



# Partner Agency and Site Supervisor Handbook 2023-2024

Jesuit Volunteer Corps Northwest  
P.O. Box 22125  
Portland, OR 97269

*For ease in reading, the term JV/AmeriCorps member is used throughout this handbook to refer to Jesuit Volunteers with AmeriCorps and Independent statuses.*

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# Calendar for 2023-2024 JV/AmeriCorps Year

## *Important dates and deadlines*

DATES	EVENTS AND PAPERWORK	DEADLINES & NOTES
Late Spring	Placement Agreement Package Instructions and Handbooks instructions sent via email	Placement Agreements, Site Supervisor Contracts, and Certificates of Liability Insurance are <b>due July 1, 2023</b>
May 24, 10:30 am PST or June 1, 1:30 pm PST	Mandatory AmeriCorps Site Supervisor Orientation Webinar (Choose 1 date)	Registration Information will be sent via email in the Spring
July 1	2023-24 Placement Agreements, Certificates of Liability Insurance, and AmeriCorps Site Supervisor Contracts must be signed via Knack	Note: Site supervisors for Independent Placement JVs do not sign an AmeriCorps Site Supervisor Contract.
August 7-12	JVC Northwest Orientation	Five-day pre-service training near Portland, Oregon
August 12-15	JVC Northwest Local Orientation	JV/AmeriCorps members arrive at their locales and are oriented to their new living situations.
August 16	First day of service for all JV/AmeriCorps members	
September 7 5-7pm PST	Monthly Virtual Meeting for all JV/AmeriCorps members and In-Locale Coordinators	JV/AmeriCorps member service day must end at 4 pm Pacific this day
September 22- 25	Fall BIPOC Retreat & White Accountability Virtual Space	BIPOC Retreat occurs Friday-Monday White Accountability occurs on Sunday
September/ October	Fall Area Visit by JVC Northwest Program Coordinator Includes Site Supervisor Group Meeting and Site Visit	Site Monitoring Tool <i>(completed during Area Visit)</i>
September/ October	National Service Swearing-In (AmeriCorps positions)	Set by AmeriCorps State Commissions
October 5 2-4pm PST	Monthly Virtual Meeting & Site Supervisor Training for all JV/AmeriCorps members and Site Supervisors	We'll review Capacity Building Project requirements and Public Health data recording.
October 4	2024-25 Partner Agency Application available via Knack	<b>Due by November 13</b>
October 9	Capacity Building Project Planning Form Available	<b>Due by October 27</b>

October 10-12	Virtual Q&A Session for members and site supervisors to get CBP and PHA questions answered	Times to be announced
October 16	Organizational Pre-Assessment Available	Capacity Building JV AmeriCorps members only <b>Due by November 3</b>
October 27	Capacity Building Project Planning Form Due	Capacity Building JV AmeriCorps members only
November 2	Initial Placement Assessments Available- All JV/AmeriCorps members Monthly Virtual Meeting, 2-4pm PST for all JV/AmeriCorps members	<b>Due by November 30</b>
November 3	Organizational Pre-Assessment Due	Capacity Building JV AmeriCorps members only
November 10-13	People with and For Others Fall Regional Retreat	Date subject to change before start of service term
November 13	2024-25 Partner Agency Application Deadline Capacity Building Project Planning Form Feedback from JVCNW	Capacity Building JV AmeriCorps members only
November 30	Initial Placement Assessments Due	All JV/AmeriCorps members
December	JVC Northwest begins 2024-25 Partner Agency Selection Process	
December 7 2-4pm PST	Monthly Virtual Meeting for all JV/AmeriCorps members	
Mid-December-early January	2024-25 Partner Agency Selection Notification	
<b>2024</b>		
January 4 2-4pm PST	Monthly Virtual Meeting for all JV/AmeriCorps members	
January	Winter Area Visit by JVC Northwest Program Coordinator	Site Monitoring Tool completed if not completed during Fall Visit.
Early January	JV Application First Priority deadline Selection & Placement begins for 2024-25	
January 15	Martin Luther King Jr. Day of Service	
January 16	Mid Term Evaluations Available	All JV/AmeriCorps members <b>Due by February 9</b>
January/ February	Virtual All Site Supervisor Meeting for sites continuing in 2024-25 service term	Varies by Locale
February 1 2-4pm PST	Monthly Virtual Meeting for all JV/AmeriCorps members	
February 9	Mid-Term JV Evaluations due	All JV/AmeriCorps members

February- March	In Locale Winter Retreat (dates vary by community)	
March 7 2-4pm PST	Monthly Virtual Meeting for all JV/AmeriCorps members and Site Supervisors	We'll connect on progress with CB Projects and PHA reports
April 4 2-4pm PST	Monthly Virtual Meeting for all JV/AmeriCorps members	
April 12-15	Spring BIPOC Retreat	BIPOC Retreat occurs Friday-Monday White Accountability occurs on Sunday
May 2 2-4pm PST	Monthly Virtual Meeting for all JV/AmeriCorps members	
May 3-6	Spring Regional Retreat: Contemplatives in Action	Date subject to change before start of service term
May 30 7pm PST	5- Monthly Virtual Meeting for all JV/AmeriCorps members and In-Locale Coordinators	JV/AmeriCorps member service day must end at 4 pm Pacific this day
June 16	End of Term Evaluations due Organizational Post-Assessment due (Capacity Building AmeriCorps positions) Public Health AmeriCorps Reports due and CDC Training complete	11-month JV/AmeriCorps members END OF SERVICE PAPERWORK DUE
June 30	Final day of service for JV/AmeriCorps members in 11-month positions America Learns timesheet (1700 hours) by last day of service (June 30, 2024).	June America Learns timesheet due last day of service and approved by Site Supervisor within one week
July 14	End of Term Evaluations due Organizational Post-Assessment due (Capacity Building AmeriCorps positions) Public Health AmeriCorps Reports due and CDC Training complete	12-month JV/AmeriCorps members END OF SERVICE PAPERWORK DUE
July 31	Final day of service for JV/AmeriCorps members in 12-month positions America Learns timesheet (1700 hours) by last day of service (July 31, 2024).	July America Learns timesheet due last day of service and approved by Site Supervisor within one week

