



Campus Corps Service Learning Member Handbook

2009-2010



"Montana Campus Corps is an AmeriCorps program that engages college students in meeting community identified needs through meaningful service."



Changes can be made to this handbook at any time.

The most current version is posted at <http://www.montana.edu/community/campuscorps/members/application.html>

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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 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.

You are one of the many people in the United States who have made the commitment to join the National Service Movement. As a member of Montana Campus Corps you are also an AmeriCorps member.

History

- 1985- Campus Compact was established on a national level to promote civic engagement and community service from college and university campuses. College and/or University Presidents and Chancellors pay annual dues to become affiliated with Campus Compact. Currently over 1,000 campuses are participating in 31 states.
- 1993- President Bill Clinton created AmeriCorps and incorporated it under the umbrella of the Corporation for National and Community Service (CNCS) who administers funding to state for states where localized AmeriCorps programs exist. Currently there are around 40,000 people participating in AmeriCorps to address the needs of the communities around them.
- 1993- Montana Campus Compact was established. Currently, 19 Montana-based campuses are affiliated with Montana Campus Compact. Those college/universities are Blackfeet Community College, Carroll College, Dawson Community college, Flathead Valley Community College, Fort Belknap College, Fort Peck Community College, Little Big Horn College, Miles Community College, Montana Tech of the University of Montana, Montana State University-Bozeman, Montana State University-Billings, Montana State University-Northern, Montana State University College of Technology-Great Falls, Rocky Mountain College, Salish Kootenai College, University of Montana-Missoula, University of Montana-Western, and University of Great Falls.
- 1995- Montana Campus Corps was launched. Montana Campus Corps had around 800 members during the '08-'09 Academic Year. Members of Campus Corps are serving Team Leaders, Service Team Members, and Service-Learning Members.

The US Congress allocates funding to the Corporation for National and Community Service (CNCS), accordingly, AmeriCorps receives funding. The state of Montana then receives funds and the Montana Governor's Commission on Community Service makes the funding available to programs like Campus Corps. Montana Campus Compact requests funding through a grant process for Campus Corps. Campus Corps members, in turn, strive to meet the needs of Montana communities through service.

Montana Campus Corps offers the Service Learning program to college students who are utilizing their skills, knowledge, and experience gained in the classroom to the provide valuable services to the community.

More information available via the following links:

History of the Corporation for National and Community Service

http://www.nationalservice.gov/about/role_impact/history.asp

History of AmeriCorps

<http://www.americorps.gov/about/ac/history.asp>

History of Campus Compact

<http://www.compact.org/about/history-mission-vision/>

History of Montana Campus Compact

<http://www.mtcompact.org/about.htm#ourhistory>

Terminology

AmeriCorps- AmeriCorps is a national service program through which 40,000 people each year address pressing community needs. All Campus Corps members are AmeriCorps members.

Education Award- A set sum of money that a member receives following successful completion of their Term of Service.

Member- A part time (6 credits/semester) or full time student who has been successfully enrolled in Campus Corps.

Active Members in good standing-Members who have routinely turned in time logs by the 10th of the following month and have completed all service and paperwork requirements.

Inactive Members-Members who have failed to submit monthly time logs by the 10th of the following month and have not upheld their agreement to serve and document that service. These members run the risk of being exited from Campus Corps with no Education Award.

Montana Campus Compact- A nonprofit agency that works with Montana's colleges and universities who are members of the Compact to bring Campus Corps opportunities to their students. Montana Campus Compact is part of the National Campus Compact which is comprised of over 1,000 universities in the United States. In Montana there are 19 colleges and universities who are members of the Montana Campus Compact.

Montana Campus Corps- Montana Campus Corps is an affiliate program of the AmeriCorps national service network and is operated by Montana Campus Compact.

MSU Office for Community Involvement (OCI)- The Office for Community Involvement's mission is to encourage and support the development of an ethic of service and sense of civic responsibility among MSU students and the campus community through meaningful service that addresses identified community needs.

Service Learning- A teaching method that utilizes student involvement in community service to meet instructional objectives of a course. Students apply skills, knowledge, and experiences gained in the classroom to meet the needs of the community. The service must be directly linked to course curriculum, the needs being met by the students must be genuine and must be defined by the community, and the students must engage in some form of meaningful reflection on their service experience and the learning gained through the service throughout their term.

