

Appendix A: AmeriCorps*National Grantee Monitoring Tool

The attached tool is used by CNCS staff when conducting monitoring visits to grantee organizations. It is provided to you as a resource. As you develop the systems and processes to support your new program, you might find it useful to know how you will be evaluated. The monitoring tool is based on the basic requirements for AmeriCorps grants as outlined in AmeriCorps Regulations, Provisions and policies. It is not comprehensive however. In particular, please note that it focuses specifically on programmatic requirements and doesn't address fiscal requirements.

We are in the process of revising the structure of this document, so when we actually conduct a visit to your organization the tool we use might look different. The content will not change however, other than updates to stay current with AmeriCorps Provisions, Regulations and policies.

AMERICORPS*NATIONAL GRANTEE MONITORING TOOL

Grantee:

Nature of Visit (choose one): On-site Monitoring Target/issue-based visit Follow-up Visit Desk Review

Date of most recently completed CNCS Monitoring Plan on file:

Risk assessment rating: High Medium Low

Date of site visit:

Corporation for National and Community Service staff conducting visit:

Persons met with:

Date this tool is completed and filed:

Date of site visit report:

Date compliance issues are to be met:

Date compliance issues are resolved:

Assessment Key

- ξ Exceeds Requirement – program goes above & beyond requirement or expectation
- ξ Satisfactory – program meets requirement or expectation
- ξ Continuous Improvement Needed – not meeting expectation
- ξ Non-compliant – violation of regulation or provision
- ξ Not reviewed
- ξ Not applicable

Citations:

AmeriCorps Provisions reference example: [AC I. B.2]
Code of Federal Regulations reference example: Sec. 2250.374

Note: Does not reflect Program Year 2007 Provisions or policies released in 2007

	Indicators	Assessment	Comments/Documents Reviewed
I.	Program management and oversight		
A.	Staff capacity, training and support.		
1	Grantee staff, supported by AmeriCorps funding, have job descriptions with defined roles and responsibilities.		
2	Positions are filled.		
3	Performance evaluations are conducted at least once/year.		
4	Staff receives training that directly correlates with responsibilities.		
5	<p>Staff timesheets: (Refer to OMB Circulars)</p> <ul style="list-style-type: none"> ▪ track actual time (not percentage) for entire program year. ▪ accurately divide time between AmeriCorps grants and other responsibilities ▪ are signed by the staff person and his/her supervisor <p>Note: Indian Tribes must follow OMB Circular A-87 for State, Local and Indian Tribal governments. Note: EAP grantees are not required to have staff timesheets. Note: Institutions of higher education must follow OMB Circular A-21, and, as such, do not have to meet the points specified above. However, institutions of higher education should have a methodology for tracking time which is based on a negotiated agreement with their cognizant agency. Someone from the institution's grants department (or other appropriate department) should be able to explain their methodology for how they negotiated their time system with their cognizant agency.</p>		
6	Grantee has policies and procedures for tracking programmatic and financial findings or issues identified in an audit or other reports and a follow-up process on the status of corrective actions. [AC V. B:3]		
B.	Confidentiality and Retention of Records Policies		
1	Grantee has written policy regarding <u>maintaining</u> records documenting member eligibility. [AC IV. L:1]		
2	Grantee has written policy regarding the confidentiality of member information. [AC IV. L:3]		
3	Grantee has written policy regarding the retention of records. [AC V. E]		

	Indicators	Assessment	Comments/Documents Reviewed
C.	Site Management Note: This section is applicable only to grantees who place members at operating sites or service sites.		
1	Grantee conducts appropriate outreach to prospective operating or service site; has an effective and well-documented process for review and selection of programs and service sites; and uses thorough assessment of quality program indicators in review process. Sec. 2522.475		
2	Grantee maintains a written agreement signed and dated by operating sites, or service sites if applicable, indicating compliance with specified grant award terms. Agreement is renewed and updated annually. [AC V B:3]		
3	Grantee institutes protocol (that includes Training and Technical Assistance [T/TA] as needed) for making funding decisions about operating or service sites that are underperforming or not meeting requirements of agreements.		
D.	Critical policies documented and implemented by program and at grantee level.		
1	<ul style="list-style-type: none"> • Reasonable accommodation [AC IV. C:4] • Member safety safeguards and adequate liability insurance [AC V. F:1-2] • Drug-free workplace Sec. 2545.220 – 2545.230 • Non-discrimination [AC V. G:1-8] • Grievance procedures Sec. 2540.230 		
E.	Performance Measurement and Evaluation		
1	Grantee establishes and tracks performance measures (i.e., outputs, intermediate-outcomes, end-outcomes) for the programs. Sec. 2522.550		
2	Grantee has one set of performance measures aligned to the primary service activity. Aligned measures include an output measure, an intermediate outcome and an end outcome. Sec. 2522.580		
3	Grantee involves operating or service sites in the development of performance measures, if applicable.		
4	Grantee collects and organizes performance measure data from operating or service sites on an ongoing basis. Sec. 2522.550		
5	Grantee tracks progress toward achievement of performance goals Sec. 2522.550		
6	If grantee has corrective action plan in place, review progress on stated actions. 2522.650		
7	Grantee requests approval from the Corporation prior to making a significant change to performance measures. Sec. 2522.640		
8	Grantee assists in the development of processes and tools for collecting data to measure		