# Organizational Philosophies and Key Partnerships

## **Mission Statement**

Jesuit Volunteer Corps (JVC) Northwest responds to local community needs in the Northwest by placing volunteers who provide values-centered service grounded in the Jesuit Catholic tradition. Honoring the Divine at work in all things, we envision the Northwest as a sustainable region where all live in dignity, are treated justly, and actively contribute to their own empowerment and positive change in their communities. JVC Northwest strives to live out the four values of community, simple living, social and ecological justice, and spirituality/ reflection.

## **JVC Northwest Philosophy of Partnership**

JVC Northwest invites partnership with organizations and communities that respond to local needs in the Northwest. Our partnership provides value-added service, capacity-building, and accompaniment to agencies, particularly those invested in deepening their diversity, equity, and inclusion lens and practices. Through their service, volunteers contribute to the mission of each of our partners. JVC Northwest and partner organizations share collective power in order to co-create structural and cultural change needed for true equity.

## **JVC Northwest Philosophy of Service**

JVC Northwest recruits, places, and supports individuals interested in engaging with a service that does justice. Led by the communities and individuals with whom they serve, volunteers utilize and build on their skills to address pressing social and ecological needs across Northwest locales. The JVC Northwest volunteer experience is grounded in the Ignatian tradition of praxis; while volunteers serve alongside and accompany communities, they also rigorously reflect on and analyze social structures and cultures that contribute to inequity in order to co-create a more just and equitable world. Intentional community, spiritual nourishment, and authentic relationships enrich the JVC Northwest volunteer experience. Our volunteers transform into lifelong agents of change within their spheres of influence where they continue to work for a just and equitable future.

## **Equity Statement**

JVC Northwest is grounded in the Jesuit Catholic tradition; a tradition that approaches the world and everything in it as expressions of the Divine. This same worldview propels us to work for equity in our organization and the communities in which our volunteers live and serve. We will know JVC Northwest is embodying equity when we are able to sustain an organization that reflects and meaningfully collaborates with the communities with whom we serve by sharing power and building organizational strategies.

An equitable organization ensures that everyone has access to the same opportunities. Equity recognizes that advantages and barriers exist and, as a result, we do not all start from the same place. Equity is a process that begins by acknowledging this unequal starting place and continues to correct and address the imbalance.

To achieve true social justice, we must move beyond good intentions to include and advance those most impacted by the marginalization we seek to end. This commitment requires JVC Northwest to critically examine the continued presence of our volunteers everywhere, particularly in communities of color, as well as acknowledge and amend the historical injustices of the past. To do this most justly, JVC Northwest commits to interrogating our past as an institution so we can be sure of all the ways we have harmed communities we intended to help.

To be an equitable organization, we must provide meaningful opportunities to those who face the barriers of bias, poverty, and other systemic injustice to have voice and fully participate in co-owning strategies and sharing power. We will intentionally create and maintain an organizational culture and a set of policies and procedures that welcome and support a diverse staff, board, volunteers, and partner agencies. We call our constituents, including supporters and larger

communities, into this deep and wide process. This work is core to our mission of social justice. It is the work of grace and a reflection of Divine love.

Read more about our current work for Diversity, Equity, and Inclusion online:

[Equity at JVC Northwest](#)

## **JVC Northwest History**

Jesuit Volunteer Corps (JVC) Northwest began in 1956 with a few committed volunteers who helped build and teach in the new Copper Valley School in Copper Valley, Alaska—a boarding school for Native Alaskan and European-descent Alaskan students. The first volunteers were recruited and supported by the Jesuits of the Oregon Province and the Sisters of St. Ann.

The program expanded out of Alaska in the 1960s, working with Native American communities throughout the Northwest, as well as serving in inner city placements in Washington, Oregon, and other states and countries. JVC Northwest has been the catalyst for hundreds of other faith-based volunteer organizations, including other JVC based in Baltimore, and even served as a model for the U.S. Peace Corps. In JVC Northwest’s more than 60-year history, over 6,500 persons have served in our program.

Currently over 100 Jesuit Volunteers in the Northwest region are committed to serving for one year in over 75 shelters, schools, health facilities, and social and ecological service organizations. They serve throughout Alaska, Idaho, Montana, Oregon, and Washington, in inner cities, rural and remote areas, and Native American and Native Alaskan communities, providing essential skills, willing hands, and great idealism for a better world. JVC Northwest is committed to continually building a just and equitable workplace in order to work toward our vision of a just and equitable Northwest region.

Jesuit Volunteers reside for their service year in 20 intentional communities of three to eight people and commit to living out the values of community, simple living, social and ecological justice, and spirituality/reflection. Living expenses, a modest monthly stipend, health insurance, and travel back home at the end of their service year are provided to JVs. In April 2019, JVC Northwest received its fourth three-year National Direct Award from the Corporation for National and Community Service (CNCS), enabling over 100 Jesuit Volunteers to also be AmeriCorps members. This grant has made it possible for JVC Northwest to go where the need is greatest and to enable our partner agencies to extend their services at a greatly reduced cost.

