you will plan, coordinate, lead, and instruct educational 4-H Science, Technology, Engineering, and Math (STEM) programs to underserved youth in out-of-school time settings. You will recruit, manage, and train community volunteers to assist with STEM programming and will serve as advisors to volunteers by providing leadership and guidance as appropriate. You will incorporate and implement educational enrichment activities, service-learning events, community partnership development, and volunteer recruitment within the programming framework of your host site. You will document, collect, and report quantitative and qualitative impact data for quarterly progress reports and monthly impact statements. And you will accurately and professionally discuss with community partners and volunteers the objectives of the AmeriCorps program, positive youth development, and site-specific objectives.

AmeriCorps “Lingo”

Change your vocabulary when referring to AmeriCorps:

	Instead of	Use
	Hire	Enroll
	Work	Serve
	Job	Service
	Paycheck	Living Allowance
	Salary	Living Allowance
	Volunteer	Member
	Worker	Member
	Employee	Member

AmeriCorps Pledge

I will get things done for America—to make our people safer, smarter, and healthier.

I will bring Americans together—to strengthen our communities.

Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me this year and beyond.

I am an AmeriCorps Member.

AND I AM GOING TO GET THINGS DONE.

AmeriCorps Goals

AmeriCorps has four main goals:

Getting Things Done. AmeriCorps members help communities solve problems in the areas of education, public safety, the environment, and other human needs (like health and housing) by serving directly and by getting other people to serve as volunteers.

Strengthening Communities. AmeriCorps members help unite individuals from all different backgrounds—and organizations of all kinds—in a common effort to improve communities.

Encouraging Responsibility. AmeriCorps members explore and exercise their responsibilities to their communities, their families, and themselves during their service experience and throughout their lives.

Expanding Opportunity. AmeriCorps helps those who help America. AmeriCorps members receive awards to further their education or to pay back student loans. They also gain valuable job experience, specialized training, and other skills.

AmeriCorps members have pledged their time and talents to getting this done during their term of service. The AmeriCorps pledge represents the commitment you have taken to serve not just this year, but in the years ahead. If you have questions about how our program helps fulfill the overall mission and objectives of AmeriCorps, discuss it with your fellow members or your program manager. And if you have suggestions about how AmeriCorps can better serve your community and the nation, please share your ideas with your program manager, your state commission, or the staff of AmeriCorps.

For more information about AmeriCorps and the accomplishments of your fellow members across the country, visit the AmeriCorps website at www.americorps.gov.

National Service: AmeriCorps and More

You are part of a national group of nearly 80,000 AmeriCorps members serving annually. You're also part of an even larger movement.

You are one of nearly a million Americans who have answered the call of national service this year. National service includes everyone from the first-grade youth who supports a recycling program to the retired professional who visits patients in a hospital. And the seventh grader who helps those younger learn to read and the college graduate who helps organize an after-school program for kids in his neighborhood. And the retired professional who participates in a neighborhood watch program and the college student who responds to a natural disaster in a nearby community.

AmeriCorps, based in Washington, D.C., supports a range of full-time and part-time service opportunities through funding provided by Congress and other support from local and private-sector partners.

AmeriCorps is divided into three main parts:

- **AmeriCorps State and National** supports programs that AmeriCorps or a state has selected. This includes the many hundreds of national and local nonprofit organizations through which AmeriCorps members serve. State commissions distribute two-thirds of AmeriCorps funding to local programs that the state selects, and AmeriCorps distributes other funding directly to national and local programs, like Habitat for Humanity, the Boys & Girls Clubs of America, and the American Red Cross.
- Like AmeriCorps State and National, **AmeriCorps VISTA** is also a national network of programs, with a focus on helping low-income communities. AmeriCorps VISTA members generally serve full-time for one year in urban or rural areas.
- **AmeriCorps National Civilian Community Corps** is a national program in which members age eighteen to twenty-four serve in teams on short-term service projects. AmeriCorps NCCC members live on one of five campuses—in Denver, CO; Sacramento, CA; Baltimore, MD; Vicksburg, MS; or Vinton, IA—and travel to help other communities.

AmeriCorps also oversees Senior Corps. Senior Corps consists of more than 245,000 Americans age fifty-five and older who help meet community challenges with their skills, experience, and talent—serving as Foster Grandparents, Senior Companions, and volunteers with the Retired and Senior Volunteer Program (RSVP).

- **Foster Grandparents** serve as extended family members to nearly 190,000 children and youth with exceptional needs. Foster Grandparents serve in schools, hospitals, correctional institutions, and Head Start and day care centers for 15-40 hours a week. They help abused or neglected children, mentor troubled teenagers and young mothers, and care for premature infants and children with physical disabilities.
- **Senior Companions** provide aid and friendship to seniors who have difficulty with daily living tasks, helping them live independently in their homes instead of moving to institutionalized care.
- **RSVP** is one of the largest volunteer efforts in the nation, matching programs that need volunteers with older Americans who serve part-time. Volunteers organize neighborhood watch programs, tutor teenagers, renovate homes, teach English to immigrants, help victims of natural disasters, and provide other community services.

YOUR RIGHTS AND RESPONSIBILITIES

Like any group of individuals working together, AmeriCorps members must follow certain rules and regulations to be effective. The rights and responsibilities listed below are merely illustrative, and your program manager may identify others.

Rights

- You have a right to participate in an AmeriCorps program on the basis of equal opportunity and merit.
- You may not be discriminated against or harassed on the basis of race, color, religion, national origin, sex, age, disability, or political affiliation.
- You have a right to reasonable accommodation for disabilities.

- If you believe your rights have been violated, you may report such violations to the directors of your program, who must establish and maintain a procedure for filing and adjudicating certain grievances. You may also file discrimination-related grievances with the Equal Opportunity Counselor of AmeriCorps at (202) 606-5000, ext. 312 (voice), or (202) 606-5256 (TTY).

Responsibilities

- To earn an education award, you must satisfactorily complete your program requirements and your full term of service (at least 1700 hours during an eleven-month period, or less, depending on your member agreement for the full-time award, 900 hours during an eleven-month period, or less, depending on your member agreement, for the half-time award, or 450 hours during a three-month period for the quarter-time award by the end date as designated in your Member Service Agreement).
- Satisfactory service includes attendance, compliance with applicable rules, a positive attitude, quality service, and respect toward others in the program and in the community.
- You will be asked to sign a contract (Member Service Agreement) stating your rights and responsibilities while in AmeriCorps. You must abide by this contract and follow the rules of your program. You may be suspended or terminated if you violate the stated rules of behavior.

MEMBER BENEFITS

As an AmeriCorps member, you'll receive a wealth of benefits, starting with the satisfaction of getting things done for and with people who need your help. Whether you're tutoring kids, building homes, clearing trails and streams, mobilizing resources to create a local health clinic, or doing any of the hundreds of other goal-oriented AmeriCorps projects, you'll be able to really see the results of your work—and the smiles on the faces of the people you work with.

But there's more. As an AmeriCorps member, you'll be eligible for a variety of benefits that make the dedication of a year of your life worthwhile.

Schedule of Benefits		
Slot (# Hours)	Member Living Allowance*	Segal Education Award**
Full-time (1700 hours)	\$16,000.00	\$6345.00
Half-time (900 hours)	\$8,000.00	\$3,172.50
Quarter-time (450 hours)	\$4,000.00	\$1,678.57

*Members receive up to this amount in the service year.

**The Segal Education Award amount is based on the Pell Grant amount and fluctuates year to year. The award is taxed as it is used by the member.

Living Allowance

If you serve full-time, you'll receive a modest living allowance of up to \$16,000.00 (before taxes). If you serve half-time, you'll receive a modest living allowance, of up to \$8,000.00 (before taxes). Quarter-time members receive a living allowance of up to \$4,000.00 (before taxes). You won't get rich from it, but other AmeriCorps members have found that it covers their basic expenses. The living allowance is distributed in even disbursements and does not fluctuate based on the number of hours served in a pay period. Income taxes, FICA and Workers Compensation will be deducted directly from the living allowance so take-home amount will be less. Living allowance payments will be disbursed on a bi-weekly schedule (see the Program Year Calendar for specific details). Members must elect direct deposit. All time sheets must have hours served and recorded within the pay period to receive the living allowance.

CSUE reserves the right to withhold payment of the living allowance if a member fails to report to their service site for three (3) consecutive days without notifying their Host Site Supervisor or Program Manager. Members are required to complete a minimum of 40 hours per pay period (for full-time members) or 20 hours per pay period (for half-time or quarter-time members) to continue to earn their living allowance after completion of the minimum-hours requirement.

Education Award

After you successfully complete a year of AmeriCorps service, you will be eligible for an education award of \$6,345.00 for full-time members, \$3,172.50 for half-time members or \$1678.57 for quarter-time members. Members can use the education award to pay educational expenses at qualified institutions of higher education, for educational training, or to repay qualified student loans. The Segal Education Award is taxable as you use it.

How Can You Use Your Education Award?

You can use your education award in the following ways, or a combination of them:

- to repay qualified existing or future student loans
- to pay all or part of the current cost of attending a qualified institution of higher education (including certain vocational programs)
- to pay current expenses while participating in an approved school-to-work program
- Gift to a child, grandchild, or foster child if over 55 at the start of service year

How Many Education Awards Can You Receive?

You can receive the amount of the value of two full-service awards in your lifetime. The “value” of the Ed Award will depend on the year that you served and the full value of that award. Currently the value is \$6,345.00 (for full-time members).

A member that fails to disclose to the program any history of having been released for cause from another AmeriCorps program will be ineligible to receive the education award.

If the member has received forbearance on a qualified student loan during the term of service, the National Service Trust will repay a portion or all the interest that accrued on the loan during the term of service.

If a member serves at least 15 percent of their term and leaves for compelling personal circumstances (as determined by the Program Manager), they may be eligible for a prorated award based on the number of service hours completed.

More Information

If you have other questions, please visit the Ed Award website at www.nationalservice.gov/programs/amicorps/segal-amicorps-education-award or call 1-888-507-5962. Information is also available on the AmeriCorps website at www.americorps.gov.

Help with Student Loans

If you already have student loans, you can use your education award to help pay them off. And while you're an AmeriCorps member, you may be eligible for deferment and forbearance on your student loans. Full-time members are eligible for forbearance for most federally backed (Title V) student loans. It is the responsibility of the member to request forbearance on his or her loan using the My AmeriCorps system. If a member places a student loan on forbearance, and the member successfully completes the

term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service.