	Indicators	Assessment	Comments/Documents Reviewed
	progress toward achievement of performance measures.		
9	Grantee provides the necessary training, technical assistance and support to enable service sites to successfully implement a performance measurement plan		
F.	Program evaluation & assessment:		
1	Grantee has a developed a plan for conducting an independent or internal evaluation as required. Secs. 2522.710 – 2522.730		
2	Grantee regularly assesses the program, including soliciting input from stakeholders (such as board or advisory council members, service beneficiaries, partners, volunteers, and AmeriCorps members) to measure program effectiveness and quality, and uses results for continuous improvement of program.		

II.	Building Capacity and Promoting Sustainability	Assessment	Comments/Documents Reviewed
A.	Grantee engages in a strategy to build the capacity of partner organizations and communities to sustain program activities.		
1)	Volunteer Generation and Management Sec. 2520.35		
	Has implemented a strategy to recruit, support and engage volunteers to meet community needs and to sustain program activities.		
2)	Support for Faith- and Community-Based Organizations		
	Engages in partnerships with civic, community, educational, and faith-based organizations to solve local problems.		
3)	Other Sustainability Strategies		
a	Engages in activities to increase match funding. Sec. 2521.40-2521.90 Note: Does not apply to EAP		
b	Engages operating sites in activities to increase match funding. Note: Does not apply to EAP		
c	Diversify funding sources. Note: Does not apply to EAP		
d	Generating earned income Note: Does not apply to EAP		
e	Increased productivity - (Has the program managed to create a higher percentage change in the primary service area without an increase in the number of members, or is it achieving the same level of change on a broader scale?)		Note: Only applies to programs in year 2 or 3 of grant cycle
f	Development of new partnerships and collaborations (VISTA, NCCC, Senior Corps, non-National Service)		
g	Facilitates dialogue with higher education institutions to increase collaborations with work study offices (if feasible).		
B.	Grantee Promotes National Service Sec. 2522.100 (n)		
1	Generates publicity/media on its program, and AmeriCorps in general		
2	Utilizes varied means of communication to promote the services and accomplishments of AmeriCorps programs to a wider audience		
3	Includes all primary partners on mailing lists (state commissions, other AmeriCorps programs, State Corporation Offices, etc.)		
4	Ensures that the grantee's management, administration and/or Board of Directors, as applicable, are kept informed about AmeriCorps and related service issues.		
5	Cultivates relationships with various stakeholders (other AmeriCorps related programs, community and faith based organizations, other national non profits).		
6	Annually informs commission of local sites. Sec. 2522.100(q)		
7	Develops a policy and process for sites to develop relationships with state service commissions, and participate in commission and national service events. [AC IV B:4]		

	Indicators	Assessment	Comments/Documents Reviewed
III.	Program Support		
A.	Grantee provides initial and on-going training and technical assistance to staff supervising AmeriCorps members or managing operating sites. AC V A.1		
1	Conducts needs assessment to determine T/TA needs and follows up on assessment results.		
2	Provides training on the AmeriCorps regulations, provisions, prohibited activities applicable to both members and staff supported by federal funds or supervising members.		
3	Provides training on member documentation and member benefits		
4	Provides training on compelling personal circumstances and ensures policies and procedures are established for this purpose.		
5	Ensures that new staff is adequately trained.		
6	Provides a manual or other written documentation of grant policies, guidelines and processes to operating site staff.		
B.	Grantee ensures that the program has an effective recruitment and retention strategy. Sec. 2522.210		
1	Develops or supports operating or service sites in the development of recruitment criteria and goals that complement program.		
2	Ensures that program, service sites or operating sites are listed on the AmeriCorps Recruitment and Placement System.		
3	Reviews success of recruitment efforts and takes corrective action as necessary		
4	Reviews member retention levels and takes corrective action as necessary		