JVC Northwest is separately incorporated as a 501(c) (3) organization. Since 1973, the original JVC branched from having its only office in the Northwest into five domestic regions and one international region (JVI), each an independent non-profit office. In 2006, the other JVC/JVI programs in the U.S. consolidated into JVC, while JVC Northwest—through a formal Ignatian discernment process—has remained an independent and locally based organization to better serve local and regional communities in the Northwest.

## **JVC Northwest, Jesuits, and the Catholic Tradition of Faith and Justice**

JVC Northwest draws inspiration and direction from the tradition of the Jesuits, seeking to integrate action with contemplation. JVC Northwest operates within the spiritual tradition and social justice teaching of the Catholic Church. Whether Catholic or of another tradition, Jesuit Volunteers bring a readiness to serve non-violently while practicing deep reflection upon their experience. They do not come to proselytize and are, in fact, barred from doing so.

## **Partnership with AmeriCorps**

JVC Northwest has received funding from AmeriCorps since 2010. The partnership lowers financial barriers for Jesuit Volunteers as well as subsidizes Partner Agencies’ cost to host a Jesuit Volunteer. Due to grants from the AmeriCorps,



most Jesuit Volunteers are also AmeriCorps members. JV AmeriCorps members receive a living allowance for living expenses and after completing their term are eligible to receive an Education Award to put toward school loans or future education. For ease in reading, the term JV/AmeriCorps member is used throughout this document to refer to both JVs who are AmeriCorps members and JVs in Independent (non-AmeriCorps) placements.

JVC Northwest regularly competes for AmeriCorps funding as an intermediary between AmeriCorps and Partner Agencies. AmeriCorps considers Partner Agencies as consortium members and requires that JVC Northwest include specific information from Partner Agencies. To the extent possible, JVC Northwest collects that information as a part of the Partner Agency Application.

### ***AmeriCorps History***

In 1993, Congress enacted the National and Community Service Act, creating the Corporation for National and Community Service (CNCS). President Bill Clinton signed the legislation soon after, and **AmeriCorps** was launched the following year. On October 7, 2016, AmeriCorps reached the milestone of surpassing one million members. Every fall we continue the tradition of acknowledging all members by participating in national swearing-in events across our region.

AmeriCorps supports a wide range of national service programs and initiatives that improve lives, strengthen communities, and foster civic engagement and volunteerism, including AmeriCorps, Senior Corps, the Volunteer Generation Fund, and the Social Innovation Fund (SIF). **AmeriCorps** consists of a number of programs, including:

- AmeriCorps State and National, whose members serve with national and local nonprofit and community groups;
- AmeriCorps VISTA, through which members serve full time fighting poverty by building capacity at their host sites;
- AmeriCorps National Civilian Community Corps (NCCC), a team-based residential program for young adults 18-24 who carry out projects in public safety, the environment, youth development, and disaster relief and preparedness;
- Senior Corps, through which Americans 55 and older in make giving back their encore; and

AmeriCorps has started to partner with federal agencies to expand the impact of national service and establish new programs, like FEMA Corps, that address some of the nation's leading issues, such as disaster relief. JVC Northwest AmeriCorps program is a Public Health AmeriCorps grantee and an AmeriCorps National Direct grantee, under the AmeriCorps State and National umbrella.

### ***AmeriCorps Goals and Philosophy***

AmeriCorps is the national service movement that engages Americans of all ages and backgrounds in service to address the most critical problems in our nation's communities in the areas of education, public safety, the environment, and other human needs. In exchange for a specified term of service, AmeriCorps members earn an education award to pay back qualified student loans or to finance college, graduate school, or vocational training.

The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. They are guided by the following principles:

- Put the needs of local communities first.
- Strengthen the public-private partnerships that underpin all of our programs.
- Use our programs to build stronger, more efficient, and more sustainable community networks capable of mobilizing volunteers to address local needs, including disaster preparedness and response.
- Measure and continually improve our programs' benefits to service beneficiaries, participants, community organizations, and our national culture of service.
- Build collaborations wherever possible across our programs and with other federal programs.

- Help rural and economically distressed communities obtain access to public and private resources.
- Support diverse organizations, including faith-based and other community organizations, minority colleges, and disability organizations.
- Use service-learning principles to put volunteer and service activities into an appropriate context that stimulates life-long civic engagement.
- Support continued civic engagement, leadership, and public service careers for our programs' participants and community volunteers.
- Exhibit excellence in management and customer service.

## JVC Northwest Values

Over the years, the experience of JV/AmeriCorps members and their reflection on that experience has been distilled into four values: community, simple living, social and ecological justice, and spirituality/reflection. JV/AmeriCorps members make a commitment to the JVC Northwest program and to their service placement to strive to live these four interconnected values.

### Community

JV/AmeriCorps members live with one another in a community setting.

- The process of building community offers an opportunity to share experiences, provide encouragement, give accountability, and have fun.
- JV/AmeriCorps members come to JVC Northwest with diverse backgrounds and expectations. The challenge for each person is to respect and learn from these differences while building on common values.
- Community requires time, effort, and compassion.
- Jesuit Volunteer communities are places to **share and grow collectively and individually**.
- Living in community often marks **the beginning of lasting friendships**, but community mates are different from friends.