Public Loan Forgiveness

On September 27, 2007, President Bush signed the College Cost Reduction and Access Act of 2007 (“CCRAA”) into law. In addition to other amendments to the Higher Education Act of 1965, the CCRAA created two new federal programs: a new Public Service Loan Forgiveness program and a new Income-Based Repayment plan (IBR) for the repayment of federal loans. The new Income-Based Repayment plan helps to make repaying education loans more affordable for low-income borrowers, such as an AmeriCorps member living on a stipend; AmeriCorps service is also recognized as equivalent to a public service job for the purposes of the Public Service Loan Forgiveness program. To learn more, please visit https://my.americorps.gov/trust/help/member_portal/forbearance_overview.htm.

Other Benefits

AmeriCorps members frequently talk about the difference the experience has made in their careers. AmeriCorps members get things done, and that kind of results-oriented experience pays off when you're considering your next steps, whether in education or employment

SERVICE TERM

What is 4-H STEM AmeriCorps’ Service Term?

4-H STEM AmeriCorps members are full-time, half-time or quarter-time members. The program’s term of service is 1700 hours over eleven months (or a shorter time frame depending on your member agreement), 900 hours over eleven months (or a shorter time frame depending on your member agreement) for half-time, or 450 hours over three months for quarter-time with a living allowance paid while you serve.

Additional Term(s) of Service

There are different term limits in each branch of AmeriCorps. Individuals may serve up to four AmeriCorps State/National service terms, up to five VISTA terms, and up to two NCCC terms in their lifetime. Members may only earn the equivalent of two Education Awards in their lifetime.

For a member to be eligible for more than one term of service, they must complete their previous term(s) successfully according to the program(s) with which they served. Members may choose to apply for an additional term within a program they have already served or may apply for a different program. Although a member may be eligible for a second term, a program is not required to offer an additional term to any member, nor is a member guaranteed an additional term of service with any program. For questions about additional terms of service, please consult the Program Manager.

Allowable Service Activities

What direct service activities may AmeriCorps members perform?

Direct service activities generally refer to activities that provide a direct, measurable benefit to an individual, a group, or a community. Your service this year will focus on planning and delivering STEM programming to underserved youth in your community. This is direct service and your service activities this year should focus on direct service.

AmeriCorps members may perform direct service activities that will advance the goals of our program, that will result in a specific identifiable service or improvement that otherwise would not be provided, and that are included in, or consistent with the CSUE 4-H STEM AmeriCorps grant application. Please see CSUE program goals and your position description for specific activities for your service.

In AmeriCorps programs across the nation, members' direct service activities are addressing local environmental, educational, public safety (including disaster preparedness and response), or other human needs. Examples of the types of direct service activities AmeriCorps members may perform include, but are not limited to, the following:

1. Tutoring children in reading,
2. Helping to run an after-school program,
3. Engaging in community clean-up projects,
4. Providing health information to a vulnerable population,
5. Teaching as part of a professional corps,
6. Providing relief services to a community affected by a disaster, and
7. Conducting a neighborhood watch program as part of a public safety effort.

What capacity-building activities may AmeriCorps members perform?

Capacity-building activities that AmeriCorps members perform should enhance the mission, strategy, skills, and culture, as well as systems, infrastructure, and human resources of an organization that is meeting unmet community needs. Capacity-building activities help an organization gain greater independence and sustainability. Your service activities this year may include some capacity building but should be focused largely on direct service.

Examples of capacity-building activities members may perform include, but are not limited to, the following:

- 1) Strengthening volunteer management and recruitment, including:
 - a) Enlisting, training, or coordinating volunteers;
 - b) Helping an organization develop an effective volunteer management system;
 - c) Organizing service days and other events in the community to increase citizen engagement;
 - d) Promoting retention of volunteers by planning recognition events or providing ongoing support and follow-up to ensure that volunteers have a high-quality experience; and
 - e) Assisting an organization in reaching out to individuals and communities of different backgrounds when encouraging volunteering to ensure that a breadth of experiences and expertise is represented in service activities.
- 2) Conducting outreach and securing resources in support of service activities that meet specific needs in the community.
- 3) Helping build the infrastructure of the sponsoring organization, including:
 - a) Conducting research, mapping community assets or gathering other information that will strengthen the sponsoring organization's ability to meet community needs;
 - b) Developing new programs or services in a sponsoring organization seeking to expand;
 - c) Developing organizational systems to improve efficiency and effectiveness;
 - d) Automating organizational operations to improve efficiency and effectiveness;
 - e) Initiating or expanding revenue-generating operations directly in support of service activities; and
 - f) Supporting staff and board education.
- 4) Developing collaborative relationships with other organizations working to achieve similar goals in the community, such as:

- a) Community organizations, including faith-based organizations;
- b) Foundations;
- c) Local government agencies;
- d) Institutions of higher education; and
- e) Local education agencies or organizations.

CSUE AMERICORPS CODE OF CONDUCT & EXPECTATIONS

Members are expected to serve under the terms and expectations outlined below. Failure to adhere to this Code of Conduct will result in the enacting of disciplinary procedures.

Attendance Expectations

Daily attendance is not optional. We depend on you! In most cases, if a member leaves their position, the youth that member is serving will lose their STEM programming. Members are expected to report on time, ready to serve on every scheduled day according to the schedule they set with their Host Site Supervisor. Members must be at the site and ready to serve or ready for training. Requesting exceptions to your schedule on a regular basis will NOT be tolerated. Before you commit, make sure you are willing and able to meet your host site's schedule demands.

Members are expected to:

- Arrive and depart from the service site on time every day following a set schedule
- Call their Host Site Supervisor if they will be late or absent as soon as they are aware this will occur and prior to expected arrival time
- Receive approval from their Host Site Supervisor for scheduled absences
- Notify their Supervisor and the Program Manager of a scheduled or unscheduled absence, of longer than three days, in advance
- Attend each scheduled meeting with their Host Site Supervisor
- Attend relevant trainings or meetings at the service site and with the AmeriCorps program (including mandatory trainings)
- Abide by the site's schedule and policy regarding breaks and lunch
- Arrive on time to each required training session
- Provide 72-hour notification to their Program Coordinator if unable to attend a scheduled training session and be prepared to reschedule or otherwise make-up the training requirement
- Serve a minimum of 40 hours per pay period for full-time members, or 20 hours per pay period for part time or quarter-time members to continue to receive the living allowance

Note. CSUE reserves the right to withhold payment of the living allowance if a member does not report to their service site for three (3) consecutive days without notifying their Host Site Supervisor or Program Manager.

Other Obligations

Second jobs are allowed but are of lesser importance than your AmeriCorps service. You must prioritize your AmeriCorps service to ensure that you will be able to complete your hours commitment. This schedule takes precedence over other commitments.

Sick and Holiday Leave

Members are not granted sick or holiday leave. They may follow the holiday and break schedule of their host site and take time off if negotiated with their Host Site Supervisor. However, it is the responsibility

of each member to ensure completion of a sufficient number of service hours each week to meet the minimum program requirements. A member must inform the Program Manager and Host Site Supervisor if they plan to be absent.

Jury Duty

AmeriCorps members can serve on a jury without being penalized for doing so. During the time AmeriCorps members serve as jurors, they will continue to receive credit for their normal service hours, a living allowance, health care coverage and, if applicable, childcare coverage regardless of any reimbursements for incidental expenses received from the court.

Military Service/ Armed Forces Reserves

Members will be granted a leave of absence for the two-week period of active-duty service in the Reserves/Guard. CSUE will credit members for AmeriCorps service hours during their two weeks of active-duty service in the Reserves/Guard if it occurs during their AmeriCorps service. Members will receive credit for the number of hours they would have served during that period had there been no interruption. CSUE will continue to pay the living allowance and provide health care and childcare coverage for the two-week period of active duty, if applicable. No AmeriCorps service credit is earned for the once-a-month weekend service in the Reserves/Guard.

Performance Expectations

Members are expected to:

- Perform satisfactorily the essential functions as described in the position description.
- Submit bi-weekly timesheets for approval by the applicable deadline.
- Complete a quarterly online program survey.
- Complete all reporting requirements in a timely fashion including data reporting, reflections, Exit Reports, and evaluations as outlined in the Member/Supervisor Handbook.
- Adhere to the policies, procedures, and code of conduct of CSUE and the service site, including, but not limited to child confidentiality, Internet policies, and dress code. In addition, members will refrain from stealing, lying, and engaging in any activity that may physically or emotionally damage any individual or group.
- Prioritize AmeriCorps service over other obligations and duties, such as a job.
- Promptly meet with the host site supervisor and work with the Program Manager to develop a plan to address any issues that potentially affect the ability to complete service hours in a timely fashion.
- Participate in professional development activities such as AmeriCorps Week, Serve Colorado Member Retreat or other activities sponsored by the State AmeriCorps program or host site.
- Provide evidence of certification or participation in any required or optional development or training. This may include special events, training or conferences, or workshops or training provided through the AmeriCorps host agency. Members may take safety or other training required by the host agency as appropriate.
- Participate in three (3) or more service days per service term with the 4-H STEM AmeriCorps Program. There are three (3) mandatory National Days of Service this year (9/11 Day of Service and Remembrance, MLK Jr. Day and Cesar Chavez Month of Service).

Service Days

4-H STEM AmeriCorps members are asked to participate in all service days which occur during their service term. Members serving the whole program year will participate in three (3) national days of

service. The program team will set guidelines for these service days and this service may fall outside normal business hours and the normal service week of Monday through Friday. Service days may take place across the state and may require travel. For specific details about requirements for each service day, please see the Calendar and Trainings section of your manual.