Service Site- A nonprofit or tax exempt location where the member is providing direct service to meet one or more community needs.

Site Supervisor- An MSU professor, faculty, or staff who supervises the member at their service site, or a community member who is directly supervising the member at the service site.

Campus Based-Program Coordinator-The staff member at the Office for Community who is the Campus Corps Program Coordinator of the Service Learning Members. (Julie Rodenberg).

Term of Service- The number of hours that a member has committed to completing as a Campus Corps Member.

Direct Service Hours- Time that member spends directly working on meeting the needs of the community.

Fundraising Hours-Time that a member spends raising funds to be directly utilized to benefit the community.

Member Development Hours- Time that a member spends working on their goals to develop themselves as a professional to better meet the needs of the community.

Campus Corps Eligibility

The following are requirements for enrollment in MSU Campus Corps as a Service Learning Member:

- US Citizen or Permanent Resident
- 17 years of age or older (17 year olds must have parental consent)
- Currently Enrolled Student at MSU OR former students extended participation in Campus Corps:
 - Earned a High School Diploma or GED
 - Enrolled in 6 or more university credits
- Engaging in Qualified Service at a Qualified Service Site

Application Process

- Completed Application Process:
 - APPLY NOW! at www.mtcampuscorps.org
- Viewed Pre-Service Orientation:
 - “Get Oriented” at www.mtcampuscorps.org
 - Print and complete Review Questions (2 Slides with 6 Questions)

Enrollment Process

- Completed Enrollment paperwork
 - “Get Enrolled” at www.mtcampuscorps.org or via an email from Service Scholars
 - Campus Corps Enrollment Packet (1st Page)
 - Member Agreement Page
 - Site Agreement and Position Description
 - Member Development Plan
 - Proof of Citizenship and Criminal Background Check Form:
 - Copy of:
 - US Passport OR
 - US Birth Certificate and US Government Issued Photo ID OR
 - Permanent Resident Card and US Government Issued Photo ID
 - Pass Criminal Background Check
 - Not listed on the National Sex Offender Registry
 - Service Site Needs Statement (Student Teachers ONLY)
- Complete AmeriCorps Enrollment:
 - Check email for an Invitation to join Montana Campus Corps (from americorps@americorps.gov)
 - Follow directions in email to enroll with AmeriCorps (please provide demographic information that is vital to receiving the Education Award upon completion of the Term of Service!)
- Attended Orientation:
 - Fall Orientation- September 10, 2009 (Thursday)
 - Spring Orientation- December 10, 2009 Thursday)
 - Spring Orientation- January 14, 2009 (Thursday)
 - Summer Orientation- April 29, 2009 (Thursday)

Service Requirements

Qualified Service

- Volunteer Service (NOT PAID)
 - **Direct Service Hours**
 - Majority of hours during Term of Service (at least 70% of hours):
 - Time devoted to preparing for, providing, and following up on service meeting community identified needs.
 - Extracurricular volunteer service.
 - **Member Development Hours**
 - Maximum of 20% of hours during Term of Service:

▪ 300 Hour Term of Service	60 hours Member Development
▪ 450 Hour Term of Service	90 Hours Member Development
▪ 675 Hour Term of Service	135 Hours Member Development
▪ 900 Hour Term of Service	180 Hours Member Development
▪ 1700 Hour Term of Service	340 Hours Member Development
 - Time set aside to attend conferences, guest lectures, trainings, etc. to develop oneself further as a professional.
 - Time devoted developing oneself through goals defined on their Member Development Plan.
 - Time attending the Member Development Training (s).
 - Time dedicated to reflecting on one's service to the community and the learning that has occurred as a result of that service.
 - **Fundraising Hours**
 - Maximum of 10% of hours during Term of Service:

▪ 300 Hour Term of Service	30 Hours Fundraising
▪ 450 Hour Term of Service	45 Hours Fundraising
▪ 675 Hour Term of Service	67.5 Hours Fundraising
▪ 900 Hour Term of Service	90 Hours Fundraising
▪ 1700 Hour Term of Service	170 Hours Fundraising
 - Time dedicated to raising funds for the project the member is working on only...no fundraising for general or operational organizational expenses is permitted.