### Simple Living

JVC Northwest challenges each Jesuit Volunteer to live a simple and reflective lifestyle, an alternative way to living in a consumer society. Simple living:

- Emphasizes **relationship** over material possessions,
- Invites JV/AmeriCorps members to challenge themselves to voluntarily **live in solidarity** with people who experience poverty and oppression,
- Helps JV/AmeriCorps members to understand the lives of those they serve and to **raise their consciousness to the human needs** that surround them, and
- Is **deeply connected with the value of ecological sustainability**. JVC Northwest strongly encourages each community to practice sustainability in every arena of life.

### Social and Ecological Justice

JVC Northwest is committed to working for justice and structural change. JV/AmeriCorps members are dedicated to serving people's basic physical, emotional, and spiritual needs.

- Through their service and reflection upon lived experiences, JV/AmeriCorps members **examine the causes of oppression** and strive to **challenge the structures** which create poverty, perpetuate oppression, and destroy ecological systems.

- JVC Northwest partners with agencies that empower people to help themselves or promote the health of vulnerable places in the Northwest.

### Spirituality / Reflection

JV/AmeriCorps members have the opportunity to explore and deepen their spiritual lives.

- The JV/AmeriCorps members are "**contemplatives in action**" – people who are deeply committed to meeting critical needs in an **intentional and non-violent** manner.
- Because the JV/AmeriCorps members live in community, they have the opportunity to reflect with other committed JV/AmeriCorps members and explore what it means to live a faith that does justice.

## JV AmeriCorps Program Basics and Requirements

### Introduction

JVC Northwest’s Jesuit Volunteer AmeriCorps Program engages JV/AmeriCorps members in a transforming experience of meaningful, fulltime service and intentional community through partnerships with local nonprofit organizations, or Partner Agencies. The vast majority of our Program’s positions are also AmeriCorps positions, our policies and practices comply with AmeriCorps rules and regulations for all positions, *with one major exception*: We prioritize a few positions that involve advocacy and ministry service activities that are both at the heart of the JVC Northwest identity and are AmeriCorps-prohibited.

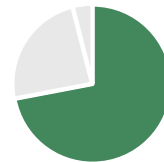
### Service Program Impact Areas

JV/AmeriCorps members provide a wide range of service activities responsive to their communities’ most compelling needs as articulated by Partner Agencies. JVC Northwest assigns each position to one of three impact areas, or service programs: capacity building, public health, and advocacy/ministry. Regardless of service program, JV/AmeriCorps members are encouraged to engage community volunteers in their service efforts.



**AmeriCorps  
Capacity Building**

Building capacity of Partner Agencies is JVC Northwest’s primary service focus and an AmeriCorps program. Capacity building service impact is determined by increased effectiveness, efficiency and/or scale/reach within the organization. JV/AmeriCorps members serving via this impact area will complete one capacity building project that helps create sustainable, new, or enhanced systems and processes for Partners’ programs. Partner agencies hosting JV/AmeriCorps members in capacity building will be required attend trainings and/or submit documentation to support performance measurement and program evaluation efforts. JVC Northwest is an AmeriCorps National Direct Grantee under the AmeriCorps State and National for this impact area.



Capacity Building positions are 72% of our portfolio.

*Areas of service include:*

- Academic Support
- Activities/Day Space Coordination
- Case Coordination/Client Support
- Environmental Conservation or Restoration
- Legal Services
- Outreach
- Resource Navigation
- Volunteer Coordinator



### Public Health AmeriCorps

For the first time in 2022, JVC Northwest launched a Public Health AmeriCorps (PHA) program with the goal of improving access to medical care for Partner Agencies' clients through outreach, services navigation, and/or companionship service activities. While JVC Northwest is still developing tools to measure the service impact of this new program, we anticipate that JV/AmeriCorps members serving via this impact area will collect and submit anonymized client data monthly. JVC Northwest is a Public Health AmeriCorps grantee for this impact area.



Public Health AmeriCorps positions are 24% of our portfolio.

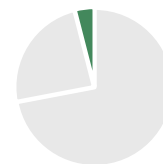
*Areas of service include:*

- Accompaniment/Companionship
- Outreach
- Resource Navigation



### Independent

Advocacy and ministry activities are integral to JVC Northwest's identity and core values. Unlike JVC Northwest's other service programs, the impact of JVs assessing community needs, conducting political advocacy, providing religious education, etc. is not measured at a service program level. In alignment with both AmeriCorps and the United States Council of Catholic Bishops, JVs do not proselytize, regardless of service program.



These positions are 4% of our portfolio.

*Areas of service include:*

- Advocacy
- Systems Change
- Faith-based service

## Program Structure

The JV AmeriCorps Program involves several parties, described here:

- **AmeriCorps** (formerly known as and sometimes referred to as the Corporation for National and Community Service or CNCS) – AmeriCorps oversees national service programs, including AmeriCorps, VISTA, and Senior Corps. JVC Northwest received its first three-year Public Health AmeriCorps grant and a fifth three-year National Direct grant for capacity building service activities from AmeriCorps in June 2022. The JVC Northwest AmeriCorps Grants Manager works directly with the AmeriCorps Portfolio Manager assigned to oversee our grants.
- **Consortium of Partner Agencies** – JVC Northwest implements a program that engages multiple grassroots non-profit Partner Agencies that individually, do not have the necessary organization or fundraising capacity to apply for and run a similar program. We call JVC Northwest's Partner Agencies as a collective, the Consortium of

Partner Agencies, or simply the consortium. JVC Northwest and the Consortium fit under the AmeriCorps Funding Priority called Rural *Intermediary*, where JVC Northwest is the intermediary. Each Partner Agency hosting an AmeriCorps position will sign an MOU, which will remain in effect as long as the Partner Agency and JVC Northwest have a signed Placement Agreement and JVC Northwest remains a National Direct Grantee of AmeriCorps.