Here are some dates for service days:

- **September 4-12 (September 11 preferred):** 9/11 Day of Service and Remembrance
- **January 17:** Martin Luther King Jr. Day of Service
- **April:** Cesar Chavez Service Month

Professionalism

Members are representatives of CSU, CSU Extension, their local Extension office, their host and partner sites, their community, 4-H, and AmeriCorps during their term of service and are expected to conduct themselves in a professional manner:

- Communicate professionally with CSUE, partner site staff, families and youth, and community members.
- Respond to email communication in a timely manner (1-3 business days) – members are expected to check email daily.
- Limit cell phone use to break-time at their site and during trainings.
- Have adequate childcare in place, including back-up care during the service term, including while attending training sessions.
- Be respectful, engaged, and responsive as a training participant.
- Direct concerns, problems, and suggestions to the Program Manager.
- Display the AmeriCorps logo at your host site and refer to yourself as an “AmeriCorps member” at your site and public events. Email signatures should include your status as an AmeriCorps member.
- Publications or materials created by members must be consistent with the purposes of the grant. The AmeriCorps logo should be included on such documents, videos, or websites. The member is responsible for assuring that the following acknowledgment and disclaimer appears in any external report or publication of material based upon work supported by this grant. “This material is based upon work supported by AmeriCorps under AmeriCorps Grant No. 21AFDC00010006. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by AmeriCorps or the AmeriCorps program.”
- In the unlikely event that a member must resign their position, the AmeriCorps member agrees to notify their Host Site Supervisor and the 4-H STEM AmeriCorps Program Manager two weeks prior to terminating AmeriCorps service. A member who resigns due to compelling personal circumstances and who has completed at least 15% of the required service hours may request a partial Segal Education Award provided appropriate documentation is provided. The AmeriCorps program will determine if the request will be submitted based on satisfactory completion of service and appropriate documentation based on 45 CFR2522.230. A member who resigns from a site who has completed 30% or more of their hours may not be replaced at the site. Keep in mind that the youth you are serving depend on you and if you resign your AmeriCorps position, they will likely lose the STEM programming that you have been providing.

Dress Code

AmeriCorps member attire reflects directly upon the AmeriCorps member as well as their host site. Because we are role models to community members, it is important that members present themselves positively. Members are expected to be suitably attired and groomed during working hours or when representing the CSU Extension 4-H STEM AmeriCorps Program. Members must wear appropriate attire, in accordance with the dress code of the partner/host site. The dress code may vary between the host site and the partner sites and members may have to “dress for their audience.” Please discuss what is appropriate for different situations with your Host Site Supervisor. Any member who violates this standard may be subject to appropriate disciplinary action.

Members are encouraged to wear the CSUE AmeriCorps gear at least three times per week and must always wear the AmeriCorps logo (your AmeriCorps pin, nametag, lanyard, or branded service gear) while performing service and counting hours. This includes service days, member meetings and regional meetings. A member must be attired in official CSUE AmeriCorps gear during any public events, publicity photographs or news articles regarding CSU Extension 4-H STEM AmeriCorps Program, AmeriCorps, or CSUE.

Members are expected to look professional and be able to perform their duties proficiently and safely in their attire. This includes not showing stomach area or wearing short skirts. T-shirts with graphic or suggestive designs should not be worn, nor should shirts with a religious theme. Walking shorts of modest length may be permitted by host sites. At a minimum, members should adhere to the Colorado 4-H Dress Code: <http://co4h.colostate.edu/resources/ColoradoDressCode.pdf>. General rule: If your clothing or appearance in any way distracts from your role at your host site, it should not be worn.

Computer/Internet Usage

Members will be given access to a computer at their host site to complete weekly data reporting activities. You must use this computer access for service-related tasks only. Please report any technical problems or issues accessing required programs to your Host Site Supervisor or the Program Manager.

Members' Internet activity must remain professional during their terms of service and should adhere to the Internet policies of their host and partner sites.

- Members should set any social networking accounts (e.g., Facebook, Twitter, Instagram, Google+) to private and should not add youth or parents/guardians as “friends”
- Members are cautioned about the following:
 - chatting with youth or parents/guardians of youth online;
 - posting inappropriate pictures of themselves on the Internet (e.g., pictures involving alcohol consumption and/or intoxication, sexually provocative photographs);
 - posting blog entries or communicating online about youth or their parents/guardians;
 - forwarding non service-related or offensive emails to anyone within the 4-H STEM AmeriCorps network (e.g., political or religious emails);
 - posting pictures or videos of youth on the Internet.

Training Expectations

As part of the 4-H STEM AmeriCorps Program, members will participate in various trainings throughout their term of service. These trainings are designed to support the goals of the program, prepare members for direct service, prepare members for life after AmeriCorps, and prepare members for community-wide events. It is mandatory that each member earns between 170 and 340 training hours for full-time members, between 90 and 180 training hours for half-time members, or between 45 and 90

hours for quarter-time members over the course of their service year. We will provide one group training session and one independent learning opportunity per month, as well as three regional member meeting/training events (the equivalent of approximately 75 hours for full-time and half-time and 30 hours for quarter-time). Members are responsible for meeting the training hours requirement and you are encouraged to attend all sessions. Additional hours can be earned at host and partner site provided trainings and approved community-learning opportunities. Please see the list of approved training opportunities you may complete independently.

Trainings are mandatory for members and average two per month (one group session and one independent opportunity). The group session will typically be a one hour meeting. These dates can be found on your Program Calendar. The Program Coordinator will coordinate and notify members of training topics. Most trainings will take place in a webinar format via Microsoft Teams or Zoom but will also occur during Orientation and the Member Regional Meetings (which may be virtual or in person).

Members should approach each training event with an open mind and a desire to learn, even if the event does not at first appear to be related to the member's primary service activity. Some training topics are required by AmeriCorps at the state or federal level, regardless of their relationship to the individual member's service tasks.

Trainers have spent a great deal of time preparing for the events; members should respect that and give the trainers the benefit of the doubt. It's quite a challenge to meet the needs of such a diverse corps. Members should also feel free to suggest training ideas.

Members are asked to do reading and written reflection before each monthly training. Members are asked to complete training evaluation forms at the end of some trainings. These must be turned in and are not optional.

Member Professional Development Meeting Protocol

AmeriCorps team meetings are critical to meeting the program goals and to the team, keeping us moving forward together. They provide an opportunity to build a sense of unity within the 4-H STEM AmeriCorps team. Meetings may be held for "housekeeping" purposes or as training events, but usually they will involve both. Meetings are scheduled well in advance, see your Program Year Calendar, and you must attend or watch the recording of the meeting if you are unable to attend.

Confidentiality

Generally, these meetings should not be discussed in casual conversations. Members create a safe space to communicate truthfully, and topics of that conversation shouldn't leave the circle or be discussed in small groups later.

Punctuality

Members should arrive on time to any meetings or other events.

Respectfulness

Members should respect others who are speaking by paying close attention and not having private conversations during the meeting. When joining via Teams or Zoom, please activate your camera so that we can all see each other. Please mute your line on Teams, Zoom, or on the phone while you are not speaking. Members should also turn off all cell phones or other electronic devices during meetings.

Meeting Dates and Times

As discussed in the previous section, team meetings are mandatory for all members. If you are unable to participate in a meeting, you must inform the program coordinator at least one week prior to the meeting date. Meetings must take precedent over other activities and appointments and should only be missed in extreme circumstances. Do not schedule things like doctor's appointments during our meeting times. If you must miss a meeting, you must watch the recording to stay current. You may also be asked to complete an assignment along with the recording.

Preparedness

Meetings will usually require members to manage time/date information. Members should have planners/date books available at every meeting.

Time Keeping

It is the expectation of our program and our grant funders that you commit to completing the number of hours in your member contract. We have included benchmarks on your Program Year Checklist to help keep you on track. Your Host Site Supervisor and the program team will be checking in with you periodically to ensure that you are on your way to successfully completing your hours and earning your Education Award. Members who fall behind established hour's benchmarks may be placed on a performance improvement plan and may be dismissed from service if they do not get their hours back on track.

Time Sheets

Members will maintain records of all service activities and time records required to document service/training time for AmeriCorps. Members will submit all timesheets through the OnCorps Reports reporting system. Members will receive training on time sheet compliance at the scheduled orientation. Members are responsible for submitting their timesheet to their Host Site Supervisor on the scheduled submission date. It is recommended that members keep a copy of any documentation submitted.

Time sheets and program reports are extremely important. Reports are to be completed following the outline given by the AmeriCorps Program Manager. Time sheets will be due bi-weekly and are due to your Host Site Supervisor every other Friday.

Time sheets are the binding contract between the member and site supervisor and are the sole documentation of completed service. They are audited by AmeriCorps. Reports are used to document members' direct service and the progress toward achieving 4-H STEM AmeriCorps objectives.

The Host Site Supervisor plays a vital role in approving the time sheets. It is expected that the Host Site Supervisor will scrutinize and accurately approve or reject time sheets of members based on the real hours served at the host and partner sites.

OnCorps Reports (OCR)

Timesheets are tracked in OnCorps Reports, the online portal created to enable compliant remote time tracking for AmeriCorps programs. There are 3 main categories for a member's time: "Fundraising," "Training," and "Service," and all service activities must be reported in one of the three categories.

Definition of Hour Categories

Fundraising (no more than 10% of your time) refers to any activity when the member is directly soliciting a financial or in-kind contribution as their service activity. Please see the limitations on Fundraising in the Program Requirements section for more stipulations.

Training (between 10% and 20% of your time – must not exceed 20%) refers to any activity when the member is accruing skills for their service, skills to make them a better-engaged citizen, and skills to help them succeed in their Life After AmeriCorps or “LAFTA”. Training can be facilitated by the program, offered as a supplement from the host site, or pursued individually by the member. “Training” is above and beyond the standard training necessary to successfully complete tasks or be oriented with the host site organization. Host Sites are encouraged to promote training opportunities for their members if it doesn’t interfere with training already facilitated through the program. The member must get preapproval from the program manager for any training hours that are not directly related to the program or host site. Additionally, the member must complete a Member Development Training Log for each outside training attended and counted as hours.

Service (between 80% and 90% of your time) should constitute most of the member’s service and should include the time the member spends on STEM programming, lesson preparation and any volunteer mobilization and management.

Lunch and Breaks

AmeriCorps Members must take at least 30 minutes of a lunch break every day in which they serve more than six hours to be compliant with the Department of Labor (yes, even though you aren’t employees). Members must be allowed to take one 15-minute break per 4 hours you serve and one 30 minute break if you serve more than 6 hours in a day. Members should denote “lunch break taken” or “working lunch” in the box where you can describe your service activity in OCR. Members may only count lunch time toward their service hours if the lunch is a working lunch (like meeting with your Host Site Supervisor, etc.).

Description of Service

Members should briefly describe their daily activity in the box provided in OCR. It doesn’t need to be extensive but should denote what they did that day and should note either “lunch break taken” or “working lunch.”

