

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) 05-06 06-07 07-08 08-09 09-10

Term of Service: (please circle) 300 450 900

Required Paperwork

- Final Time Log
- 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)

Once your exit has been approved by an SIS official, your voucher will be activated in your “My AmeriCorps” online account within 1 – 3 weeks of official exit. 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!

Please make a copy of your exit paperwork for your records