 ***Letter of Agreement*** 

***between***

***High Rocks AmeriCorps Project and***

***SITE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***for the High Rocks AmeriCorps - \_\_\_\_\_\_\_\_ Program Year***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 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 full time 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 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 2023-20243 program year is expected by no later than September 15, 2023.. If payment cannot be made by this date, *a payment agreement must be submitted in writing to the AmeriCorps Program Director prior to August 15, 2023*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** agrees to sponsor one full time AmeriCorps Members at **$6,000** for the 2023-2024 program year.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** agrees to the following terms and conditions as a host site for High Rocks AmeriCorps:

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understands** that the cash contribution requirement of $6,000 per Member is **non-refundable**.
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 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, and this document will be considered to be fully executed, whether or not it has been signed.
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 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. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 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. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 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. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees** to release their Member(s) from ALL site duties for High Rocks trainings and other AmeriCorps events.
6. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 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 2022/2023 AmeriCorps year.
7. Members are scheduled to serve an average of 35 to 40 total hours per week (a minimum of 1,700 AmeriCorps approved 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 and Supervisors will be provided by High Rocks AmeriCorps. Members not on board by September 18, 2023 will be required to attend orientation training at a later date with their supervisor (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. Members must submit monthly program reports.
11. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 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.
12. Host Sites are required to provide reasonable accommodations to Members with disabilities.
13. The Member’s living allowance will be direct deposited into the Member’s bank account semi-monthly 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. Each Member’s W-2 will be issued by the High Rocks Educational Corporation office.
14. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 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.**
15. 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.
16. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 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.
17. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** will have adequate liability insurance to cover AmeriCorps Members they sponsor during the time of their service.
18. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 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
19. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** requires the Member to travel to another site, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** will be responsible for mileage reimbursement for that Member. If **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** pays an additional $1,000 for their Member sponsorship, High Rocks Educational Corporation will process mileage reimbursements (up to $1,000) for the sponsored AmeriCorps Member.

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_,** the **Site Supervisor** for **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** agrees to the following terms and conditions as a site supervisor for a High Rocks AmeriCorps Member:

1. The Site Supervisor 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 perform 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. The Site Supervisor will be responsible for the recruitment, interviewing, and selection of their AmeriCorps Member. A clear NSOPR sex offender registry 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. The Site Supervisor will monitor the Member’s service performance, hours, and attendance and will approve Member’s time sheets on OnCorps semi-monthly, by the **3rd** and **18th** of each month and prior to the Member receiving their living stipend for each payment cycle.
4. The Site Supervisor will be available to meet with the High Rocks AmeriCorps staff for site visits (scheduled at least a week in advance). The Site Supervisor 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. The Site Supervisor will attend the mandatory orientation training scheduled for the first service day of the Member’s service year. The Site Supervisor and member will attend a second mandatory day of training in volunteer management practices.
6. The Site Supervisor 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. The Site Supervisor does not have the authority to release a Member from their term of service, only the Program Director may make that determination. The Site Supervisor will document any reprimands issued and share them with the Program Director.
7. Disciplinary issues will be handled first by the Site Supervisor, then by the AmeriCorps Program Director and/or Program Manager, Janet Swift. The Site Supervisor 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. The Site Supervisor will adhere to the Code of Ethics outlined in this document throughout his/her role as supervisor.
8. The Site Supervisor 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. The Site Supervisor 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 The Corporation for National and Community Service (federal agency governing the AmeriCorps Program) 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.

1. The Site Supervisor agrees to allow High Rocks to use any photos, quotes, and stories in publications and media releases.

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Site Representative Printed Name and Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Signature (if different from above) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sarah Riley, High Rocks AmeriCorps Director Date

Please sign two copies of this Agreement. You may scan and email an electronic version to High Rocks. Send one original copy to:

High Rocks Educational Corporation
Attn: Janet Swift
195 Thompson Road
Hillsboro, WV 24946

The other original copy is to be retained for your records.