Logging in to OCR

Website: <https://co.oncorpsreports.com>

- 1) Look for the login area on the upper right-hand corner of the screen. Make sure that the correct program year is showing in the box in the top right-hand corner of the screen. This should be 2021–2022.
- 2) After clicking submit, scroll down until you see the Colorado State University Extension logo and “CSU Extension 4-H STEM AmeriCorps” on the left side. Login as an “AmeriCorps Member.”
- 3) On the right side of the screen, enter your username and password which can be found at the front of your binder on your “My Information” page.

Need more help with OnCorps? You will receive additional training during our scheduled member professional development Zoom meetings. OnCorps Reports also regularly hosts webinars for members. They also provide flash presentations of their trainings available via the “Help > Resources and Tutorials”

tab on the upper right-hand side of the home page. It is highly encouraged that members familiarize themselves with these features.

Timeliness/Punctuality/Preparedness

The day begins according to the schedule given in your assigned site's orientation and decided upon with your Host Site Supervisor. You are expected to arrive on time and prepared for your day's responsibilities.

Time Spent Traveling Between Service Sites

Member travel time between service sites during a service day is counted as service time; the initial trip to a service site that day, and the time going home from the last site, are considered commuting time and are not counted as service hours.

Hours during Trips

Hours during trips will be counted by adding drive time to the destination plus the active AmeriCorps time spent on the trip. Time sleeping does not count as service hours.

Scheduling with the Host Site

Members should follow the set site schedule as communicated by the Host Site Supervisor except for mandatory trainings and program dates as communicated by the Program Manager. Remember, it is your responsibility to keep track of your time and ensure that you will successfully reach 1700 hours (full-time), 900 hours (half-time) or 450 hours (quarter-time) before July 29, 2022. The Program Manager will become involved with scheduling and a performance improvement plan should the member be too far behind in accruing their hours to successfully complete their term of service.

There is neither a penalty nor additional incentives for members to serve more than the minimum number of hours required. With approval from the host site, a member may reduce the number of hours served each week once (1) they have met the minimum number of service hours, and (2) the site's program year has ended. A member must serve a minimum of 20 hours per pay period to continue to receive the living allowance after completing the minimum service hours. All members must complete and exit the program no later than July 29, 2022.

Service Hour Updates/Tracking

As members complete timesheets bi-weekly, OnCorps Reports provides them with a summary of target hour completion. If a member is behind on hours, s/he is required to make up missed hours within the following month. Members are responsible for their own hours!

There is much more about time tracking, attendance and other related topics in subsequent sections of this manual.

Limitations of Fundraising

There are some parameters for what an "allowable" service hour is. AmeriCorps members cannot exceed 10% of their total hours in "fundraising" activities or 20% of their service hours in "training" activities.

Under what circumstances may AmeriCorps members in our program raise resources?

- AmeriCorps members may raise resources directly in support of our program's service activities.
- Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

- Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
- Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
- Seeking donations from alumni of the program for specific service projects being performed by current members.

AmeriCorps members may not:

- Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
- Write a grant application to AmeriCorps or to any other Federal agency.

Report Requirements

Throughout the year, members are required to complete any reporting, evaluation, or other documents as notified by the Program Manager or Program Coordinator. These documents are used to ensure grant compliance, monitor program progress, evaluate member trainings, and measure member performance and satisfaction.

Member Performance Evaluations

There are two mandatory performance evaluations of the full-time and half-time members that involve their host site supervisor's participation: the mid-term evaluation and the end-of-term evaluation. Quarter-time members must only receive an end-of-term evaluation. Copies of both evaluations can be found in the Forms and Resources tab of your member manual. The Program Manager will remind the member and supervisor of the evaluations at least one month before they are due. Complete evaluations must be signed and submitted to the Program Manager by the due dates.

Performance evaluations provide positive as well as constructive feedback through one-on-one meetings with AmeriCorps members. They provide opportunities for member growth, self-improvement, and self-reflection. AmeriCorps members must receive a satisfactory end-of-term evaluation to receive an education award.

Evaluation Requirements

- Hours served—On track? If not, why, and what is the plan to successfully complete service hours?
- Satisfactory completion of assignments and program criteria. This is based on the position description.
- Dated signatures of Member and Host Site Supervisor.
- The end-of-term evaluation must be completed by the end of the program year.

Scheduled evaluations

- Mid-Term Review: Mid-January
- End-of-Term Review: July

Program Reports

The 4-H STEM AmeriCorps Program submits performance activities and outcomes of our program twice each year. Data are compiled by the Program Manager and are reported to Serve Colorado and AmeriCorps. Members submit data reports via OnCorps two times each service year.

Recording youth participation and program impacts is considered as important as time sheets, since they document the progress being made towards grant goals (performance measures) for AmeriCorps as well as CSUE 4-H Youth Development. Members must use the provided attendance tracking spreadsheet to track youth progress and will be asked to submit an electronic copy of this sheet at least two times per year.

All data and reports will be recorded in OnCorps Reports.

Report categories include the following:

- Data Summary Custom Reports
- Great Stories
- Reflection Logs

Specific information on reporting is provided at member orientation and can be found in the Reporting section of the member manual.

DISCIPLINE PROCEDURE & EXITING SERVICE

Discipline Procedure

Members are expected to follow the CSU Extension 4-H STEM AmeriCorps Program code of conduct and adhere to the policies of 4-H STEM AmeriCorps Program, CSUE and the partner/program sites in which they are placed. Members are expected to satisfactorily complete the duties outlined in their position description. Failure to fulfill these expectations may result in the member facing the disciplinary procedure outlined below. If, at any time during service, the member's service performance or conduct is deemed unsatisfactory or the member has exhibited service performance or behavioral problems of a less serious nature, the member will be advised of the problem following the procedure below. This notice will include the corrective actions to be taken and the consequences, should the corrective actions not be met. This action does not necessarily precede termination. In most cases, the member will be given an opportunity to correct any performance deficiencies and/or behavior patterns before disciplinary action will be taken. In serious cases, however, disciplinary action up to and including release from service for cause may be taken at the first offense.

1. First Offense. The Host Site Supervisor will discuss with the member the behavior that is causing concern. Discussions should include identification of the behavior changes necessary to improve the situation. Both parties are encouraged to take written notes and clarify each other's expectations.

2. Second Offense. If the behavior continues, or the necessary changes are not made, a second discussion is appropriate. Following this discussion, the Host Site Supervisor will communicate with the member in writing, outlining explicit behavior changes that are necessary to correct the situation in a performance improvement plan. This written communication will also outline the specific disciplinary actions that will be taken if necessary changes are not made. The Program Manager should be made

aware of this communication and documentation should be forwarded to the Program Manager for retention in the member's file.

3. Third Offense. The member will be released from CSU Extension 4-H STEM AmeriCorps Program for cause by the Program Manager. This disciplinary action will be communicated to the member in writing with specific details regarding organizational expectations and dates. This documentation must be retained in the member's file. Benefits will cease on the exit date and the members will not be eligible for any portion of the educational award.

The 4-H STEM AmeriCorps Program reserves the right to enact the Disciplinary Procedure at its discretion and deviate from this policy. Dependent on the severity of the violation, CSUE will take appropriate and immediate action up to and including involuntary suspension of service or release from the program. Any action taken by management in an individual case should not be assumed to establish a precedent in other circumstances.

Suspension from Service

A member's service may temporarily be suspended for the reasons listed below. Members do not receive the living allowance or other benefits and may not accrue service hours during a period of suspension. Members do not receive the living allowance or other benefits and may not accrue service hours during a period of suspension. Members will receive neither back-pay of the living allowance nor credit for service hours missed.

1. During the term of service a member is charged with a violent felony or the sale/distribution of a controlled substance. It is the responsibility of the member to inform his or her Program Manager within 48 hours of being charged or arrested on such charges. The member may be reinstated if found not guilty or if the charge is dismissed. Members will not receive back living allowance or credit for any service hours missed.
2. During the term of service a suspension of service occurs if a member is convicted of possession of a controlled substance. (The member suspended under this clause can be reinstated only if they demonstrate the following: a) first offense, must enroll in a drug rehabilitation program, b) convicted of more than one offense of possession, must have successfully completed a drug rehabilitation program.)
3. A member may be placed on suspension because of disciplinary actions.
4. A member may request or be placed on voluntary suspension as part of an approved extended absence.
5. A member will be placed on suspension if they have no reported hours in a service period.

EXIT FROM SERVICE

Members will be exited from service in one of three ways: successful completion, exit for compelling personal circumstances, or exit for failure to meet performance expectations (cause).

Successful Completion

A member will exit successfully and be eligible to receive the Segal Education Award, if the following requirements are completed by July 29, 2022:

1. **Minimum Service Hours.** Members must serve a minimum of 1700 hours (full-time), 900 hours (half-time) or 450 hours (quarter-time). A member must complete an average of 20 hours (half-time) and 40 hours (full-time and quarter-time) per week during the term of service. Members

record service hours via online timesheets (OnCorps). A member must complete, submit, and obtain approval for every timesheet between enrollment and exit date on time to receive her/his living allowance. Only hours that are approved and completed between a member's enrollment and exit date will be counted towards total service hours.

2. **Program Requirements.** A member must satisfactorily complete assignments, tasks, projects, training, reporting requirements, service-related requirements, and all essential functions of the position. In addition, they must attend each required 4-H STEM AmeriCorps and professional development training session (or complete an assigned make-up session).
3. **End-of-Term Tasks.** A member must complete an exit interview with the Program Manager, complete an End of Term evaluation with their supervisor, submit an online Exit Form in My AmeriCorps, and return any program materials in good condition.

Exit for Compelling Personal Circumstances

CSUE may release a member upon determination that s/he is unable to complete the term of service because of compelling personal circumstances. A member who is released for compelling personal circumstances and has completed at least 15% of the required service term will be eligible for a pro-rated education award. NOTE: The member bears primary responsibility for demonstrating that compelling personal circumstances prevent completion of service. CSUE must document the basis for exit under these terms to the satisfaction of AmeriCorps. CSUE may not release a member for compelling personal circumstances without proper documentation.

