

**UHEAN Exit Checklist**

**Well done! You’re almost finished!**

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_/\_\_\_\_/\_\_\_\_\_\_ Last Day of Service: \_\_/\_\_\_\_/\_\_\_\_

Please circle your term of service 300 / 450 / 675.

Please circle your focus area HF / ED1 / ED2 / CB.

Total hours you completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This document does not need to be signed by Campus Coordinator, but can be useful to verify that the tasks have been completed correctly. Failure to complete all tasks listed in the checklist will result in a delay to your exit.

|  |  |  |
| --- | --- | --- |
| Member Initials | Coordinator Initials | Task |
|  |  | I have read the exit information on the UHEAN Website and printed Checklist and Site Supervisor End of Term Evaluation. |
|  |  | I have notified UHEAN via the Unlock Request form that they are about to complete their hours and they need their Exit forms unlocked. |
|  |  | **Self-Audit Service Hour Record Forms:**  \_\_\_ Member Development and Direct Service descriptions are in the Member’s Focus Area or (ALL).  \_\_\_ Hours are in the correct column.  \_\_\_ VMP Time was recorded in correct month.  \_\_\_ On days that no hours were served, the description used is “No Hours Served”  I have counted no more than 20% of their hours towards Member Development.  You can check off your months below to keep track.   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  | |
|  |  | **Self-Audit Monthly Progress Report Forms:**  \_\_\_I have completed monthly demographic information  \_\_\_I have completed Service Narrative for every month they completed direct service.  \_\_\_I have completed a Great Story of 100-300 words for every month they served any hours.  \_\_\_ The Volunteer Mobilization Project has been completed and explained in detail. I have verified that I recruited \_\_\_\_\_ volunteers (minimum 5), who served a cumulative total of \_\_\_\_\_ hours.  You can check off your months below to keep track.   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  | |
|  |  | I have met with Site Supervisor and completed the **End of Term Evaluation.** |
|  |  | Site Supervisor has signed off on member’s hours. |
|  |  | I have completed **UHEAN AmeriCorps Exit Survey** found on UHEAN website. |
|  |  | I have met with Campus Coordinator to verify hours and given them Site Supervisor End of Term Evaluation. |
|  |  | I have completed the **Exit Form in their my.americorps.gov portal.** |
|  |  | I have completed the **Exit Form in IPT**. |
|  |  | Campus Coordinator has notified UHEAN via the **Begin Member Exit Request form** that the member is ready for UHEAN to verify the exit. |
|  |  | I have received notification to make edits. |
|  |  | I have received the successfully exited email from UHEAN. (This email will **not** come from your Campus Coordinator.) For members who are re-enrolling, the exit must be completed before you can be re-enrolled. |

If there are no issues that need to be resolved, you should be exited within 2-3 weeks. Any errors found in your Monthly Reports or other service requirements must be addressed before UHEAN Staff can exit you. **If there are errors and corrections that need to be made the exit process will take longer, so please check your email often.**

It is your responsibility to complete all the exit items as written on the Exit Checklist. The Utah Higher Education AmeriCorps Network cannot exit you with award until all items are done.

**You have 30 days from your last day of service to exit the program, so do not delay this process!**