



*Letter of Agreement
between
High Rocks AmeriCorps Project
and*



SITE: _____

for the High Rocks AmeriCorps - 2015-2016 Program Year

(Insert Site Name Here) will partner with High Rocks AmeriCorps to serve as a partner site for the AmeriCorps program. The goal of the High Rocks AmeriCorps project is to create a culture of learning in our area of rural Appalachia that allows communities to implement their ideas and skills for positive change. We are working to inspire long-term systemic change; change that is lasting, meaningful, and has profound effects on both a local and national scale. By investing in community partnerships in our region of West Virginia, we are investing in a healthy, vibrant, and sustainable future for us all.

Outside of this financial sponsorship, we truly appreciate the time for both personal and professional development you are investing in your AmeriCorps member. We strive to recruit incredibly motivated individuals who are passionate about serving our communities and our Appalachian home. We hope you are looking forward to the experience and learning from each other over the next year with these exceptional individuals.

The following items are intended to clarify the expectations of the parties involved in this sponsorship agreement:

High Rocks AmeriCorps member sponsorships require a financial contribution of \$6,000 to sponsor each AmeriCorps member. This contribution is used for the overall support of the High Rocks program and is not a fee for service. **The contribution is non-refundable.** This means that even if a member does not successfully finish his or her term of service **for any reason, the site is still responsible for the full amount of the financial contribution.** Payment for the 2015-2016 program year is expected by September 16, 2015. If payment cannot be made by this date, **a payment agreement must be submitted in writing to the AmeriCorps Program Director prior to September 16, 2015.**

(Insert Site Name Here) agrees to sponsor 1 full-time AmeriCorps member at \$6000, for the 2015-2016 program year.

(Insert Site Name Here) agrees to the following terms and conditions as a host site for High Rocks AmeriCorps:

1. **(Insert Site Name Here)** understands that the cash contribution requirement of \$6000 per member is **non-refundable.**
2. **(Insert Site Name Here)** understands that by engaging a member in the High Rocks program, the **organization is legally bound** to the terms and conditions outlined in this document, whether signed or not.

3. **(Insert Site Name Here)** agrees to fulfill the requirements of the grant proposal entitled High Rocks AmeriCorps and further agrees to all components of this Letter of Agreement.
4. **(Insert Site Name Here)** agrees that the AmeriCorps member will not be assigned to perform an employee or volunteer's duties or otherwise displace an employee or volunteer or fill the position of an employee or volunteer that has recently resigned or been discharged. If a site is found to be using an AmeriCorps member in this capacity, High Rocks AmeriCorps reserves the right to re-assign that member to another site.
5. **(Insert Site Name Here)** **understands** that the AmeriCorps member's time is shared with the High Rocks AmeriCorps program and members are required to participate in all member required events. **(Insert Site Name Here)** agrees to release member from ALL site duties for High Rocks trainings and other AmeriCorps events.
6. **(Insert Site Name Here)** acknowledges that members may be deployed during local and area disaster events in accordance with their training for up to three consecutive days or for not more than five total days during the year. These hours will count in the training portion of the member hours requirements for the 2015/16 AmeriCorps year.
7. Members are scheduled to serve an average of 35 to 40 total hours per week (a minimum of 1700 hours is required for a service year). Approximately 80% of AmeriCorps Members' time will be spent with the sponsoring center. In addition, **approximately 20% of members' time will be spent at mandatory training sessions, service projects, and group projects that occur throughout the AmeriCorps year.**
8. Training for the AmeriCorps members is a shared responsibility. The mandatory pre-service orientation for members will be provided by High Rocks AmeriCorps. Members not on board by September 16, 2015, will be required to attend orientation training at a later date (date and location to be announced). Members will have periodic training sessions organized by High Rocks AmeriCorps staff.
9. Members must submit an OnCorps timesheet as required in the member's contract of service.
10. **(Insert Site Name Here)** agrees to allow AmeriCorps members the use of a computer with internet and email access, a desk, and telephone at the site. Members will be expected to use these resources in compliance with site policies.
11. Host Sites are required to provide reasonable accommodations to members with disabilities.
12. The Member's living allowance will be direct deposited into the member's bank account twice a month by High Rocks Educational Corporation. All payroll deductions will be made based on the requests of the individual member and pertinent federal and state laws. W-2's will be issued by the High Rocks Educational Corporation office.
13. **(Insert Site Name Here)** will provide a Site Supervisor to fulfill the duties listed below in the description of Site Supervisor expectations. Furthermore, the supervisor should be available to complete AmeriCorps member evaluations, **mid-year** and **end-of-year**.
14. The AmeriCorps High Rocks Director, **Sarah Riley**, an employee of High Rocks Educational Corporation, will administer this program. The Program Director will supervise the overall High Rocks AmeriCorps program, complete the AmeriCorps grant application, meet AmeriCorps grant

requirements, and complete required AmeriCorps reports. Site supervisors are encouraged to apply for grants to assist in additional project specific costs that might occur based on their site project.

15. **(Insert Site Name Here)** will ensure compliance with AmeriCorps prohibited activities and with all other components of the AmeriCorps Member Contract. AmeriCorps members are required to directly serve individuals, children and families following an approved members' position description. Members' position descriptions can only change upon advance approval by the High Rocks AmeriCorps Program Director.
16. **(Insert Site Name Here)** will have adequate liability insurance to cover AmeriCorps members they sponsor during the time of their service.
17. **(Insert Site Name Here)** will assist each sponsored member in finding a mentor (separate from the supervisor) for the duration of the member's service. Mentors are encouraged to attend group training sessions and special events
18. **(Insert Site Name Here)** will be the primary host site for the sponsored AmeriCorps member. The member will have one primary physical location where they are required to serve. If **(Insert Site Name Here)** requires the member to travel to another site, **(Insert Site Name Here)** will be responsible for mileage reimbursement for that member. If **(Insert Site Name Here)** pays an additional \$1000 for their member sponsorship, High Rocks Educational Corporation will process mileage reimbursements (up to \$1000) for the sponsored AmeriCorps member.