Compelling personal circumstances include those beyond the member's control, such as:

- A member's documented disability or serious illness;
- Disability, serious illness, or death of a family member if this makes completion of service unreasonably difficult or impossible;
- Conditions attributable to the program or otherwise unforeseeable and beyond the member's control that make completing a term unreasonably difficult or impossible (e.g. natural disaster, strike, relocation of a spouse, the nonrenewal or premature closing of a project or program);
- Military service obligations; or
- Acceptance by a member of an opportunity to make the transition from welfare to work.

Compelling personal circumstances do not include early exit:

- To enroll in an institute of higher education;
- To obtain employment, other than in moving from welfare to work; or
- Because of dissatisfaction with the program.

Exit for Failure to Meet Performance Expectations (Cause)

Exit under these terms includes any circumstance other than compelling personal circumstances or successful completion, such as failure to complete the minimum number of service hours and/or any other program requirement by the end of the program year; or commission of a third offense in accordance with the Disciplinary Procedure or violation of a policy that constitutes cause for immediate dismissal. In addition, a member convicted of a violent felony or the sale or distribution of a controlled substance during their term of service will be released for cause. The CSUE AmeriCorps leadership team will review all cases where a member may be released for cause. If the member fails to communicate three (3) or more consecutive working days of unscheduled absences CSUE reserves the right to withhold payment of the living allowance.

If released for failure to meet performance expectations (cause), a member may not receive any portion of the AmeriCorps education award or any other payment from the National Service Trust. The member will receive a final living allowance payment prorated to exit date. Furthermore, a member exited for poor performance (cause) must disclose this information in any subsequent application(s) to any AmeriCorps program. Failure to do so will disqualify the individual from receipt of an education award, regardless of whether s/he completes a subsequent term of service.

A member who has not completed program requirements, is not eligible to exit the program for Compelling Personal Circumstances, and is not being released as a result of the discipline procedure is expected to follow the below exit protocol. A member who fails to follow this protocol may be ineligible to participate in any AmeriCorps program in the future.

- Notify your host site supervisor and program staff of decision at least one week prior to anticipated final day of service.
- Provide a resignation letter communicating their departure from the program, signed by the member.
- Return all property belonging to the host site or the program.
- Submit and receive approval for all hours served within one week of last day of service.
- Complete and submit an online exit form in the My AmeriCorps portal within two weeks of resignation or within one week of the last day of service (whichever occurs sooner).

Early Exit

There is neither a penalty nor additional incentive for members to serve more than the minimum number of hours required. With approval from the host and program site, a member may reduce the number of hours served each week once (1) they have met the minimum number of service hours, and (2) the site program year has ended. A member must serve a minimum of 10 hours per week/20 hours per pay period to continue to receive the living allowance after completing the minimum service hours. If a member plans to complete service hours and program requirements prior to the expected exit date of July 29, 2022, they must inform the Program Manager at least two weeks prior to completing their hours and schedule an exit interview with the Program Manager either in person or via phone.

Contract Extensions

If a member is unable to complete all service hours and program requirements by the expected exit date, an amendment may be added to the contract extending the service term up to one year from the original enrollment date. If a member was placed on suspension during the year, the term of service may be extended up to a maximum of the length of the suspension period. Member benefits (including living allowance) are not guaranteed to a member who extends service beyond July 29, 2022.

Additional Term of Service

If a member exits the program successfully, they may be eligible to serve an additional term with the 4-H STEM AmeriCorps Program. The member must re-apply to the program and compete without preference against other applicants. Mere eligibility for an additional term of service does not guarantee selection. The member must also meet certain minimum standards from the first term of service, which include, but are not limited to:

- Completing the required number of hours;
- Completing all program requirements;
- Submitting timesheets and other necessary paperwork in a timely fashion;
- Receiving satisfactory performance reviews from his or her Host Site Supervisor; and

- Receiving satisfactory references and approval from the Host Site Supervisor and Program Manager;
- Members may receive full benefits equivalent to two years of AmeriCorps service based upon the Segal Education Award and up to a maximum of four terms of service.

PROHIBITED ACTIVITIES

The following activities are listed as prohibited according to national AmeriCorps guidelines established by AmeriCorps. Members found to be out of compliance could be subject to disciplinary action up to and including immediate termination from the program. Sites need to ensure that members do not engage in prohibited activities while charging time to the AmeriCorps program.

Prohibited Activities

The following activities are listed as prohibited according to national AmeriCorps guidelines established by AmeriCorps. Members found to be out of compliance could be subject to disciplinary action up to and including immediate termination from the program. Sites need to ensure that members do not engage in prohibited activities while charging time to the AmeriCorps program.

While engaging in service or training hours or otherwise performing activities supported by an AmeriCorps program or AmeriCorps, members are prohibited from the following:

- Attempting to influence legislation.
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting, or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- 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, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization.
- Providing a direct benefit to
 - a) a business organized for profit;
 - b) a labor union;
 - c) a partisan political organization;
 - d) a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e) an organization engaged in the religious activities described above, unless AmeriCorps assistance is not used to support those religious activities.
- Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive.
- Providing abortion services or referrals for receipt of such services.
- Other activities AmeriCorps may prohibit.

Census Activities

AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

Election and Polling Activities

AmeriCorps members may not provide services for election or polling locations or in support of such activities.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed below. Individuals may exercise their rights as private citizens and may participate in the activities listed below on their initiative, on non-AmeriCorps time, and using non-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing so.

Note. You may not use any of your site's resources to engage in a prohibited activity. If you are asked to engage in a prohibited activity by a staff member or your supervisor at the host or partner site you are required to tell them you may not perform the activity described and notify the Program Manager as soon as possible.

Non-duplication and Non-displacement

Non-duplication

AmeriCorps grants/AmeriCorps service may not be used to duplicate an activity that is already available in the locality of a program. Additionally, unless the requirements of non-displacement are met (see below), AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a state or local government agency in which such entity resides.

Non-displacement

- 1) An employer may not displace an employee or position, including by partial displacement such as reduction in hours, wages, or employment benefits, because of the use by such employer of a participant in a program receiving AmeriCorps assistance.
- 2) An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.
- 3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- 4) A participant in a program receiving AmeriCorps assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- 5) A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that
 - a) Will supplant the hiring of employed workers or
 - b) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

- 6) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any
 - a) Presently employed worker,
 - b) Employee who recently resigned or was discharged,
 - c) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures,
 - d) Employee who is on leave (terminal, temporary, vacation, emergency, or sick), or
 - e) Employee who is on strike or who is being locked out.

G R I E V A N C E P R O C E D U R E

In general, aggrieved parties should attempt to resolve problems or disputes informally on a one-to-one basis as outlined in the Fair Treatment of Individuals and Conflict Resolution document in the Extension Handbook. In the event that informal efforts are unsuccessful, members may seek resolution through the following grievance procedure. The grievance procedure is designed to resolve disputes concerning suspension, dismissal, service evaluation or proposed service assignment. If a grievance is filed regarding a proposed placement of a member at a service site such a placement must not be made unless the placement is consistent with the resolution of the grievance.

P u r p o s e

The purpose of this process is to resolve disputes involving members, labor unions, and any other interested individuals, such as AmeriCorps member applicants, in a fair and expeditious manner. In general, disputes must pertain to service-related issues such as a proposed service assignment or evaluation, or a member's suspension or dismissal. An applicant may also initiate this procedure to protest the reason s/he was not selected as an AmeriCorps member; or a labor union's claim that a member is displacing union members. If the grievance alleges fraud or criminal activity, it must immediately be brought to the attention of AmeriCorps' inspector general.

P r o c e s s t o F i l e a G r i e v a n c e

A formal grievance must be initiated by the grievant submitting a written complaint to the AmeriCorps Program Manager (Melinda Macpherson, melinda.macpherson@colostate.edu, 970-491-5575) no later than ten (10) working days after the suspension, exit for cause, or other incident. The written complaint shall:

- a. Describe the nature of the grievable action;
- b. Name the parties to the grievable dispute;
- c. Describe how the action being challenged is unfair, unreasonable, arbitrary, capricious, or discriminatory;
- d. Identify how the action adversely affects the grievant in his or her present or future AmeriCorps and/or professional capacity;
- e. Summarize the material that the grievant is prepared to submit to support the claim. Upon receipt of the complaint from the grievant, the AmeriCorps Program Manager, in conjunction with the 4-H STEM AmeriCorps Leadership Team, shall prepare a written response to the complaint and submit it to the grievant no later than five (5) working days after receiving the complaint. This response should be limited to addressing the claims and statements made in the complaint.

A grievance procedure may include dispute resolution programs such as mediation, facilitation, assisted negotiation and neutral evaluation. If the grievance alleges fraud or criminal activity, it must immediately be brought to the attention of AmeriCorps' inspector general.

Alternative Dispute Resolution

The aggrieved party may seek resolution through alternative means of dispute resolution such as mediation or facilitation. Dispute resolution proceedings must be initiated within 45 calendar days from the date of the alleged occurrence. At the initial session of the dispute resolution proceedings, the party must be advised in writing of his or her right to file a grievance and right to arbitration. If the matter is resolved, and a written agreement is reached, the party will agree to forego filing a grievance in the matter under consideration.

If mediation, facilitation, or other dispute resolution processes are selected, the process must be aided by a neutral party who, with respect to an issue in controversy, functions specifically to aid the parties in resolving the matter through a mutually achieved and acceptable written agreement. The neutral party may not compel a resolution. Proceedings before the neutral party must be informal, and the rules of evidence will not apply. With the exception of a written and agreed upon dispute resolution agreement, the proceeding must be confidential.

Grievance Procedure for Unresolved Complaints

If the matter is not resolved within 30 calendar days from the date the informal dispute resolution process began, the neutral party must again inform the aggrieving party of his or her right to file a formal grievance. In the event an aggrieving party files a grievance, the neutral party may not participate in the formal complaint process. In addition, no communication or proceedings of the informal dispute resolution process may be referred to or introduced into evidence at the grievance and arbitration hearing. Any decision by the neutral party is advisory and is not binding unless both parties agree.

Time Limitations

Except for a grievance that alleges fraud or criminal activity, a grievance must be made no later than one year after the date of the alleged occurrence. If a hearing is held on a grievance, it must be conducted no later than 30 calendar days after the filing of such grievance. A decision on any such grievance must be made no later than 60 calendar days after the filing of the grievance.