- **Service Site/Location** – The service site or location is where JV/AmeriCorps members perform their service. In both the agency application as well as in the position description, partner agencies inform JVC Northwest staff of all physical service locations where their members will be serving and identify the primary service location.
- **Supervisor or Site Supervisor** – The Supervisor is the staff member at the service site who provides direct guidance and support for JV/AmeriCorps members as they complete their service. The site supervisor is responsible for supporting members, conducting performance evaluations, approving hours, assisting with service impact reporting, and ensuring program compliance at the service site. All duties are described in the mandatory site supervisor orientation webinar that is offered and recorded in June.
- **JVC Northwest AmeriCorps Program Staff:** JVC Northwest provides individual support as well as serves as the intermediary or convener of the consortium. See staff list for more information about your contacts at the JVC Northwest office.

## Compliance with AmeriCorps grants

As a responsible steward of federal grant funding, JVC Northwest takes grant compliance very seriously and relies on the cooperation of Partner Agencies to uphold the same high standards for compliance. We are always open to answering questions and providing clarifications regarding grant compliance expectations and requirements. Compliance, and timeliness in meeting deadlines and fulfilling requirements, is something we value and expect of Partner Agencies; it is one of the factors we consider when reviewing requests for continued partnership.

## JVC Northwest Provided Supports

Various supports are in place to provide a meaningful experience for JV/AmeriCorps members and for impactful service for our Partner Agencies. These include:

- **Selection and Placement Process:** JVC Northwest conducts an in-depth application and selection process before a Partner Agency is matched with an applicant. JV applicants go through a screening process that includes an application, numerous background questions, a résumé, at least three confidential references, and a phone interview of approximately 90 minutes conducted by JVC Northwest staff or contracted interviewer. Applicants commit to a year of service and agree to conduct themselves in ways consistent with the four JVC Northwest values.
- **Program Coordinators (PCs):** PCs provide direct support to JV/AmeriCorps members and Site Supervisors. They are based in the Portland office or remotely and travel for several weeks of the year visiting JV communities and service sites. In the fall they meet with all Site Supervisors individually and complete JVC Northwest AmeriCorps site monitoring forms (see Appendix A) during that time. In the winter they meet with all Site Supervisors as a group. The PCs function as program officers for our Partner Agency selection process; they also select and place JV applicants. PCs plan retreats for JV/AmeriCorps members and coordinate a local support network for each JV community.
- **Orientation and Retreats:** JVC Northwest provides an Orientation in August, as well as two regional retreats, one in-locale retreat, and two BIPOC (Black, Indigenous, People of Color) retreats during the service year which focus on the values of simple living, community, social/ecological justice, and spirituality/reflection. All JV/AmeriCorps members are expected to participate in all JVC Northwest sponsored regional retreats. Partner Agencies agree to release JV/AmeriCorps members from service to attend all retreats as applicable. Orientation focuses on AmeriCorps basics and our four core values, and it provides time for JV/AmeriCorps members to meet

each other and form community. Orientation does not provide training specific to their roles at their service sites. **Partner Agencies should plan to provide site-specific orientation and training throughout the year.**

- **Benefits to JV/AmeriCorps Members:** AmeriCorps members receive a living allowance that covers the cost of housing, food, local transportation, medical co-pays, and a personal stipend. JVC Northwest provides for the living costs of JVs who are not AmeriCorps members. JVC Northwest also provides basic health insurance and worker's compensation for all program participants. (JVs may waive health coverage upon proof of coverage elsewhere). Through its network, JVC Northwest can connect JV/AmeriCorps members with other supports as needed during the service year. In addition, upon successful completion of service, JV/AmeriCorps members will have access to the Segal Education Award and access to AmeriCorps Alums resources and network.
- **Community:** JVC Northwest coordinates housing in each locale where JV/AmeriCorps members live in intentional community together. JV/AmeriCorps members commit to sharing living costs and to having weekly community nights and spirituality/reflection nights. Program Coordinators partner with local residents to find individuals and families who are able to offer ongoing, local support to JV/AmeriCorps members, in addition to the support of their JVC Northwest community.
- **Local and service area networks:** Program Coordinators gather each locale's Site Supervisors to build relationships and discuss both Program and locale-specific topics, usually in conjunction with Winter Area Visit. Meanwhile, the JV/AmeriCorps members in each locale live together, providing for continual passive information exchange about Partner Agencies' work. JVC Northwest also facilitates meet-ups of JV/AmeriCorps members and site supervisors engaged in similar types of service activities, such as those focused on providing Domestic Violence/Sexual Assault prevention and recovery services.

## Online Resources

- JVC Northwest Partner Agency Resource Page: <http://jvcnorthwest.org/partner-agency-resources>  
All the information in this handbook, as well as other resources to support the work of service sites and Site Supervisors in fulfilling their roles, can be found on the JVC Northwest website. The password for the site is **Impact2G**. (case sensitive)
- JVC Northwest Blog: <https://jvcnorthwest.org/blog/>  
Throughout the year JV/AmeriCorps members and recent JV/AmeriCorps Alums share their stories about the impacts of their service and the impact of service on their journey. Please follow the blog and share your own stories with JVC Northwest.
- AmeriCorps Website: <http://www.nationalservice.gov>  
AmeriCorps maintains a website that provides up-to-date information and developments throughout their national service programs. This includes great stories and best practices from sites throughout the country, AmeriCorps events, service day toolkits, and technical assistance resources.
- AmeriCorps Alums: <http://www.americorpsalums.org/>  
AmeriCorps Alums is also a great networking resource for JV/AmeriCorps members and others you may know who have participated in national service. Members and alums are encouraged to register so that they can receive updates about opportunities and benefits into the future.

