



Document Explanation:

This document is for **site supervisors and authorized personnel to thoroughly review. The authorized personnel must initial and sign all fields. Site supervisors may be the authorized personnel if applicable.** This is a contract between the non-profit or government agency (where Utah Higher Education AmeriCorps Network member(s) will be serving) and the Utah Higher Education AmeriCorps Network (UHEAN). It ensures that members are meeting requirements as written in the grant. It also provides a description of the Education Award Program. A delay in member enrollment will occur if the contract is not complete. **Pages 4-6 are to be returned to UHEAN. All other pages are for the service site's reference.**

What is AmeriCorps?

AmeriCorps is a network of three programs—AmeriCorps*State and National, AmeriCorps* VISTA, and AmeriCorps* NCCC. Each year, these programs support the engagement of nearly 80,000 Americans in service to meet critical needs in education, the environment, public safety, homeland security, and other areas. Since 1994, over 1 million AmeriCorps members have served with thousands of nonprofit organizations, public agencies, and faith-based organizations nationwide—from small community groups to nationally known organizations. Members tutor and mentor youth, build affordable housing, clean parks and streams, and recruit, train, and manage community volunteers. In return for their service, AmeriCorps members receive an AmeriCorps Education Award that they can use to pay for college or to pay back qualified student loans; members have earned more than \$1 billion in education awards since 1994.

What is the Utah Higher Education AmeriCorps Network?

Utah Higher Education AmeriCorps Network (UHEAN) is a consortium of 7 colleges and universities across the state of Utah (Utah State University, Utah Valley University, University of Utah, Southern Utah University, Dixie State University, Salt Lake Community College, and Weber State University). They partner with UHEAN to run the UHEAN AmeriCorps Program, the largest AmeriCorps program in the state of Utah. Utah Higher Education AmeriCorps Network's programs meet the needs of the Utahans, local communities, and UHEAN's member institutions.

What is the UHEAN AmeriCorps Program?

This program is an intensive volunteer experience which allows students to serve in their community regularly (average minimum of 5.75 hours per week for a full year) while continuing their education. Service is not random, one-time, or short term.



Who is this program for?

The UHEAN AmeriCorps Program is for students currently enrolled at member institutions or potential students who will enroll in member institutions within one year of their mid-term date.

Member eligibility requirements:

- 17 years of age with legal guardian or parental consent or 18 and older
- US Citizen or national or lawful permanent resident alien
- High school diploma, GED, or certified commitment to obtain either before term of service ends
- Site placement at a Utah Higher Education AmeriCorps Network Qualifying Site. If candidates want to serve at a site which is currently not qualified, they can work with the site to fill out the appropriate paperwork to qualify the site (Qualified Site Contract).
- No results on the National Sex Offender Registry
- Satisfactory results on both a state and federal background check (background checks will be paid for by UHEAN)

Are there activities the member cannot engage in while serving at my organization?

At no time while acting as an AmeriCorps member may the member:

Engage in any activity that is illegal under local, state, or federal law. Engage in activities that pose a significant safety risk to others, and while charging time to the AmeriCorps program. Members accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff, and members may not engage in the following activities listed in 45 CFR, Section 2520.65:

- Attempt to influence legislation
- Organize or engage in protests petitions, boycotts, or strikes
- Assisting, promoting, or deterring union organizing
- Impairing existing contracts for services or collective bargaining agreements
- Engage in partisan political activities or other activities designed to influence the outcome of an election to any public office
- Participate in, or endorse, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
- Engage in religious instruction; conducting worship services; providing instruction as a part of a program that includes mandatory religious worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; engage in any form of religious proselytization
- Provide a direct benefit to:
 - A for-profit entity
 - A labor union
 - A partisan political organization
 - An organization engaged in the religious activities in the preceding sub-clause unless grand funds are not used to support the religious activities
 - A nonprofit entity that fails to comply with the restrictions contained in the section 501(c)(3) of U.S. Code Title 26



- Voter registration drives by AmeriCorps members are an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive
- Providing abortion services or referrals for receipt of such services; and
- Such other activities as the Corporation may prohibit

Why should we become a Qualified Site?

The benefits of becoming a Qualified Site in the UHEAN AmeriCorps Program include:

- The opportunity to select and invite college students preparing for and studying to engage in the workforce in ways that will impact the focus areas of our program.
- Having members who serve terms for 300, 450 or 675 hours over the course of 12 months.
- Creating new advocates for your programs and initiatives through the volunteer generation and engagement activities that you and your member will work towards.
- Recognition on our website as a partner.
- Potential opportunities for collaboration and funding with our member higher education institutions and with the Utah Higher Education AmeriCorps Network.

Where will the member serve?

UHEAN AmeriCorps members will serve at your site under you or your staff's supervision and instruction. Members may serve in whatever capacity your agency needs to fulfill its mission and complies with the member's Position Description, as long as the member does not participate in prohibited activities while serving on AmeriCorps time. Allowed activities are developed and contracted with Utah Higher Education AmeriCorps Network by the member's host college or university campus.

What are the responsibilities of being a Qualified Site?

- Sites are required to assign a staff member to serve as the site supervisor for the AmeriCorps members serving at or with their agency.
- This site supervisor will be responsible for approving timesheets for AmeriCorps members using an online system each month the member is enrolled in the AmeriCorps Program.
- They will also be responsible for reporting on member service through pre and post assessment surveys.
- Administer the American with Disabilities Act survey to ensure individuals of all abilities have the opportunity to serve at the organization. More details on page 5.
- Sites must provide members with onsite orientation and training in order to serve clients safely and effectively.
- Finally, this contract is required by all sites where our members serve. This completed document needs to be on file with the Utah Higher Education AmeriCorps Network before a member can begin serving.



