

## Prohibited Activities

### Citations:

- 45CFR § 2520.65 - [http://www.americorps.gov/help/ac\\_sn\\_all\\_2012/WebHelp/index.htm](http://www.americorps.gov/help/ac_sn_all_2012/WebHelp/index.htm)
- 2012 AmeriCorps Provisions IV.D.3 - <https://egrants.cns.gov/provisions/ACProvisions2012.pdf>

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. 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;
- g. 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;
- h. Providing a direct benefit to—
  - i. A business organized for profit;
  - ii. A labor union;
  - iii. A partisan political organization;
  - iv. 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 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as CNCS may prohibit.

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 above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

## Partner Host Site Responsibilities

1. The Host Site will assist AmeriCorpsAbility in meeting the program goal of increased inclusion of people with disabilities in their communities.  
AmeriCorps members will be responsible for increasing the number of individuals with intellectual/developmental disabilities who report having one or both of the following performance measures:
  - increased social ties /perceived social support
  - increased employment opportunities /perceived employment options
2. The Host Site will maintain a fiscal and program responsibilities/relationship with the Arc of Philadelphia
3. The Host Site will provide adequate resources to fulfill the individual goals and program objectives of the members, as well as the goals of AmeriCorpsAbility and AmeriCorps. These resources may include, but are not limited to:
  - The use of a computer
  - Telephone with personal answering machine
  - Access to printer and fax machine with copier paper
  - Materials and supplies related to assignment
  - Office space (with place to store personal belongings)
  - Access to a refrigerator and microwave
4. The Host Site will be responsible for reimbursement of member service related travel. Examples can include the following:
  - a. Payment of mileage reimbursements for members' service-related authorized travel per Full-Time member
  - b. Provision of monthly SEPTA pass per Full-Time member
5. The Host Site will pay The Arc of Philadelphia's AmeriCorpsAbility Host Site Cost Match Fee for each member serving at their site at the rate of \$10,698 /member per grant year.

### **Member Treatment & Safety**

6. The Host Site will permit AmeriCorpsAbility members to attend all training sessions required by AmeriCorpsAbility including but not limited to AmeriCorps Team Meetings (*every Friday for the first two months of service, and the 1st and 3rd Friday of each month thereafter*). The Host Site will permit members to attend other AmeriCorpsAbility meetings as necessary.
7. The Host Site will permit AmeriCorpsAbility members to attend and participate in all required day of service activities.
8. The Host Site will ensure that AmeriCorpsAbility members are treated as equal members of the staff and receive the appropriate respect.

14. The Host Site will ensure that members do not participate in the following fundraising activities:
- a. Raising funds for his/her living allowance
  - b. Raising funds for an organization's operating expenses or endowment
  - c. Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service
  - d. Writing grant applications for funding provided by any other federal agencies

15. The Host Site will acknowledge the presence of AmeriCorpsAbility members serving at the site with a visible AmeriCorps sign displayed at the member's primary service site. Members should also be permitted to wear AmeriCorps program paraphernalia.

16. The Host Site understands that any photograph, audio recording, video or film taken of the Host Site can be used by AmeriCorpsAbility without the Host Site's express permission. The Host Site foregoes any rights to royalties in conjunction with photographs, audio recordings, video or film.

### **Site Supervisor**

17. The Host Site will identify a Site Supervisor to provide daily, direct supervision, and support of the member(s) for 40 hours per week.

18. The Host Site will ensure that the Site Supervisor has a Criminal History Check (provided by AmeriCorpsAbility).

19. The Site Supervisor and the Host Site are responsible for direct supervision of AmeriCorpsAbility member(s) during their service hours. The Host Site is responsible for ensuring that the AmeriCorps member(s) participate in safe, productive, and appropriate activities that will insure no undue harm comes to the member(s) or host site clients and staff. The Host Site acknowledges that the Arc of Philadelphia is not responsible for direct supervision of AmeriCorpsAbility member(s) during service hours. Additionally, the Host Site recognizes and accepts responsibility for accompaniment of AmeriCorpsAbility members with access to vulnerable population prior to notification that member has cleared full criminal background check.

20. The Site Supervisor and the Host Site are responsible for ensuring that members immediately receive necessary first aid and transportation to the nearest place of proper treatment upon the occurrence of injury. Furthermore, the Host Site acknowledges that they do not provide health insurance for AmeriCorpsAbility members.