Qualified Sites

- Service at a nonprofit or tax-exempt organization to meet identified needs. An organization that has a mission that strives to serve the public in the following areas:
 - Education
 - Public Health and Safety
 - Environmental Initiatives
 - Human Needs and Services
 - Economic Recovery
 - Examples: Public schools, governmental agencies, city/county municipalities, arts and cultural institutions, nonprofit organizations, hospitals/clinics
- Service in schools must meet one of the following criteria:
 1. Schools meet one of the following criteria:
 - Title 1 Status
 - 50% or more of the student body receives free or reduced lunch
 - 33% or more of the student body scored below state standards on the Montana Criterion Referenced Test (CRT) as “Novice” or “Near Proficiency”
 - 50% or more of the student body is classified as a minority
 - 40% or more of the student body is mobile (transferring between schools)
 - 5% or more of the student body drops out of high school
 2. OR Student Teachers teaching one of the following subject/area:
 - Special Education
 - Bilingual Education/ESL
 - Math and Science Education
 - Targeted Assistance Area under Title 1 Funding

AmeriCorps Prohibited Service

- Any time spent engaged in service as described below cannot be counted on time logs and members should not wear Campus Corps T-shirts or identify themselves as a Campus Corps or AmeriCorps members, however, members may choose to participate in these activities on their own time.
 - Political:
 - Lobbying
 - Advocacy for or against political parties, platforms, or candidates.
 - Engaging in partisan political activities and/or voter registration drives.
 - Participating in boycotts, strikes, or protests.
 - Union:
 - Assisting, promoting, or deterring union organizing.
 - Interfering with contracts for services or collective bargaining agreements.
 - Religious:
 - Conducting worship services such as engaging in religious instruction or proselytizing.
 - Constructing or maintaining facilities devoted to religious instruction or worship.
 - For Profit:
 - Providing direct benefit to a for-profit entity.
 - Safety Risks:
 - Participating in activities that pose a significant safety risk to the member or community members.
 - Fundraising:
 - Grant writing or fundraising for operational expenses at a nonprofit organization.

Service Paperwork

- Time Logs:
 - Due on the 10th of the following month
 - Example: January time log would be due by February 10th
 - Member Time logs not turned in within 10 days constitute the member as inactive
 - Members will be notified that they are “inactive” via email. They will have 10 days to bring their file into compliance. A member who fails to correct their file runs the risk of being exited from the program without an Education Award.
- Write a Great Story:
 - Submit Great Story via
 - Submit a “Great Story” at www.mtcampuscorps.org OR
 - Email to servicescholars@montana.edu OR
 - Submit a hard copy with your time log to 217 SUB
- Recruit at least 2 volunteers to participate in service:
 - Have volunteers complete the Volunteer Survey
 - Submit a hard copy with your time log to 217 SUB
 - Have the volunteers submit their results online
 - “Submit Survey Results” at www.mtcampuscorps.org

Member Development Training

- Members are required to attend at least one Member Development Training during their Term of Service
- Member Development Trainings are held the 1st Thursday of each month
- Time and Location TBA:
 - Fall Member Development Trainings:
 - September 3, 2009 –Education
 - Building Engaged Citizens (BEC)-Campus Corps Training
 - October 1, 2009-Economic Recovery
 - November 5, 2009-Public Health and Safety
 - December 3, 2009- Environmental Initiatives
 - Spring Member Development Trainings:
 - January 7, 2010-Education
 - February 4, 2010-Human Needs and Services
 - March 4, 2010-Public Health and Safety
 - Spring Summit-Campus Corps Training
 - April 1, 2010-Environmental Initiatives
 - Service-Learning Summit- MSU Bozeman
 - Summer Member Development Trainings:
 - May 6, 2010-Economic Recovery
 - June 4, 2010- Education
 - July 2, 2010-Human Needs and Services
 - August 6, 2010-Public Health and Safety
- Trainings will include the following components:
 - Current Issues Discussion
 - Professional Life and Community Involvement Dialogue
 - Structured Member Reflection