Arbitration

- 1) Arbitrator
 - a) Joint selection by parties. If there is an adverse decision against the party who filed the grievance, or 60 calendar days after the filing of a grievance no decision has been reached, the filing party may submit the grievance to binding arbitration before a qualified arbitrator who is jointly selected and independent of the interested parties.
 - b) Appointment by AmeriCorps. If the parties cannot agree on an arbitrator within 15 calendar days after receiving a request from one of the grievance parties, AmeriCorps' Chief Executive Officer will appoint an arbitrator from a list of qualified arbitrators.
- 2) Time Limits
 - a) Proceedings. An arbitration proceeding must be held no later than 45 calendar days after the request for arbitration, or, if the arbitrator is appointed by the Chief Executive Officer, the proceeding must occur no later than 30 calendar days after the arbitrator's appointment.
 - b) Decision. A decision must be made by the arbitrator no later than 30 calendar days after the date the arbitration proceeding begins.
- 3) The cost
 - a) The cost of the arbitration proceeding must be divided evenly between the parties to the arbitration. If, however, a participant, labor organization, or other interested individual prevails

under a binding arbitration proceeding, the State or local applicant that is a party to the grievance must pay the total cost of the proceeding and the attorney's fees of the prevailing party.

Suspension of Placement

If a grievance is filed regarding a proposed placement of a participant in a program that receives assistance under this chapter, such placement must not be made unless the placement is consistent with the resolution of the grievance.

Suspension of Service

Pending resolution of grievance filed due to release for cause, member's service is suspended.

Remedies

Remedies for a grievance filed under a procedure established by a recipient of AmeriCorps assistance may include:

- 1) Prohibition of a placement of a participant; and
- 1) In grievance cases where there is a violation of nonduplication or nondisplacement requirements and the employer of the displaced employee is the recipient of AmeriCorps assistance
 - a) Reinstatement of the employee to the position they held prior to the displacement;
 - b) Payment of lost wages and benefits;
 - c) Re-establishment of other relevant terms, conditions and privileges of employment; and
 - d) Any other equitable relief that is necessary to correct any violation of the nonduplication or nondisplacement requirements or to make the displaced employee whole.

Suspension or Termination of Assistance

AmeriCorps may suspend or terminate payments for assistance under this chapter.

Effect of Noncompliance with Arbitration

A suit to enforce arbitration awards may be brought in any Federal district court having jurisdiction over the parties without regard to the amount in controversy or the parties' citizenship.

PROTECTION OF MINORS & MANDATED REPORTING

Protection of Minors Policy Statement

The University values its employees and students and recognizes the importance that children have in their lives, on- and off-campus. The University also values its Programs that involve children and youth. The safety and welfare of Minors who visit our campuses, participate in our Programs, and are entrusted to our care is always of paramount importance. In order to help assure that safety, the University's policy is that Minors are to be afforded protections whenever they are present on campus or participating in our Programs.

Certain activities are expected to involve children of employees. For example, the University offers childcare, camps, and recreational Programs. This policy is not intended to prohibit any of those Programs or to discourage employees from including their children in CSU activities, where appropriate. However, safety and responsibility remain the foremost considerations whenever Minors are involved, and the University expects its employees, volunteers, students, and other adults participating in University life to adhere to this policy (as well as to common sense and generally accepted standards of behavior) when interacting with Minors, at all times.

Code of Conduct for Interacting with Minors

All employees and others acting on behalf of the University are required by this policy to report actual or suspected abuse or other improper conduct involving a Minor. (See Preventing and Reporting Child Abuse, below). The following Code of Conduct provides guidance for interacting with Minors and should be followed as closely as is reasonable under the circumstances:

- When acting in your capacity for CSU, avoid spending time alone, either on or off campus, with a Minor away from others, whenever possible. If one-on-one interaction is absolutely required, it is recommended that you meet in rooms or spaces with open doors, observable by other adults from the Program, and follow any unit-level guidelines.
- Do not engage in any sexual actions, make sexual comments, tell sexual jokes, or share or view sexually explicit material with or within the vicinity of Minors.
- Do not touch Minors in a manner that a reasonable person could interpret as inappropriate.
- Do not shower, bathe, or undress with or in the presence of a Minor
- Do not use, possess, or be under the influence of alcohol, marijuana, or illegal drugs while on duty or when responsible for a Minor's welfare. This includes impairment by any drug, even if legally possessed and used.
- Do not meet with Minors outside of established times for Program activities. Any exceptions require parental authorization.
- Avoid communicating with Minors through email, text messages, social networking websites, or other forms of social media unless there is an educational or programmatic purpose and the content of the communications is consistent with the mission of the Program and the University.
- When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times throughout the transportation, or when the Minor's Parent has given permission. Avoid using personal vehicles whenever possible, and check with your insurance provider to be sure appropriate coverage is in place.
- Do not tell a Minor "this is just between the two of us" or use similar language that encourages Minors to keep secrets from their Parent.
- If any action or failure to act with respect to a Minor seems like it may be inappropriate, do not do it; seek advice from the responsible higher authority.

Preventing and Reporting Child Abuse

The University's goal is to prevent Child Abuse from happening in the University community. To this end, employees, students, volunteers and others who interact with Minors should understand what Child Abuse is, and what to do when they observe or learn of anything that may be Child Abuse.

Mandated Reporters

All employees and others acting under the direction and control of CSU who observe or suspect Child Abuse or neglect must report the incident to their immediate supervisor or a higher authority and the Office of Support and Safety Assessment. This includes volunteers and students working with CSU Programs, both on and off campus.

Nothing in this policy implies that an individual with a legal mandate to report to law enforcement or social services agencies should not make those reports immediately, as required.

Individuals with a legal mandate to report Child Abuse to a local law enforcement or social service agency are identified in [C.R.S. §19-3-304\(2\)](#). These include health care providers, veterinarians, psychologists,

counselors, therapists, and many others. If you are a legally mandated reporter, you must still report to law enforcement and social service agencies, together with SSA as an additional reporting for CSU.

Reporting Procedures

Employees and volunteers should be alert to the physical and emotional state of all Minors each time they report for a Program. Any signs of injury relating to suspected Child Abuse should be reported to the appropriate authorities.

When suspected Child Abuse is observed or reported, a supervisor or Program Director must be informed and that person must contact the Office of Support and Safety Assessment (970-491-7407) to consult and determine next steps, and to ensure that a report is made to the appropriate county department of human or social services or law enforcement agency (CSU Police Department for incidents occurring at CSU). All are expected to cooperate with these authorities as needed.

Disciplining a Minor

Employees and volunteers will not, under any circumstances, discipline Minors by use of physical punishment or by withholding the necessities of care, such as food or shelter.

For the complete CSU Protection of Minors Policy, please see:

<http://policylibrary.colostate.edu/policy.aspx?id=734>.

OTHER POLICIES

Equal Opportunity Employment & Non-Discrimination Statements

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services. CSUE operates in compliance with the same laws and executive orders as the University as administered by the U.S. Department of Agriculture.

This AmeriCorps program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion. It is unlawful to retaliate against any person, or organization, that files a complaint of discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of AmeriCorps.

If you believe that you or others have been discriminated against, or if you want more information, contact:

Jennifer Mayhew

Assistant Director for Complaints & Disabilities
Colorado State University
101 Student Services Building
Fort Collins, Colorado 80523-0160
(970) 491-5836

AmeriCorps
1201 New York Avenue, NW
Washington, DC 20525
(800) 833-3722 (TTY and reasonable
accommodation line)

(202) 565-3465 (FAX); eo@cns.gov (email)

Service sites are expected to adhere to the same standards. Member with questions or concerns about any type of discrimination in their host site are encouraged to bring these issues to the attention of their Host Site Supervisor and/or Program Manager. If the host site is found to be engaging in such activities, removal of current member(s) and denial of future members may result. Discrimination on the part of fellow members will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to disciplinary action, up to and including exit for cause.

Workplace Harassment & Offensive Behavior Policy

CSUE is committed to providing an environment that is open and welcoming to all. Every member, applicant, volunteer, professional associate and program participant is entitled to a workplace free of discrimination, harassment or offensive behavior. All such behaviors are therefore prohibited.

Harassment and offensive behavior includes verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of such considerations as race, color, creed, religion, national origin or ancestry, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, gender identity or gender expression, age, or any other status protected by law where such conduct has the purpose or effect of unreasonably interfering with an individual's ability to serve. Harassment may include but is not limited to: epithets, slurs, negative stereotyping, threats, intimidation, hostile acts and denigrating or hostile written or graphic material posted at the service site. Examples include:

- Threats or other forms of intimidation;
- Persistent intrusion or disturbance;
- Use of offensive or demeaning terms, remarks, jokes, gestures, or pictures;
- Spreading offensive or demeaning materials (pictures, cartoons, magazines, etc.);
- Accessing Internet sites containing such materials;
- Unwelcome jeers or personal comments.

Note. These actions may be unacceptable even if they are not performed in the direct presence of the harassed party.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct is directed toward an individual because of her or his gender, is severe and/or pervasive, and has the purpose or effect of (1) creating an intimidating, hostile, or offensive academic environment or (2) unreasonably interferes with another's academic performance. Generally, a single sexual joke, offensive epithet, or request for a date does not constitute sexual harassment; however, being subjected to such jokes, epithets, or requests repeatedly may constitute hostile environment sexual harassment.

Included under the category of offensive behavior is sexual harassment. Sexual harassment is any deliberate, repeated, unwanted sexual behavior (e.g., comments, looks, suggestions, physical contact) that a reasonable person finds objectionable or offensive and/or that causes discomfort while serving. This may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of the conduct is or is threatened to be a condition of employment;

- Submission to or rejection of the conduct is used, or is threatened to be used, as the basis for employment decisions;
- The conduct has the purpose or effect of unreasonably interfering with an individual's ability to serve or of creating an intimidating, hostile or offensive work environment.

Examples include:

- Any request or pressure to grant sexual favors;
- Use of offensive or demeaning sexual terms, remarks, jokes, gestures or pictures;
- Spreading offensive or demeaning materials of a sexual nature (e.g., pictures, cartoons, magazines);
- Accessing Internet sites containing such materials;
- Objectionable physical proximity or physical conduct.

