

Member Name: \_\_\_\_\_ Campus: \_\_\_\_\_ Grant Year: \_\_\_\_\_

**Enrollment Phase Forms:**

All enrollment forms must be signed and dated, and all Criminal Record Checks must be ordered, prior to the Members Enrollment Date.

Enrollment Date: \_\_\_\_\_

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|--|---------------------|------------------------------------|
| <input type="checkbox"/> Enrollment Checklist  |                     | Date of Orientation: _____         |
| <input type="checkbox"/> National Service Trust Enrollment Form  |                     | Date Signed: _____                 |
| <input type="checkbox"/> Member Agreement Authorization Form   |                     | Date Signed: _____                 |
| <input type="checkbox"/> Clear copy of Proof of Citizenship or Member Eligibility Verification Form          |                     |                                    |
| <input type="checkbox"/> Pre-Service Reflection Questionnaire  |                     |                                    |
| <input type="checkbox"/> Criminal Record Check Authorization Form  |                     | Date Signed: _____                 |
| <input type="checkbox"/> National Sex Offender Public Registry Check   | Date Ordered: _____ | Date Received: _____               |
| <input type="checkbox"/> State Repository (ESS Background Check)   | Date Ordered: _____ | Date Received: _____               |
| <input type="checkbox"/> FBI Fingerprint Check (for members with recurring access to vulnerable populations) | Date Ordered: _____ | Date Received: _____               |
| <input type="checkbox"/> Position Description/Site Agreement   |                     | Date Member Signed: _____          |
|  |                     | Date Site Supervisor Signed: _____ |
| <input type="checkbox"/> Tutor Project Checklist (for Members serving as Tutors)                             |                     | Date Signed: _____                 |

**Service Phase Forms**

- Mid-Term Evaluation (900hr Members Only)

**Time Logs that do not meet all criteria listed below must be resubmitted with necessary corrections.**

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|--|---|
| <ul style="list-style-type: none"> <li>• Service Site listed on Time Log has accompanying Position Description/Site Agreement</li> <li>• Time Log does not count hours served <u>before</u> Enrollment Date</li> <li>• Time Log does not count hours served <u>before</u> date Site Supervisor signed Position Description/Site Agreement</li> </ul> | <ul style="list-style-type: none"> <li>• Site Supervisor Signature on Time Log matches Signature on Position Description/Site Agreement</li> <li>• Time Log has Description of hours/activities counted for: Direct Service, Member Development and Fundraising</li> <li>• Times Logs are signed and dated by member and Site Supervisor <u>within 30 days</u> of last service date.</li> <li>• Time Log does not have cross-outs.</li> </ul> |
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**Exit Phase Forms**

Exit Date: \_\_\_\_\_

Total Hours Served: \_\_\_\_\_

**Full Award**

- Exit Checklist
- CNCS Exit Form
- End-of-Term Site Supervisor Evaluation
- Member Evaluation Verification Form

**No Award**

- Copy of No Award Email/Letter to Member
- CNCS Exit Form
- Site Supervisor Evaluation Form

**Partial Award**

- Copy of Email/Letter documenting Compelling Personal Circumstance
- CNCS Exit Form
- Site Supervisor Evaluation Form