Service Saturdays

- Members are required to participate in at least one Service Saturday during their Term of Service.
- Service Saturday projects will be posted at www.montana.edu/community.
- Service Saturdays are the 1st Saturday of each month.
- 10 AM to 12 PM-meet at the South Entrance of the SUB.
 - Fall Service Saturdays:
 - October 3, 2009
 - November 7, 2009
 - December 5, 2010
 - Spring Service Saturdays:
 - February 6, 2010
 - March 6, 2010
 - April 3, 2010
 - May 1, 2010
 - Summer Service Saturdays:
 - June 5, 2010
 - July 3, 2010
 - August 7, 2010

National Days of Service

- Members are required to participate in at least one National Day of Service during their Term of Service
- National Days of Service may not actually require participation in a service project on that day, but may involve preparing for an event or helping to developing awareness for the National Day of Service.
- Details on each Day of Service will be posted at www.montana.edu/community
 - September 2009-National Day of Service and Remembrance (9/11)
 - October 2009-National Make a Difference Day (10/24)
 - November 2009-Alternative Day of Service-Family Volunteer Day (11/21)
 - December 2009- Alternative Day of Service- World AIDS Day (12/1)
 - January 2010-Martin Luther King Jr. Day (1/18)
 - February 2010-Alternative Day of Service- Random Acts of Kindness Week (2/15-2/21)
 - March 2010-Alternative Day of Service-Cesar Chavez Day of Service and Learning (3/31)
 - April 2010- National Volunteer Week (4/18-4/24), Global Youth Service Day (4/23-4/25)
 - May 2010-AmeriCorps Week (5/8-5/15)
 - June 2010-TBA
 - July 2010- TBA
 - August 2010-Alternative Day of Service-Community Build Day (TBA)

Exit Process

Exit Paperwork (Members are responsible to collect and turn in all exit paperwork)

- End of Term Evaluation – completed by site supervisor and signed by member
- Program Evaluation – completed by member and signed by site supervisor
- Site Supervisor Survey – completed by site supervisor
- Member Progress Report – completed by member and signed by site supervisor
- Great Story – completed by member
- Volunteer Survey – completed by recruited volunteers

AmeriCorps Exit

- Login to myAmeriCorps account and complete Exit form.

Exit Meeting

- Time and Place (Robert's Hall Computer Lab Rooms and Times TBA)
 - Fall Exit Meeting- December 10, 2009 (Thursday)
 - Spring Exit Meeting- April 22, 2010 (Thursday)

Education Award

- 300 Hour Term of Service \$1,000.00 Education Award
- 450 Hour Term of Service \$1,250.00 Education Award
- 675 Hour Term of Service \$1,800.00 Education Award
- 900 Hour Term of Service \$2,362.50 Education Award
- 1700 Hour Term of Service \$4,725.00 Education Award
 - Electronic Voucher issued by the National Trust in Washington, D.C.
 - Available 1-2 weeks after a member has completed their Exit Requirements
 - Can be applied to current or future tuition at an accredited institution of learning (Title IV School)
 - Can be applied to qualified Federal Loans
 - Can be used in increments or as a lump sum
 - Can be "saved" in the National Trust for up to 7 years
 - Is considered taxable income by the IRS in the year that it is used, not the year that it is earned
 - Can be taken away from a member if the member receives a felony drug conviction during or after successfully completing their service term

Summary

Campus Corps members perform volunteer service with a nonprofit organization or tax-exempt agency focusing on meeting community identified needs in the areas of education, health/human services, public safety, economic recovery, or environmental initiatives. During the service term members will document their hours monthly on a time log and will submit the original time log completed in pen with original signatures within ten days to the OCI in SUB 217. Members are required to participate in one Member Development Training, one Service Saturday, and one National Day of Service event during their Term of Service. Once a member has completed their hours and the site specific service requirements, they complete the Exit Paperwork and attend an Exit Meeting. Following the Exit process members will receive access to their Education Award electronically.

Contact

Questions can be addressed via email, phone, or in person listed below. Open office hours on M/W/F 8 AM- 1 PM and T/TH from 8 AM-5 PM or by appointment on Wednesday and Thursday evenings from 5 PM to 8 PM.