Note. These actions may be unacceptable even if they are not performed in the direct presence of the harassed party. Members have the responsibility to immediately report all incidents of harassment or offensive behavior to their Program Manager or Assistant Director for Complaints and Disabilities. It is not sufficient to report a complaint to someone other than one of these designated individuals. All reports of harassment or offensive behavior will be thoroughly investigated as quickly as administratively possible. The investigation may include, but will not be limited to, discussion with all parties involved including witnesses. Anyone found to have engaged in discrimination, harassment or offensive behavior will be subject to disciplinary action up to and including exit for cause. Any member determined to have knowingly made false statements during an investigation will be subject to discipline up to and including exit for cause.

Complaints of sexual harassment, sexual violence and sexual assault are treated with the greatest degree of confidentiality possible. In all situations, confidentiality is maintained on a strict need-to-know basis; however, confidentiality can only be respected insofar as it does not interfere with the CSUE 4-H AmeriCorps Program's obligation to investigate allegations of misconduct that require the AmeriCorps Program to take corrective action.

CSUE prohibits retaliation against individuals who engage in the protected activity of filing complaints of sexual harassment, sexual violence and sexual assault or who participate in complaint processes. Retaliatory action is regarded as a basis for a separate complaint under the AmeriCorps Program's procedures and can lead to sanctions.

Individuals with Disabilities

CSUE provides an inclusive service environment including reasonable accommodations for members with disabilities. Upon request from the member, CSUE will make reasonable accommodations for members with disabilities who are capable of performing the essential functions of their position, unless this would place undue hardship on the program.

All member medical information is kept confidential. Medical information is collected and kept in separate medical files with the following exceptions:

- supervisors may be informed of necessary restrictions on the service or duties of a member and accommodations necessary for the member; or,

- first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment or if any specific procedures are needed in the case of fire or other evacuation; or,
- government officials who are investigating compliance with the ADA and the ADAAA and other federal and state laws prohibiting discrimination on the basis of disability may be provided relevant information upon request.

When supervisors are informed of a member's limitations and accommodations, the ADA prohibits the disclosure of the member's medical information to other persons, including other members.

Alcohol- and Drug-Free Workplace

The Drug-Free Workplace Act of 1988 requires CSU, as a federal contractor and grant recipient, to certify that it will provide a drug-free workplace. As a condition of employment on such contracts and grants, members will abide by the terms of this policy. The unlawful manufacture, distribution, dispensation, possession, use, or sale in the workplace of a controlled substance, as defined by state or federal law, is prohibited. The University will not condone criminal activity on its property, or on property under its direct control, and will take appropriate personnel action up to and including termination. Service with 4-H STEM AmeriCorps is conditioned upon compliance with this policy.

The State of Colorado is committed to protecting the safety, health, and wellbeing of employees (members), volunteers, customers, and the public. We recognize that alcohol and drug use in the workplace pose significant safety and health risks not only to the employee (member), but to others as well. The University has the right to expect that all employees (including AmeriCorps members) will perform their jobs (service) effectively. The University has a responsibility to the citizens of Colorado, its employees, and its students to require that job performance and job conduct standards be met. The University may properly intervene when the use of alcohol or drugs affects job performance and conduct. Persons covered by this policy may not report to work or be at work while impaired by alcohol or drugs, even those lawfully prescribed, as determined under a reasonable suspicion standard. A supervisor or department head may determine by reasonable suspicion that an employee, member, volunteer, or other person covered by this policy is impaired by observing the person's behavior, appearance, and/or odor. See the Reasonable Suspicion of Impairment Checklist and related Procedures for steps to take when making this determination. The objective indicators should be clearly documented on the Checklist, in accordance with the Procedures for Impaired Performance. Anyone may report suspected impairment of an employee, volunteer or other person covered by this policy to the appropriate supervisor or department head. If the person suspected of impairment is the reporting person's supervisor or senior authority, the person reporting should advise the next level administrator. An employee who is suspected of being impaired while at work will have the right to be tested for drugs and alcohol at a testing facility designated by the University. Those with a documented incident of impairment (including a decision not to be tested, which will give rise to a presumption of impairment) will be subject to appropriate disciplinary measures, including referral to mandatory treatment, up to and including termination, in accordance with the applicable University policies and procedures.

The State's employee assistance program, the Colorado State Employee Assistant Program (C-SEAP), is available to provide consultation regarding substance abuse issues in the workplace. When an employee tests positive for alcohol, controlled substances, or other drugs including prescription and over-the-counter drugs or otherwise violates this policy, and the appointing authority determines that the employee will be retained, the agency is encouraged to utilize the resources available through C-SEAP

(including initial assessment, determining and monitoring the services necessary and appropriate, making referrals to community resources, and monitoring the employee's compliance).

Colorado State University Extension requires that each member engaged in the performance of a federal grant shall, as a condition of service under the grant, abide by the terms of this policy and shall notify their Program Manager in writing of any criminal drug charge, arrest or conviction occurring during service no later than five (5) days after such charge, arrest or conviction. Upon receiving notice or otherwise learning about the charge, arrest or conviction, Colorado State University Extension will notify the appropriate Federal contracting agency within 10 (ten) days. Within 30 days of receiving such notice, Colorado State University Extension will (1) take disciplinary action up to and including exit for failure to meet performance expectations consistent with AmeriCorps rules regarding termination and suspension of service, or (2) require the member to satisfactorily participate in an approved drug treatment program. Colorado State University Extension shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

Members should not wear the AmeriCorps logo when consuming alcohol as a private citizen.

For more information regarding Colorado State University's Drug and Alcohol Policy, please visit: <http://policylibrary.colostate.edu/policy.aspx?id=738>.

A Note About Marijuana

AmeriCorps members should understand that possessing, using, or selling marijuana in any form is prohibited on Colorado State University property and during University activities. Amendment 64 legalizes certain activities related to marijuana under Colorado law, yet Amendment 64 specifically authorizes the University – as a school and an employer – to prohibit the possession and use of marijuana. In addition, although Amendment 64 passed in Colorado, the possession and use of marijuana is still prohibited under federal law. As a federally controlled substance, the use and possession of marijuana on campus is prohibited. More information on the University's policy can be found here: [http://policylibrary.colostate.edu/attachments/738.Guidelines%20re%20Amendment%2064%20and%20Marijuana%20\(002\).pdf](http://policylibrary.colostate.edu/attachments/738.Guidelines%20re%20Amendment%2064%20and%20Marijuana%20(002).pdf).

Conflict of Interest

A conflict of interest occurs when a member uses his/her position or the knowledge gained through service in a manner contrary to or inconsistent with the interests of CSUE for personal advantage of which CSUE is unaware.

To avoid even the appearance of conflict of interest, which would tarnish the image of CSUE and undermine the public's trust, 4-H STEM AmeriCorps members will

- Avoid any activity or outside interest which conflicts, or appears to conflict, with the best interest of CSUE, including involvement with a current or potential CSUE vendor, grantee, or competing organization, unless disclosed to the member's immediate supervisor; and
- Refrain from participating in or influencing any decision or other action of CSUE that could result in a direct or indirect benefit to his/her family or any organization with which the member is substantially affiliated.

Each 4-H STEM AmeriCorps member is required to disclose, in writing, all outside interests that could be a conflict of interest and that might influence official decisions and actions. Such disclosure is to be made

to the Program Manager. The Program Manager will evaluate the potential conflict of interest and determine whether a true conflict exists. Any resultant instructions must be followed.

Human Trafficking Policy

Defined as recruitment, transportation, transfer, harboring, or receipt of persons by use of threat, force, coercion, abduction, fraud, deception, abuse, or exploitation, trafficking in persons is the third largest and fastest-growing criminal activity in the world. A grave violation of human rights, it is a worldwide criminal threat to security, civil rights, and stability.

CSUE policy:

- opposes any and all activities associated with human trafficking;
- vigorously enforces the law against all those who traffic in persons as well as those who facilitate trafficking in persons;
- maintains a zero tolerance policy for human trafficking;
- The consequence of this policy violation is termination of service and criminal prosecution.

Grant Program Civil Rights Policy

AmeriCorps has zero tolerance for the harassment of any individual or group of individuals for any reason. AmeriCorps is committed to treating all persons with dignity and respect. AmeriCorps prohibits all forms of discrimination based upon race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. All programs administered by or receiving Federal financial assistance from AmeriCorps must be free from all forms of harassment. Whether in AmeriCorps offices or campuses, in other service-related settings such as training sessions or service sites, or at service-related social events, such harassment is unacceptable. Any such harassment, if found, will result in immediate corrective action, up to and including removal or termination of any AmeriCorps employee or volunteer. Recipients of federal financial assistance, be they individuals, organizations, or programs and/or projects, are also subject to this zero-tolerance policy. Where a violation is found, and subject to regulatory procedures, appropriate corrective action will be taken, up to and including termination of federal financial assistance from all federal sources.

Slurs and other verbal or physical conduct relating to an individual's gender, race, ethnicity, religion, sexual orientation, or any other basis constitute harassment when they have the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment. Harassment includes, but is not limited to, explicit or implicit demands for sexual favors; pressure for dates; deliberate touching, leaning over, or cornering; offensive teasing, jokes, remarks, or questions; letters, phone calls, or distribution or display of offensive materials; offensive looks or gestures; gender, racial, ethnic, or religious baiting; physical assaults or other threatening behavior; or demeaning, debasing or abusive comments or actions that intimidate.

AmeriCorps does not tolerate harassment by anyone, including persons of the same or different races, sexes, religions, or ethnic origins; an AmeriCorps employee or supervisor; a project or site employee or supervisor; a non-employee (e.g., client); or a co-worker or service member.

Supervisors and managers of AmeriCorps programs and projects are expected, when made aware of alleged harassment by employees, service participants, or other individuals, to immediately take swift and appropriate action. AmeriCorps will not tolerate retaliation against a person who raises harassment concerns in good faith. Any AmeriCorps employee who violates this policy will be subject to discipline, up

to and including termination, and any grantee that permits harassment in violation of this policy will be subject to a finding of non-compliance and administrative procedures that may result in termination of federal financial assistance from AmeriCorps and all other federal agencies.

Any person who believes that they have been discriminated against in violation of civil rights laws, regulations, or this policy, or in retaliation for opposition to discrimination or participation in discrimination complaint proceedings (e.g., as a complainant or witness) in any AmeriCorps program or project may raise their concerns with the AmeriCorps Office of Civil Rights and Inclusiveness (OCRI). Discrimination claims not brought to the attention of OCRI within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. No one can be required to use a program, project or sponsor dispute resolution procedure before contacting OCRI. If another procedure is used, it does not affect the 45-day time limit. OCRI may be reached at (202) 606-7503 (voice), (202) 606-3472 (TTY), eo@cns.gov, or through www.nationalservice.gov/.