## Supports specific to AmeriCorps Positions

**Network of AmeriCorps Contacts:** The Site Supervisor is part of a vast network of AmeriCorps programs throughout the country. This network may be helpful in addressing questions related to the Partner Agency's AmeriCorps participation, and also in more general questions related to your service activities. This network is both formal and informal. The formal network consists of a list of state service commissions. These commissions sponsor service

conferences and seminars (often free), and many publish newsletters and various public relations material. Please contact the state service commission to find out more about their activities.

A list of state service commissions may be found on the AmeriCorps Website:

<http://www.nationalservice.gov/about/contact-us/state-service-commissions>

Informally, this broad network includes other AmeriCorps members that may be serving in the same locale as the JV/AmeriCorps member, AmeriCorps Program Directors, and other Site Supervisors. We hope sites will be encouraged and energized by the many people who share the commitment to national and community service, and that sites will take advantage of the resources this network offers.



## JVC Northwest Staff Directory

Addresses		Keep this page accessible For our full bios, check out our website: <a href="http://jvcnorthwest.org/staff">http://jvcnorthwest.org/staff</a>
<u>Mailing address:</u> P.O. Box 22125, Portland, OR 97269 <u>Physical address:</u> 2780 SE Harrison St, Milwaukie OR 97222 <u>Office phone:</u> 503-335-8202		
JV AmeriCorps Program		
Sarah Jones (she/her, they/them) Director of the JV Program 971-353-6895 <a href="mailto:sjones@jvcnorthwest.org">sjones@jvcnorthwest.org</a>	Monica Glasscock (she/her, they/them) Program Coordinator for Communications & Operations 971-353-6795 <a href="mailto:monica@jvcnorthwest.org">monica@jvcnorthwest.org</a>	Amarylis Fernandez (she/her) AmeriCorps Grants Manager 971-353-6800 <a href="mailto:afernandez@jvcnorthwest.org">afernandez@jvcnorthwest.org</a>
Program Coordinators - Primary Point of Contact		
Adrianna Horsey (she/her) Senior JV Program Coordinator Anchorage, Bethel, Juneau, Sitka 971-353-6889 <a href="mailto:ahorsey@jvcnorthwest.org">ahorsey@jvcnorthwest.org</a>	Anna Jurken (she/her) JV Program Coordinator Bend and Portland 971- 353-6997 <a href="mailto:ajurken@jvcnorthwest.org">ajurken@jvcnorthwest.org</a>	
Ben Rumbaugh (he/him) JV Program Coordinator Seattle, Tacoma, Yakima 971-353-6893 <a href="mailto:brumbaugh@jvcnorthwest.org">brumbaugh@jvcnorthwest.org</a>	Zayna Abusada (she/her, they/them) JV Program Coordinator Ashland, Boise, Missoula, and Spokane 971-353-6847 <a href="mailto:zabusada@jvcnorthwest.org">zabusada@jvcnorthwest.org</a>	
Recruitment & Engagement Department		
Karen Beal (she/her) JV EnCorps Program Manager 971-353-6946 <a href="mailto:kbeal@jvcnorthwest.org">kbeal@jvcnorthwest.org</a>	Kelly Hickman (she/her) Director of Development 971-353-6786 <a href="mailto:khickman@jvcnorthwest.org">khickman@jvcnorthwest.org</a>	Chris Suriano (he/him) Recruitment Manager 971-353-6808 <a href="mailto:csuriano@jvcnorthwest.org">csuriano@jvcnorthwest.org</a>
Recruiter <a href="mailto:Recruiter@jvcnorthwest.org">Recruiter@jvcnorthwest.org</a>	Sarah Thompson (she/her) Advancement Assistant 971-353-6771 <a href="mailto:advancement@jvcnorthwest.org">advancement@jvcnorthwest.org</a>	Laura Keating (she/her) Alumni Engagement Coordinator 971-353-6776 <a href="mailto:lkeating@jvcnorthwest.org">lkeating@jvcnorthwest.org</a>
Finance and Operations Department		
David Holcomb (he/him) Director of Finance and Operations 971-353-6766 <a href="mailto:dholcomb@jvcnorthwest.org">dholcomb@jvcnorthwest.org</a>	Sandy Parker (she/her) Business Assistant 971-353-6759 <a href="mailto:busassist@jvcnorthwest.org">busassist@jvcnorthwest.org</a>	Denise Warner (she/her) Property Management Coordinator 971-353-6768 <a href="mailto:dwarner@jvcnorthwest.org">dwarner@jvcnorthwest.org</a>
Executive Department		
Greg Carpinello (he/him) Executive Director 971-353-6763 <a href="mailto:gcarpinello@jvcnorthwest.org">gcarpinello@jvcnorthwest.org</a>	Martha McElligott (she/her) Executive Assistant 971-353-6758 <a href="mailto:mmcelligott@jvcnorthwest.org">mmcelligott@jvcnorthwest.org</a>	