	Indicators	Assessment	Comments/Documents Reviewed
IV.	Ongoing Monitoring		
A.	Grantee is in compliance and monitors operating and service site activities for compliance with grant requirements. [AC V. B:3]		
1	Develops a strategy annually to monitor site compliance with programmatic and fiscal requirements that might include site visits, desk audits, etc. [AC V. B:3]		
2	Utilizes an annual risk assessment process to inform each year's monitoring strategy.		
3	Implements a process identifying issues such as reviewing progress and financial reports and resolving any issues identified. [AC IV. N:1]		
4	Verifies WBRS member and APR data (if applicable) by reviewing member files and performance data.		
B.	Grantee Site Visit Protocol <i>*This section is applicable to Tribes, South Dakota and EAP models only if they have members serving in multiple locations.</i>		
1	Ensures that a service site monitoring plan is in place including scheduled visits, monitoring tool and written documentation, feedback and follow up.		
2	Grantee has a site visit protocol for monitoring and continuous improvement purposes that includes steps taken in preparation for, during and following a visit. Protocol should include meeting with staff and AmeriCorps members and might also include meeting with other stakeholders (service recipients, community members, board members, local leaders/officials).		
3	Uses a monitoring tool for site visits and maintains a completed copy for each visit in its files.		
4	Grantee provides operating and service sites with written feedback following site visit including positive feedback, suggestions for improvement, and compliance issues. Written feedback includes specific expectations for follow up with concrete deadlines.		
C.	Grantee ensures that members are provided with training, support and opportunities for a quality member experience, including the following: [AC IV. D]		
1	Member position descriptions that provide for meaningful service activities and performance criteria that are appropriate to the skill level of members. [AC IV D.1]		
2	Signed member agreements that allow sufficient time for completing required hours and that include the stipulations from the CNCS Regulations. [AC IV D.2]		
3	Orientation specific to CNCS Regulations and policies, timesheets, prohibited activities, grievance procedures. [AC IV D.3]		
4	Pre- and in-service training relevant to their service activities. [AC IV D.3]		

	Indicators	Assessment	Comments/Documents Reviewed
5	Adequate supervision by qualified supervisors. [AC IV D.5]		
6	Regular updates of service hours accrued.		
7	Twice-yearly written evaluation [IV.D.6] (Note: full-time and half-time members are required to have two written evaluations. EAP members and members serving less than half-time are only required to have one evaluation)		
8	Support for earning GED. Sec. 2522.100(k)2		
9	End of term of service ("Life after AmeriCorps") support.		
D.	Monitoring Critical Policies		
1	Monitors sub-grantee or service sites for existence and adherence to the following policies: <ul style="list-style-type: none"> • Reasonable accommodation [AC IV. C:4] • Member safety safeguards and adequate liability insurance [AC V. F:1-2] • Drug-free workplace Sec. 2545.220-2545.230 • Non-discrimination [AC V. G:1-8] • Grievance procedures Sec. 2540.230 • Prohibited Activities Sec. 2520.65 		
E.	Documenting Member Information [AC IV. C:1 a-f]		
	Grantee protocol for monitoring member documentation should address the following:		
1	Accuracy of member enrollment and exit forms and timeliness of submission to National Service Trust, including adherence to the 30-day enrollment/exit procedures in WBRS [AC IV C:1a]		
2	Written policies for <u>documenting</u> member eligibility requirements for citizenship, age and high school education. [AC IV.L. 2]		
3	System for supervisory review of member service logs for accuracy and appropriateness of activities. This includes cross-checking member timesheets against WBRS timelogs to ensure data is accurate. Secs. 2520.20-2520.50 Note: Professional Corps		
4	System for documenting eligibility of members receiving health care and child care assistance. [AC IV F:4] Note: Professional Corps		
5	Documentation and approval of personal compelling circumstance. Sec. 2522.230		

	Indicators	Assessment	Comments/Documents Reviewed
6	Background check policy for programs with members serving vulnerable populations. [AC IV. C 7]		
7	Completeness of member files. See below for member file checklist.		