Background Checks

Member service is contingent upon successful completion of the federally and CSU mandated background checks (including but not limited to: NSOPW, FBI fingerprint, State Checks). CSUE will conduct these checks. Candidates are automatically excluded from service if they are listed, or required to be listed, on a sex offender registry, if they have been convicted of murder, if they refuse to undergo the background checks, or if they make a false statement in connection with their criminal history. Other findings will be discussed by the leadership team and site supervisor on a case by case basis. The program manager will notify sites if the applicant does not clear the background screening. Background check results cannot be shared with sites without written permission from the applicant. Sites are free to conduct a background check at their own expense, if required by policy. Sites may not require members to pay for site run background checks.

Safety & Risk Policy

Participating in an AmeriCorps program may contain inherent risks. Colorado State University Extension recognizes its responsibility to provide a safe and healthy working environment, to abide by all applicable regulations, to communicate with and train members regarding safety issues, and to correct unsafe conditions in an expedient manner. We ask for a shared unqualified commitment from each member to work toward these goals.

It is our request that no member perform any task that s/he believes is unsafe. Each member is expected to obey safety rules and to exercise caution in all work activities. It is each member's responsibility to correct/report unsafe conditions immediately.

Members must immediately report any unsafe condition to their Host Site Supervisor or the Program Manager. Situations in which a member violates safety standards, causes hazardous or dangerous situations, or fails to report—or, where appropriate, remedy such situations—will not be tolerated. Failure to comply with this policy could result in disciplinary action, up to and including termination.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, members should immediately notify to their Host Site Supervisor or the Program Manager. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. In the event that a member is injured on the job, the Program Manager can assist them in filing a workers' compensation claim.

Use of Personal Vehicle

CSUE 4-H STEM AmeriCorps members who travel on CSUE 4-H STEM AmeriCorps business with their own vehicles must follow these procedures:

- Wear seat belts when driving or riding on CSUE 4-H STEM AmeriCorps business.
- Obey all laws and practice courteous and safe driving habits.
- Possess valid and sufficient auto insurance.
- Possess a valid driver's license.
- Members who have lost their driver's license must notify their supervisor and Program Manager the next working day.
- Under no circumstances will any member imbibe any form of alcoholic beverage or controlled substances while driving on CSUE 4-H STEM AmeriCorps business.
- Members are solely responsible for any tickets caused by their own behavior (e.g., speeding, parking).
- We recommend that you not use your personal vehicle to transport others because you will assume personal liability if you choose to do so.

Accidents

If, while operating a privately owned vehicle in the performance of CSUE 4-H STEM AmeriCorps business, a member is involved in an accident resulting in personal or property damage, s/he shall

- Immediately notify the local police agency.
- Check for registration and proof of insurance from other parties involved.
- Request that all parties and properties concerned remain at the scene of the accident until a law enforcement officer releases them.
- Refrain from discussing the accident with anyone other than the investigating officer, appropriate city officials, and representatives of the insurance company.
- Report the accident to the Program Manager as soon as practical, but no later than the next day.

Insurance

Proof of insurance must be kept in the vehicle at all times. State law requires privately owned vehicles to carry liability insurance, and proof of such insurance is to be kept in the vehicle. CSUE does not insure privately-owned vehicles.

Seat Belt Policy

CSUE recognizes that seat belts are extremely effective in preventing injuries and loss of life. We care about our members, and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts. Therefore, all CSUE 4-H STEM AmeriCorps members must wear seat belts when operating or riding in a company-owned vehicle, or any vehicle, including a personal vehicle, on company premises or on company business. All members and their families are strongly encouraged to always use seat belts and proper child restraints whenever driving or riding in any vehicle.

Mileage Reimbursement

Members may be reimbursed for mileage dependent on the policies and procedures of their host site. Please consult with your Host Site Supervisor to learn the county's policies and the procedure for submitting for mileage reimbursement.

There is no mileage reimbursement for commuting to and from your host or partner site or to a designated place of meeting for CSUE 4-H STEM AmeriCorps Program events from your home.

Other Notifications & Acknowledgments

Marketing Expectations

It is required that CSUE 4-H STEM AmeriCorps members display the AmeriCorps logo at their host and partner sites. You must identify yourself as a national service member at speaking engagements or presentations to the public (if it is a service activity). Additionally, in your e-mail signature line you must have "AmeriCorps" displayed before your host site. For example, e-mail signatures should read:

<Member's Name>
CSUE 4-H STEM AmeriCorps Member
<Host Site>

To publicize the relationship between CSUE and the host and partner sites, the member must describe themselves as "a 4-H STEM AmeriCorps member" at public engagements and as part of their role at their sites. You should wear national service gear, such as an AmeriCorps pin, or include the AmeriCorps logo in your nametag. You should associate with AmeriCorps and help raise awareness of national service as much as possible. If you have suggestions or ideas of how to do this broadly, please contact the Program Manager.

The AmeriCorps logo is a registered trademark of AmeriCorps. You must obtain written permission from AmeriCorps before using the logo on materials that will be sold or before permitting donors to use the AmeriCorps name and logo in promotional material. You must not use or display the AmeriCorps logo in association with any activity that is or might be perceived as a prohibited activity.

The 4-H Name and/or Emblem are federally protected by the provisions of 18 U.S.C. 707, and are entrusted by Congress to the Secretary of Agriculture for the educational purposes of the 4-H Program. The 4-H Name and Emblem is a highly valued mark that has been granted unique and special status, in the same category of the Olympic Emblem or Presidential Seal. This federal protection makes it a mark into and of itself with protection that exceeds the limited authorities of trademark and copyright. Consult with your Host Site Supervisor and refer to the national policy guide for use of the 4-H Name and Emblem. <https://nifa.usda.gov/4-h-name-and-emblem>

Notification of Eligibility for Unemployment

As determined by the Colorado Employment Security Act, Title 8, Articles 70–82, CSUE 4-H STEM AmeriCorps members are eligible for unemployment benefits.

Acknowledgement of Child Support Requirement

By his or her signature on this handbook agreement, the member hereby certifies that s/he is not currently behind in court-ordered child support payments and, if subject to a current child support order, will continue to remit all payments as ordered by the court throughout the term of service. Both the program and the member understand that failure to comply with this certification may result in the immediate termination of the member's service for cause as outlined elsewhere in this agreement.

Notification of Social Benefits Acquisition

Social benefits (such as food stamps) are not automatic. Members must apply for these benefits through appropriate agency application processes. The Program Manager will assist members in identifying appropriate benefits and guide members through the application process. Please see the Snap Eligibility for AmeriCorps State and National Members form in the Forms and Resources section of this handbook for more information.

Photograph, Video & Works Produced

CSUE is committed to furthering the discussion and growth of national service and STEM education in the public realm. As such, “identifying information” (information that can be used to identify a particular member or alumnus: name, photograph, likeness, or statements attributed to a specific member) may be used in newspapers, television, publications, radio, and in any other print, electronic, or web-based publicity materials. The following policy defines the guidelines for using identifying information.

CSUE will obtain written approval from members or alumni before using identifying information or attributed statements. If the member is under 18 years of age at time of publication, written consent of the parent or legal guardian will also be secured. Member and alumni statements or quotations that are provided anonymously and/or published anonymously do not need to be approved by the member/alumnus. Member must select on the Authorization and Certification page if they grant permission or not to use identifying information under the terms of this policy.

Disaster Reassignment

In the event of a disaster, you may be asked to volunteer for disaster response/recovery. If you are deployed, your hours spent in response to that event will be counted as service hours.

AmeriCorps Team and Involvement

The AmeriCorps experience is unique in that it is not employment, an internship, or volunteerism, but a combination of all three. The AmeriCorps experience relies heavily on support from other AmeriCorps service members and the community they form. To enhance the members’ experience in AmeriCorps, improve retention and instill a meaningful experience, the 4-H STEM AmeriCorps program will have three regional meetings to create a foundational community within the team. Every member must attend these regional meetings as a part of their service. For more information, see the Calendar and Trainings section of the member manual.

CSU Extension 4-H STEM AmeriCorps Program Member Handbook Agreements



Member Handbook Review

As a member of the 4-H STEM AmeriCorps Program, I certify that I have read and understand the Colorado State University Extension Member Handbook in its entirety. I further certify that I have received sufficient clarification on any sections of the Colorado State University Extension Member Handbook that are unclear.

Member Printed Name	Member Signature	Date

Grievance Procedure

As a member of the 4-H STEM AmeriCorps Program, I certify that I had read in full the Colorado State University Grievance Procedure. I further certify that I understand the procedure and agree to abide by it.

Member Printed Name	Member Signature	Date

Confidentiality Agreement

As a member of the 4-H STEM AmeriCorps Program, I understand that due to the nature of my service, I will be responsible for personal, confidential information of individuals from the community in which I will serve. I further understand that I am responsible for maintaining confidentiality of this information. I understand that failure to adhere to confidentiality guidelines as outlined in the Colorado State Extension Member Handbook may result in discipline, up to and including removal from service.

Member Printed Name	Member Signature	Date

Phone and Computer Usage Agreement

As a member of the 4-H STEM AmeriCorps Program, I agree to adhere to the phone and computer usage guidelines as laid out in the Colorado State University Extension Member Handbook. I understand that failure to adhere to the phone and computer usage guidelines may result in discipline, up to and including removal from service.

Member Printed Name	Member Signature	Date

Time Sheets, Mileage, and Reporting Agreement

As a member of the 4-H STEM AmeriCorps Program, I certify that I have read and understand the requirements for time sheets, mileage, and reporting as laid out in the Colorado State University Extension Member Handbook.

Member Printed Name	Member Signature	Date

Photo and Information Release

By signing this agreement, I hereby give my permission for any Colorado State University Extension host site, the 4-H STEM AmeriCorps Program, Serve Colorado, and AmeriCorps to use my photograph and/or video and/or name and other identifying information related to my participation in an AmeriCorps activity. I release the aforementioned parties from any and all liabilities arising from the use of these items for publicity purposes and waive the right to all negatives, as well as the right to inspect or approve the finished products.

Member Printed Name	Member Signature	Date