## **Partner Host Site Supervisor Responsibilities**

1. The Site Supervisor will attend and participate in a Site Supervisor Training prior to the start of the member service year.
2. The Site Supervisor will attend and participate in a portion of the AmeriCorpsAbility Pre Service Orientation (PSO) at the start of the member service year.
3. The Site Supervisor will participate in quarterly Site Supervisor Meetings (conference call or in person) with The AmeriCorpsAbility Program Director during the grant year.
4. The Site Supervisor will participate in the recruitment and interview process with member applicants and coordinate with the AmeriCorpsAbility Program Director in member placement at the Host Site.

### **Member Engagement**

5. The Site Supervisor will maintain copies of the Member Service Contract and relevant contact information for each assigned AmeriCorpsAbility member.
6. The Site Supervisor will facilitate a site specific training necessary for the members to successfully provide service that is above and beyond the training provided by AmeriCorpsAbility including, but not limited to: Host Site orientation for new members, introductions to Host Site staff, and explanation of Host Site policies.
7. The Site Supervisor will provide direct, daily supervision and assistance to members in the implementation of their service plan to assure that they are making adequate progress toward their individual and community service, community building and member development objectives, as well as meeting the performance measures as outlined by the grant.
8. The Site Supervisor will conduct and complete two member evaluations – one at 90 days of service and a final evaluation at the end of the member's service (forms to be provided by AmeriCorpsAbility Program Director). Site Supervisors must submit signed original 90 day and final evaluation forms for each member assigned to their site.
9. The Site Supervisor will act as an informational relay between AmeriCorpsAbility and the Host Site, and assuring that members in violation of the terms of their Member Service Contract are disciplined in a manner consistent with that agreement. All disciplinary actions (verbal or written) must be handled in conjunction with the AmeriCorpsAbility Program Director, documented, and kept in the member's file with AmeriCorpsAbility. All disciplinary actions MUST involve the AmeriCorps Program Director. Host Sites cannot terminate members for any reason.
10. In the case that the Site Supervisor is unable to attend a meeting or supervise AmeriCorps member, Supervisor will notify AmeriCorpsAbility program Director and will also be responsible for electing a proxy to attend and participate as an alternate.



**Required Criminal History Checks**

**Applicant Name:** \_\_\_\_\_

1.  **National Sex Offender Public Registry (NSOPW)** Date Check Initiated \_\_\_\_\_  
Date Check Rcvd \_\_\_\_\_  
 No Record Exists, applicant is cleared to serve  
 Record Exists, hits were verified not to be the applicant; he/she is cleared to serve.  
 Record Exists for applicant, he/she is ineligible to serve as an AmeriCorps member.

2.  **PA State Police Criminal Registry Check** Date Check Initiated \_\_\_\_\_  
Date Check Rcvd \_\_\_\_\_  
 No Record Exists  
 Record Exists, applicant is ineligible to serve as an AmeriCorps member.  
 Record Exists, but does not render applicant ineligible to serve.

3.  **FBI Fingerprint Criminal History Check** Date Check Initiated \_\_\_\_\_  
Date Check Rcvd \_\_\_\_\_  
 No Record Exists  
 Record Exists, applicant is ineligible to serve as an AmeriCorps member.  
 Record Exists, but does not render applicant ineligible to serve.

4.  \_\_\_\_\_ **Home State Criminal Registry Check (if applicable)**  
(If out of state applicant, please fill in the name of the state.) Date Check Initiated \_\_\_\_\_  
Date Check Rcvd \_\_\_\_\_  
 No Record Exists  
 Record Exists, applicant is ineligible to serve as an AmeriCorps member.  
 Record Exists, but does not render applicant ineligible to serve.

5.  **DHS Childline Check** Date Check Initiated \_\_\_\_\_  
Date Check Rcvd \_\_\_\_\_  
 No Record Exists  
 Record Exists, applicant is ineligible to serve as an AmeriCorps member.  
 Record Exists, but does not render applicant ineligible to serve.

**6. Verify identity of the applicant through government-issued photo identification:** Program staff reviewed and verified the original document of at least one of the following forms of government-issued photo identification: **Please check all that apply.**

- State Issued Driver's License     State Issued Identification Card     Other: \_\_\_\_\_  
 United States Issued Passport

7.  **NSCHC Online Training Course Certificate** Date on NSCHC Certificate \_\_\_\_\_