Qualified Site Contract

All fields must be completed fully and correctly by authorized personnel

Service Site Name: _____

Site Mailing Address: _____

City, State, and Zip: _____

Site Phone Number: _____

Service Site Type (site must check one box and fill in EIN #):

Non-profit Entity (EIN#: _____)

Or

Government Entity (EIN#: _____)

(EIN# IS THE SAME AS THE SITE'S TAX ID NUMBER)

Service Focus Area

Please indicate how a member might serve at your organization to address critical needs in one or both of the following focus areas: Education¹ or Healthy Futures². If the member will be doing Capacity Building³ for your organization, please explain what their role at your organization will be.

Which Utah Higher Education AmeriCorps Network member institutions do you have signed volunteer agreements with? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Dixie State University | <input type="checkbox"/> Utah State University |
| <input type="checkbox"/> Salt Lake Community College | <input type="checkbox"/> Utah Valley University |
| <input type="checkbox"/> Southern Utah University | <input type="checkbox"/> Weber State University |
| <input type="checkbox"/> University of Utah | |

¹ Serving students K-16 i.e. mentors, tutors, student teachers

² Serving clients/patients who are uninsured, underinsured, and or clients/patients who live in rural areas

³ Serving in capacities that may expand the organizations services, enhance delivery of services, generate additional resources, and/or leverage resources for programs and/or the organization



AmeriCorps members are required to complete a full FBI background check (paid for by UHEAN). If there are results on the member's background check, UHEAN staff will contact the site supervisor and inform them of the results. Note: AmeriCorps members will be automatically disqualified to serve if they have been convicted of murder and if they are listed on the National Sex Offender Registry. **Initial below:**

Please contact the site supervisor about any and all results that come up in the member's background check.

Please only contact the site supervisor if these specific offenses are on the member's background check (list the offenses):

Does your organization provide general liability coverage or similar insurance for volunteers (including AmeriCorps members) at your site? Liability insurance is a requirement for all of the Utah Higher Education AmeriCorps Network's service sites. Note: all UHEAN university and college member institutions have liability coverage for their students and volunteers. **Initial below:**

Yes No, but I understand I will need to contact the Risk Management department at the member's institution in an event of an accident at my site.

Sites hosting AmeriCorps members are responsible for administering the American with Disabilities Act survey to ensure individuals of all abilities have the opportunity to serve at the organization. The survey can be found on Utah Higher Education AmeriCorps Network's website at www.uhean.org. **The facilities management team in your building can conduct this survey.** Note: your site may be eligible to opt out of completing the survey and complete an alternative template form instead that indicates the site is already ADA complete. The completed survey and alternative template will be valid for grant years 2018-2021, unless you have made structural changes to your facilities, in which case a new compliance form is required.

See details and initial below:

My site is a school, hospital, health clinic, and/or a government agency. Therefore, I understand that I will receive an ADA template memo from UHEAN via email to complete and return **after I submit this contract.**

My site is a non-profit that is **not** a school, hospital, health clinic and/or government agency. Therefore, I will complete the full ADA survey and **attach it to this contract.**



By signing this document, you acknowledge the following (Signing Authority MUST INITIAL all boxes):

- I understand that my site and/or the site supervisor will be responsible to complete a pre and post assessment on the impact of AmeriCorps members for each member during their term.
- I understand that AmeriCorps members, coordinators, and site supervisors cannot be related by blood or marriage to any other project staff or responsible Corporation program staff.
- I understand that members and their volunteers cannot duplicate, supplant, or displace any existing volunteers, staff, contracts or efforts at my organization. Contact UHEAN if you have questions about this.
- I understand the prohibited activities members cannot engage in while serving (listed on page 2) and will ensure they, or their mobilized volunteers, do not perform any prohibited activities while serving as an AmeriCorps member.
- I will ensure that an AmeriCorps poster is displayed at my organization while a member serves at my organization. UHEAN will mail this to your site after we receive this contract.
- I understand that until the site supervisor has received notification from UHEAN that an AmeriCorps Member has cleared the criminal history check, the member must be accompanied while serving vulnerable populations.
- Unless my site is eligible for an alternative protocol, I will administer the ADA survey to ensure individuals of all abilities have the opportunity to serve at my organization and attach the survey to this contract.
- I will allow members to vote, attend jury duty, and attend National Guard responsibilities while serving and understand that members can count this time as part of their AmeriCorps service.
- I understand that in partnering with the Utah Higher Education AmeriCorps Network, I, or a designated representative (site supervisor) from my organization, will be responsible for verifying members' Service Hour Records once a month within 5 business days of the previous month's close.

Print first and last name of Signing Authority: _____

Email Address: _____

Phone #: _____

Signature: _____

Date: _____

Utah Higher Education AmeriCorps Network: Brittany Fish (Program Manager)

Signature: Brittany Fish **Date:** _____

This contract is valid for four grant years and the signing party agrees to all terms herein through August 14, 2025. If you wish to opt out at anytime please contact Brittany at brittany.fish@usu.edu or if you have any ~questions regarding this Qualified Site Contract and/or the UHEAN AmeriCorps Program. This document is only valid if UHEAN is in possession of the document containing the original signature of the signing authority at the agency. Both parties will need a signed copy. Print, physically sign, scan and send the application back to americorps@uhean.org.