Member Files (make additional copies as necessary)

Programs are required to maintain Member Files for each current and former member. Some of the documents listed on the Checklist below will not be applicable to every program and every member within a program. In addition, some parent organizations maintain the member files for their sites. In such circumstance, the site director should still be familiar with the process the site used to gather and submit the necessary information. Absent some indication of systematic shortcomings, reviewing a sample of files, rather than all files will suffice for this monitoring purpose.

Indicate the name of the member at the top of each column. As you check each member’s file, indicate if the documentation in question was not in the file by putting an “X” in the appropriate box.

Checked ___ of ___ member files in previous grant year. Checked ___ of ___ member files in current grant year.	Member:	Member:	Member:	Member:	Member:	Member:	Comments/Documentation/ Follow-Up
1. Member application							
2. Member enrollment form							
3. Documentation of Eligibility (IV.L.2) <ul style="list-style-type: none"> • Age • Citizenship Status • High School Diploma/GED (see certification) 							
4. Parental consent (<i>if member is under 18</i>)							
5. Evidence of providing GED opportunity							
6. Signed Member contract <ul style="list-style-type: none"> • Term of Service • Standards of Conduct • Prohibited activities • Requirements under the Drug-Free Workplace Act • Suspension and termination rules • Position description • Grievance Procedure • Other Program Requirements 							
7. Documentation of criminal background check (<i>if applicable</i>) (IV.C.7)							
8. Documentation on the proficiency test used and results to satisfy tutoring requirement (<i>if applicable</i>) Sec. 2522							
9. Time and activity logs, signed by member and supervisor.							
10. Cross-check timelogs in files against WBRS to ensure data in WBRS is accurate.	Timelog: ___ (# hrs)	Timelog: ___ (#hrs)	Timelog: ___ (# hrs)	Timelog: ___ (# hrs)	Timelog: ___ (# hrs)	Timelog: ___ (# hrs)	

	in _____ (month). WBRS: ____(# hrs) in month.	in _____ (month). WBRS: ____(#hrs) in month.	in _____ (month). WBRS: ____(#hrs) in month.	in _____ (month). WBRS: ____(#hrs) in month.	in _____ (month). WBRS: ____(#hrs) in month.	in _____ (month). WBRS: ____(#hrs) in month.	
11. Documentation of child care enrollment (Note: not applicable to EAP) [AC IV I: 5-6]							
12. Documentation of health care enrollment (Note: not applicable to EAP) [AC IV I:4]							
13. Tax Documents: W4 (beginning of year); W2 (end of year) <i>(not applicable to EAP)</i>							
14. Publicity release from (signed by parent if under 18) [AC IV L.3]							
15. Mid-term performance review <i>(Note: full-time & 900 hour members are required to have two written evaluations. Members serving less than 900 hours are only required to have an end of term evaluation)</i>							
16. End of term performance review							
17. Documentation of Compelling Circumstances <i>(if applicable)</i>							
18. Change of Status Form <i>(if applicable)</i>							
19. End of Term/Exit Form							

Grievance Procedure Checklist

Checklist for Grievance Procedures	Yes/ No	Comments
A. Alternative Dispute Resolution		
Does procedure include ADR (optional)? (if no, skip to B)		
Does the policy specify that ADR is optional? (Y)		
Does the procedure allow for opting out of ADR at any point of the process? (Y)		
Is the 45-day limit for instituting ADR addressed? (Y)		
Is a decision rendered within 30 days of the commencement of ADR? (Y)		
B. Hearing Process		
Does the policy specify that a grievance should be filed within a year of alleged occurrence (except for fraud and criminal activity)? (Y)		
Does the policy require that the hearing held within 30 days of filing? (Y)		
Is a decision rendered within 60 days of the filing? (Y)		
C. Binding Arbitration		
Does the policy allow for Binding Arbitration? (if the decision of the hearing is adverse to the grievant, or if no decision has been reached in 60 days?) (Y)		
Does Arbitration proceed within 45 days of the request for arbitration? (Y)		
Is a Decision rendered within 30 days after arbitration commences? (Y)		
If the parties cannot agree, does the policy state that the Corporation for National Service will appoint an arbitrator? (Y)		
Is the cost of Arbitration addressed? (Y)		
Other Issues		
Is there any reference to employment/job? (N)		
Does the policy limit who can use it? (N)		
Does the policy limit the subject matter that a grievance may address? (N)		

Appendix B: AmeriCorps National Site Monitoring Tool

The attached tool is used by CNCS staff when conducting monitoring visits to operating sites or service sites. (Appendix A is the tool we use when monitoring grantees (parent organizations).) It is provided to you as a resource. As you develop the systems and processes to support your new program, you might find it useful to know how we will be assessing your sites.

