

Enrollment Checklist

**Note: Make a copy of all paperwork for your records before submitting.
Please submit all enrollment paperwork as a complete package.**

Member name: _____ Institution: _____

Program: (please circle): 300 450 900 Grant Year: 10-11

Date of In-Person Orientation: _____ **Date of Enrollment:** _____

Note: Official enrollment date begins no earlier than the day a member passes in a complete enrollment package (all enrollment paperwork must be signed by the member, site supervisor, and SIS coordinator on or before the official enrollment date) and a criminal record background check is completed and reviewed.

Required Paperwork

- This checklist

- AmeriCorps Enrollment Form (Part 1 and 2) (member signature required)

- Member Agreement Authorization and Certification (member signature required. Please thoroughly review the member agreement located at www.studentsinservice.org before signing)

- Copy of Proper Identification (usual a birth certificate, passport, green card or alternate as detailed in the Member Agreement at www.studentsinservice.org. Please do not submit a copy of a social security card or drivers license.)

- Online Pre-service Overview Questionnaire (located online at www.studentsinservice.org; complete before attending an In-person orientation; once the overview reflection questionnaire is completed, please bring printed copy to the In-Person Orientation)

- Name check on National Sex Offender Registry (Completed by Students in Service)

If you will have significant “recurring access” with vulnerable populations (ex. children, elderly, etc.) during your service or your site requires a criminal background check, you are required to submit the following:

- Criminal Record Check Verification Form (site supervisor required to sign)

However, if your site does not require a criminal record check be done on you and you will not pass in a Criminal Record Check Verification Form (above) with your enrollment paperwork then you will need to pass in a Criminal Record Check Authorization Form with your enrollment paperwork (NOTE: A criminal record check could take as long as 72 hours to complete and review so a check may delay your official enrollment by up to 5 days):

- Criminal Record Check Authorization Form (member completes)

- Site Agreement and Member Development Plan (member and site supervisor(s) signature required)