## Quick Reference: Who to Contact/When for Most Commonly Asked Questions

Staff Member	Areas of Focus/Concern
Program Coordinator	<ul style="list-style-type: none"> <li>• Most common point of contact at JVC Northwest</li> <li>• JV Performance (assistance for managing concerns)</li> <li>• Proposed Changes to the Position Description</li> </ul>
AmeriCorps Grants Manager	<ul style="list-style-type: none"> <li>• AmeriCorps paperwork and evaluations</li> <li>• Performance Measures and tracking</li> <li>• Allowable JV fundraising activity questions</li> </ul>
Program Coordinator: Communications & Operations	<ul style="list-style-type: none"> <li>• Agency Contact Changes: Site Supervisor, Program Lead, Agency Head, Billing Contact, (beyond Site Supervisor changes)</li> <li>• Knack Access: new accounts and resetting a password</li> <li>• Placement Agreements</li> </ul>
Director of the JV Program	<ul style="list-style-type: none"> <li>• Partner Agency Application Questions and Status</li> <li>• Urgent concerns if/when your Program Coordinator is offline/unavailable</li> <li>• Support for Accommodation Requests from JV/AmeriCorps members</li> </ul>
Business Assistant	<ul style="list-style-type: none"> <li>• Updating Certificate of Liability Insurance (COLI)</li> <li>• Payment Status, Payment Plans, and other Placement Fee questions</li> </ul>
Director of Finance and Operations	<ul style="list-style-type: none"> <li>• Payment Status, Payment Plans, and other Placement Fee questions</li> <li>• Placement Agreements</li> <li>• Injury at Service</li> <li>• Partial reimbursements if a JV ends their service contract early (as applicable)</li> </ul>

## Partner Agency Expectations

The mission of JVC Northwest is only possible with the collaboration of Partner Agencies that are meeting critical needs throughout the Northwest. For over 60 years, Partner Agencies have created and supported service positions that enhance the mission of their agencies and allow the JV/AmeriCorps members to live the values of community, simple living, social and ecological justice, and spirituality/reflection.

When a Partner Agency agrees to host a JV/AmeriCorps member, they commit to the following financial and non-financial responsibilities:

## Non-Financial Responsibilities

**Meaningful, Full-Time Service:** Partner Agencies provide opportunities for the JV/AmeriCorps member to spend 40 hours per week in direct service, training and enrichment, supervision, and staff meetings. This full-time position ensures that JV/AmeriCorps members who qualify for an Education Award can complete at least 1700 hours by the end of their service term. JVC Northwest also wants all of our JV/AmeriCorps members to have the same expectations for service (i.e., full-time and serving to the end of the contracted term).

**Communication:** To support Partner Agencies and JV/AmeriCorps members, timely communication with JVC Northwest regarding site visits, performance measures, and *any proposed major change in the nature of the position or supervision is essential*. It is also important for Partner Agencies to notify JVC Northwest in a timely manner of any problems with the JV/AmeriCorps member's performance, including failure to report to the site, unprofessional behavior, etc.

**Confidentiality:** Please see **Confidentiality Policy** in the section entitled **JVC Northwest Program Policies** for guidelines on sharing information related to your JV/AmeriCorps member's service.

**Transportation:** JV/AmeriCorps members walk, bike, or take public transit to their placements. We ask that JV/AmeriCorps members do not bring vehicles with them for the year. Please do not request that your incoming JV/AmeriCorps member bring their vehicle for convenience. At times, JV/AmeriCorps members may be asked to bring a personal vehicle for community use in a locale where safe and alternative modes of public transportation are being developed, that personal vehicle cannot be used for service-related activities, unless specified in the approved Position Description submitted during the Agency Application Process.

- A Partner Agency must provide a vehicle if it is required for the service position. If a Partner Agency provides a vehicle for the JV to use for service and/or some personal use (per the approved Position Description), they must complete and return to JVC Northwest the Vehicle Expectations Agreement attached to their Placement Agreement.
- In the rare circumstance that a Partner Agency requires a JV/AmeriCorps member to provide a vehicle for service-related activities (per the approved Position Description), they must complete and return to JVC Northwest the Vehicle Expectations Agreement attached to their Placement Agreement.
- If you have any questions or concerns about JV vehicles, please reach out to your Program Coordinator.

**Limit service-related communications to service hours:** While for the 2023-24 service year JV/AmeriCorps members will have internet access in their homes, please do not expect your JV/AmeriCorps member to check and respond to email during non-service hours.

**Federal Policies:** As a program receiving federal financial benefits, all programs, service sites (including Independent JVs), organizations, and individuals participating in the JVC Northwest AmeriCorps Program must abide by the following policies:




- **Non-Displacement/Non-Duplication/Non-Substitution:** The JV/AmeriCorps member shall not displace or substitute for any paid employee or current volunteer providing the same or similar service.
- **Non-Discrimination and Non-Harassment:** Partner Agencies are required to comply with the AmeriCorps Provisions regarding non-discrimination, Civil Rights, and Non-Harassment.
- **Reasonable Accommodation:** All Partner Agencies are required to provide reasonable accommodation to JV/AmeriCorps members, in compliance with JVC Northwest policies and AmeriCorps provisions. See **JVC Northwest Program Policies** for more information.
- **Safe and Drug-Free Workplace:** Partner Agencies agree to maintain a drug-free workplace and adhere to the requirements under the Drug-Free Workplace Act (41 U.S.C. § 701 et seq.), as well as provide and maintain a safe environment for JV/AmeriCorps members. See JVC Northwest's **Drug-Free and Alcohol-Free Workplace Policy**, Appendix B.

- **Grievance Procedure:** Partner agencies must comply with the JVC Northwest AmeriCorps Program **Grievance Procedure**.