The monitoring tool is based on the basic requirements for AmeriCorps grants as outlined in AmeriCorps Regulations, Provisions and policies. It is not comprehensive however. In particular, please note that it focuses specifically on programmatic requirements and doesn't address fiscal requirements.



AmeriCorps National Site Monitoring Tool

Assessment Key

- Exceeds Requirement
- Meets Requirement
- Continuous Improvement
- Non-compliant
- Not reviewed

Grantee:	
Name of Site and Location:	
Name/Title of Person Conducting Visit:	
Date of Visit:	
Persons Interviewed:	

I. Program Requirements

Indicator	Assessment	Comments/Documents Reviewed
1. Director/Site Supervisor displays familiarity with AC program requirements and prohibited activities		
2. Staff timesheets track actual time spent on AmeriCorps activities, and are signed by the staff person and his/her supervisors <i>(Note: EAP grantees and Institutions of higher education do not have to track actual time)</i> (Refer to OMB Circulars)		
3. Formal agreement/Memo of understanding between site and Parent Organization [signed/dated?] [AC V. B:3]		
4. Protocol for monitoring visits to Service Sites (schedule, tool, feedback, follow up) if members are placed outside of operating site. [AC V.B:3]		
5. Program has written policies that address: a) grievance procedures [Sec. 2540.230], b) drug-free workplace [Sec. 2545.220 – 2545.230], c) non-discrimination [AC V. G: 1-8], d) reasonable Accommodation [AC IV. C:4], e) adequate liability coverage [AC V. E: 1-2]		
6. Member Enrollments [AC IV. C1, E2, F3, N2] Adequate process for monitoring member enrollment procedures, including: a) notification to the Corporation of a member commitment within 30 calendar days of entering into a commitment with an individual; b) completion of a member enrollment within 30 calendar days of the		<i>Note: State Office staff are not expected to review WBRS. The instructions describe how to address this section.</i>

Indicator	Assessment	Comments/Documents Reviewed
member starting service; c) completion of changes in a member's status within 30 calendar days after the change occurs; d) completion of a member's exit within 30 calendar days of a member's exit from the program of completion of his/her term of service. e) Cross-check of members' WBRS records with member files to ensure data in WBRS is accurate.		
7. Member Training and Supervision (are prohibited activities included?) [AC IV D]		
8. Service Hour Tracking Mechanism		
9. Appropriate Service Activities [AC IV D.1]		
10. Evidence of tracking member child care and health care enrollments (<i>not applicable for EAP sites</i>) [AC IV F4]		
11. Data on member activities and accomplishments		
12. Evidence of AmeriCorps Identity (<i>Not required for EAP grantees</i>) Sec. 2522.100(n)		
13. Networking with Commission and other National Service programs. Sec. 2522.100(q)		

Section I. Comments

II. Member Files

Programs are required to maintain Member Files for each current and former member. Some of the documents listed on the Checklist below will not be applicable to every program and every member within a program. In addition, some parent organizations maintain the member files for their sites. In such circumstance, the site director should still be familiar with the process the site used to gather and submit the necessary information. Absent some indication of systematic shortcomings, reviewing a sample of files, rather than all files will suffice for this monitoring purpose.

Indicate the name of the member at the top of each column. As you check each member's file, indicate if the documentation in question was not in the file by putting an "X" in the appropriate box.

