

Grant Year: \_\_\_\_\_

Member Name \_\_\_\_\_ Campus \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

**Enrollment Forms:**

- Enrollment Checklist
- CNCS Enrollment Form  Is the form signed and dated by member?
- Member Agreement Authorization  Member and Campus Partner signed & dated before enrollment date
- Clear copy of Proof of Citizenship (Passport, Birth Certificate, Naturalization Card, etc)
- Pre-Service Reflection Questionnaire Complete
- Criminal Record Check Verification or Authorization Form Complete  NSOPR Check Complete before enrollment date  
 ESS Background Check Complete and filed (if needed)
- Site Agreement(s) Complete  Is the Direct Service appropriate and detailed, and *there are no Prohibited Activities* described?  
 Is the form is signed and dated by member and site supervisor prior to enrollment (except for later added site agreements must be signed before the member began to serve hours at their site)
- Other Possible Forms  If Member Direct Service includes tutoring, file must have Tutoring Project checklist

**Time Logs: (Review all Time Logs and ask the following for each)**

- Is the service site written on the Time Log?
- Are the Time Logs signed and dated by member and Site Supervisor within 30 days of last service date?
- Are the Time Logs completed without cross-outs?
- Do the Time Logs have a description of the service provided on the Time Log for Direct Service, Member Development and Fundraising activities that have hours recorded on the Time Log

**Any Time Logs that do not meet all criteria listed above will need to be resubmitted with the corrections.**

**Exit Forms:**

**Full Award**

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

**No Award**

- Email/Letter to member
- CNCS Exit form
- Site Supervisor Evaluation

**Partial Award**

- Email/letter of compelling personal circumstance
- CNCS Exit Form
- Site Supervisor Evaluation form

**Note:** In special exiting (or mid-term) situations, the Campus Partner can complete the SIS evaluation (especially in cases of no or partial award) if the Campus Partner knows the member did not have conduct issues or dissatisfactory service.