The following items are intended to clarify the expectations of the Site Supervisor involved in this sponsorship agreement:

(Insert Supervisor Name Here), the Site Supervisor for **(Insert Site Name Here)** agrees to the following terms and conditions as a site supervisor for a High Rocks AmeriCorps member:

1. **(Insert Supervisor Name Here)** will meet with the member weekly to assist the member with identifying and achieving program goals as identified in the member's position description. Every week, supervisors need to spend at minimum an hour of face time with their member. This includes reviewing the (1) weekly to-do list, (2) prioritizing the to-do list, (3) troubleshooting road blocks, (4) discussing a project that is bringing the member joy in their position, and (5) checking in about how the member is in the rest of their lives. AmeriCorps members make a huge commitment to do a year of service, in exchange for the year of service our commitment to them as supervisors is to consistently support their personal and professional development throughout the year. You, as a supervisor, are personally responsible for the personal and professional growth of your AmeriCorps member. High Rocks is a resource that can help you, if you are struggling with this.
2. **(Insert Supervisor Name Here)** will be responsible for the recruitment, interviewing, and selection of their AmeriCorps member. A clear NSOPR check is a requirement of the interview process. Other requirements include documentation of the interviews. An outline of the requirements will be provided by High Rocks.
3. **(Insert Supervisor Name Here)** will monitor the member's service performance, hours, and attendance and will approve member's time sheets on OnCorps, twice a month by the 3rd and 18th of each month prior to the member receiving their living stipend for each payment cycle.

4. **(Insert Supervisor Name Here)** will be available to meet with the High Rocks AmeriCorps staff for site visits (scheduled at least a week in advance). **(Insert Supervisor Name Here)** should be available for possible site visits from the West Virginia Commission for National and Community Service staff and the Corporation for National Service.
5. **(Insert Supervisor Name Here)** will attend the mandatory orientation training scheduled for the first service day of the member's service year.
6. **(Insert Supervisor Name Here)** will notify the AmeriCorps Program Director immediately (within 24 hours) when a problem arises with an AmeriCorps member regarding service performance, attitude, service hours, absences/tardiness, or any other concerns. **(Insert Supervisor Name Here)** does not have the authority to release a member from their term of service, only the Program Director may make that determination. **(Insert Supervisor Name Here)** will document any reprimands issued and share them with the Program Director.
7. Disciplinary issues will be handled first by **(Insert Supervisor Name Here)**, then by the AmeriCorps Program Director and/or Program Coordinator, Shelby Mack. **(Insert Supervisor Name Here)** will assist the High Rocks Program Director in applying the procedures outlined in the High Rocks Personnel Policy and AmeriCorps Manual, and in guiding members accordingly. **(Insert Supervisor Name Here)** will adhere to the Code of Ethics outlined in this document throughout his/her role as supervisor
8. **(Insert Supervisor Name Here)** will be responsible for providing monthly reports of program evaluations and impact to the High Rocks AmeriCorps Program for our mandatory compiled reports to the state office. These monthly reports will document the tracking and monitoring of AmeriCorps members' service and progress on goals and objectives, including a complete monthly report of service activities by the program deadlines.
9. **(Insert Supervisor Name Here)** will review and adhere to the AmeriCorps Prohibited Activities guidelines.
10. The High Rocks AmeriCorps Program Director and Site Supervisors will be available to meet as a group to address issues related to the High Rocks AmeriCorps Program.
11. Site Supervisors are highly encouraged to serve on task teams, advisory council and committees to assist in program improvement and to provide input for the next grant cycle. Site supervisors are also encouraged to promote their program in the community and region; they are requested to share copies of press releases with High Rocks. They are also encouraged to identify additional partners seeking AmeriCorps members and connect them with High Rocks. High Rocks will make the AmeriCorps logo available for use in publicity and to display at service sites.
12. All High Rocks AmeriCorps Partner Sites must explicitly state that the program is an AmeriCorps program and AmeriCorps members are the resource being provided. All High Rocks AmeriCorps Partner sites' websites shall clearly state that they are an AmeriCorps program and prominently display the AmeriCorps logo. They shall use the AmeriCorps name and logo on service gear and public materials such as stationery, application forms, recruitment brochures, on-line position postings or other recruitment materials, orientation materials, member curriculum materials, signs, banners, press releases and publications related to their AmeriCorps program.

High Rocks AmeriCorps Partner Sites are strongly encouraged to place signs that include the AmeriCorps name and logo at their service sites and may use the slogan "AmeriCorps Serving

Here.” AmeriCorps members should state they are AmeriCorps members during public speaking opportunities. The High Rocks AmeriCorps Program Partner Sites may not alter the AmeriCorps logo, and must obtain written permission from CNCS before using the AmeriCorps name or logo on materials that will be sold, or permitting donors to use the AmeriCorps name or logo in promotional materials. Also, they may not use or display the AmeriCorps name or logo in connection with any activity prohibited by statute, regulation, or in these grants provisions.

13. **(Insert Supervisor Name Here)** agrees to allow High Rocks to use any photos, quotes, and stories in publications and media releases.

Site Representative Signature

Date

Site Supervisor Signature (if different from above)

Date

Sarah Riley, High Rocks AmeriCorps Director

Date

Please sign two copies of this Agreement. Send the original to:

High Rocks Educational Corporation

attn: Shelby Mack

195 Thompson Road

Hillsboro, WV 24946

Retain the copy for your records.