Checked ___ of ___ member files in previous grant year. Checked ___ of ___ member files in current grant year.	Member:	Member:	Member:	Member:	Member:	Member:	Comments/Documentation/Follow-Up
1. Member application							
2. Member enrollment form (submitted within 30 days)							
3. Documentation of Eligibility [AC IV. L.2] <ul style="list-style-type: none"> • Age • Citizenship Status • High School Diploma/GED (see certification) 							
4. For Tutoring programs only: members serving as tutors who do not have a high-school diploma or its equivalent, or a higher degree, must pass a proficiency test. Does the member file contain documentation of the results of the proficiency test the member took? (Regs. § 2522.930)							
5. Parental consent (<i>if member is under 18</i>)							
6. Evidence of providing GED opportunity (<i>if applicable</i>)							
7. Signed Member contract <ul style="list-style-type: none"> • Term of Service • Standards of Conduct • Prohibited activities • Requirements under the Drug-Free Workplace Act • Suspension and termination rules • Position description • Grievance Procedure • Other Program Requirements 							
8. Documentation of criminal background check (<i>if applicable</i>) [AC IV C.7]							
9. Time and activity logs, signed by member and supervisor.							
10. Cross-check time logs in files against WBRS timelogs to ensure data in WBRS is accurate.	Timelog: ____ (#	Timelog: ____ (#	Timelog: ____ (#	Timelog: ____ (#	Timelog: ____ (#	Timelog: ____ (#	

	hours) in _____ (month).	hours) in _____ (month).	hours) in _____ (month).	hours) in _____ (month).	hours) in _____ (month).	hours) in _____ (month).	hours) in _____ (month).
	WBRs: _____(# hours) in month.	WBRs: _____(# hours) in month.	WBRs: _____(# hours) in month.	WBRs: _____(# hours) in month.	WBRs: _____(# hours) in month.	WBRs: _____(# hours) in month.	WBRs: _____(# hours) in month.
11. Documentation of health care enrollment <i>(not applicable to EAP)</i> [AC IV I.4]							
12. Documentation of child care enrollment <i>(not applicable to EAP)</i> [AC IV I.:5-6]							
13. Tax Documents: W4 (beginning of year); W2 (end of year) <i>(not applicable to EAP)</i>							
14. Publicity release from (signed by parent if under 18) [AC IV L:3]							
15. Mid-term performance review <i>(Note: full-time and 900 hours members are required to have two written evaluations. Members serving less than 900 hours are only required to have an end of term evaluation)</i>							
16. End of term performance review							
17. Documentation of Compelling Circumstances <i>(if applicable)</i>							
18. Change of Status Form <i>(if applicable)</i>							
19. End of Term/Exit Form (submitted within 30 days)							

Section II. Comments:

Appendix C: AmeriCorps*National Schedule:

A List of Upcoming Due Dates, Meetings, Conferences, Events, Trainings and Technical Assistance Calls



AUGUST

August 22, 2007

Conference Call: Performance Measurement

This call will introduce new AmeriCorps programs to performance measurement using the logic model.

OCTOBER

October 10-12, 2007

Training: Program Start-Up Institute (Memphis, TN)

This training will provide new AmeriCorps State Commission sub-grantees and National Program grantees with the tools to build high-quality AmeriCorps programs, focusing on: Program development and management, financial management, community and site partnerships, and member development.

October 27, 2007

Event: Make a Difference Day

October 30 – November 2, 2007

Conference: National Conference on Service in Indian Communities (Sparks, NV)

This conference is to increase opportunities for Indian tribes to work together, identify potential resources and partners, and build on service and service learning activities to make communities stronger.

October 31, 2007

Due Date: Financial Status Report

Contact your grants officer if you have questions.

DECEMBER

December 3, 2007

Due Date: Grantee Progress Reports

Contact your program officer if you have questions.

December 3, 2007

Due Date: EAP Site Information Profiles

For information, see the EAP Provisions Section IV. O. REPORTING REQUIREMENTS, 4.

JANUARY

Event: January is National Mentoring Month

The Corporation for National and Community Service encourages grantees to participate in National Mentoring Month.

January 8, 2008

Due Date: 2008 Grant Applications

January 14, 2008

Event: Martin Luther King, Jr. Day of Service

Hundreds of events will be held across the U.S. to bridge divides and meet community needs in honor of Martin Luther King, Jr. To participate or register your event, please visit <http://www.mlkday.gov>

APRIL

April, 30, 2008

Due Date: Financial Status Report

Contact your grants officer if you have questions.

MAY

May 11-18, 2008

Event: AmeriCorps Week!

AmeriCorps Week is a weeklong recruitment and recognition event designed to **bring more Americans into service**, salute AmeriCorps members and alums for their **powerful impact**, and thank the community partners who make AmeriCorps possible.

JUNE

First week of June, 2008

Conference/Meeting: National Conference on Volunteering and Service and annual **AmeriCorps Town Hall Meeting** and **AmeriCorps Grantee Training**, Atlanta, GA