

Exit Checklist

Please complete this exit checklist and pass in with your final time log to the SIS coordinator on your campus.

All exit paperwork must be passed in as a complete package of paperwork in order for it to be ready for approval and only then can a member be exited with full award.

NOTE: Members not passing in complete exit paperwork risk losing their education award.

Member Name: _____ Institution: _____

Grant Year Enrolled: (please circle) 09-10 10-11 11-12

Term of Service: (please circle) 300 450 900

Required Paperwork

- This checklist
- AmeriCorps exit form (member signature required)
- End-of-Term Site Supervisor Evaluation (site supervisor signature required)
- Member Program Evaluation Verification Sheet [Online] (member signature required)

Immediately upon your exit being approved by an SIS official, your voucher will be activated in your “My AmeriCorps” online account. If you are having problems with receiving your educational voucher, please contact the National Service Trust, as they administer the voucher, at 1-888-507-5962.

Thank you for participating in the Students in Service program!

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