**Agency Personnel Policies:** JVC Northwest AmeriCorps Program recognizes that many organizations in which JV/AmeriCorps members serve already have policies regarding personnel and general office conduct. Your existing office policies and guidelines apply to JV/AmeriCorps members, and **the policies in this handbook must also be applied to your JV/AmeriCorps members**. Most JV/AmeriCorps members will be able to serve within existing professional environments and that any additional requirements of AmeriCorps will be minimal and feasibly implemented. If you identify any requirements in this handbook that contradict your own, please speak with your Program Coordinator.

### *Supervisory Responsibilities*

The supervision and support of a JV/AmeriCorps member is critical, and Partner Agencies agree to designate a Site Supervisor who provides weekly supervision and mentoring throughout the year.

Supervisory Responsibilities	 Public Health	 Capacity Building	 Independent
Attend Supervisor Orientation Training; review Partner Agency and Site Supervisor Handbook	☑	☑	☑
Sign Site Supervisor Contract	☑	☑	
Provide meaningful, fulltime service	☑	☑	☑
Supervise and mentor JV/AmeriCorps Member including weekly 1-on-1 supervisory check-ins	☑	☑	☑
Meet with Program Coordinator (PC) during Fall Area Visit	☑	☑	☑
Meet with locale Site Supervisors and PC during Winter Area Visit	☑	☑	☑
Complete Initial Assessment, Mid-term Evaluation, and Year-end evaluation of JV/AmeriCorps Member	☑	☑	
Approve JV/AmeriCorps Member monthly service hours.	☑	☑	
Assist JV/AmeriCorps member in completing a <b>Capacity Building Project</b> over the course of the service term.		☑	
Approve JV/AmeriCorps Member monthly <b>data collection tool</b> .	☑		
Support AmeriCorps identity by sharing AmeriCorps logo on agency's <b>website</b> , posting a <b>poster</b> at service site, ensuring JV/AmeriCorps member wears <b>AmeriCorps gear</b> at service, and <b>sharing JV AmeriCorps identity</b> in public speaking and press.	☑	☑	

**Participate in Supervisor Orientation Training:** Site Supervisors must participate annually in a JVC Northwest Supervisor Orientation Training, held virtually. We the training and make it available to Partner Agencies.

**Provide Orientation and Training:** When the JV/AmeriCorps member arrives in August, Partner Agencies provide appropriate orientation and training for the JV/AmeriCorps member to understand the work of the agency and their role within it.

**Supervisor Fall Meeting:** Site Supervisors are required to attend individual meetings with the regional Program Coordinator in the fall, including the JV/AmeriCorps member if necessary. There is also a meeting of local Site Supervisors required during this fall visit.

**Participate in Two Virtual Meetings** hosted by JVCNW for all sites and JV/AmeriCorps members in the fall and spring regarding service impact areas.

**Locale Supervisors Winter Meeting:** Site Supervisors are **required** to attend individual meetings with the regional Program Coordinator in the fall, as well as a meeting of local Site Supervisors during the second area visit in the winter. Your Program Coordinator will provide you with details about these meetings.

### *AmeriCorps-specific Supervision Requirements*

**Site Supervisor Contracts:** After viewing the Supervisor Orientation Training, and prior to the JV/AmeriCorps members' pre-service training, AmeriCorps Site Supervisors must submit a signed contract. **Site Supervisor contracts must be executed by July 1, 2023 via the Knack portal**, along with the Placement Agreement, Memorandum of Understanding, and Certificate of Liability Insurance. Site Supervisors who take over responsibilities mid-year must also view this webinar training and submit a **signed** contract to the JVC Northwest Office prior to their effective date of taking on supervision responsibilities.

**JV/AmeriCorps Member Evaluations and Recordkeeping:** AmeriCorps Site Supervisors complete an Initial Placement Assessment as well as Mid-Term and End-of-Term Evaluations with JV/AmeriCorps members and submit documentation to JVC Northwest.

**Approve Hours:** AmeriCorps Site Supervisors must approve the JV/AmeriCorps member's monthly timesheets in America Learns.

**Program Impact Evaluation:** The JVC Northwest AmeriCorps programs are required to conduct regular evaluation of the impact of our programs for our AmeriCorps grants and thus, partner agencies in the **Capacity Building** and **Public Health** programs provide data needed for evaluation efforts of JVC Northwest.

- Supervisors in the **Capacity Building** program provide pre- and post-project assessments as well as project approval and assist JV/AmeriCorps members in planning and executing their Capacity Building Project.
- Supervisors in the **Public Health AmeriCorps** program provide support and approval for JV/AmeriCorps members' monthly data collection.

## **Financial Responsibilities**

**Placement Fees:** JVC Northwest began two AmeriCorps grant cycles in the 2022-23 program year (three years per cycle). It is the fifth cycle for our Capacity Building grant (our 14<sup>th</sup> year) and the first cycle of a new public health grant (PHA). As a multi-year AmeriCorps grantee for capacity building service, we are particularly appreciative of how the funding has allowed a broader range of volunteers to participate, due to the Living Allowances and Education Award provided to AmeriCorps members. The funding through this AmeriCorps grant covers around 50% of the program costs (with placement fees covering around 45% and JVC Northwest covering the remaining program-specific costs through our own fundraising efforts.

The placement fees for the 2023-24 program year are listed below. These fees apply to all positions across our three Service Impact Areas: AmeriCorps Capacity Building, Public Health AmeriCorps, and Independent (Non-AmeriCorps).

The specific fee for your agency’s position(s) is located on the placement fee summary sheet found in Knack. If you have questions, then please contact David Holcomb (Director of Finance) at dholcomb@jvcnorthwest.org.

If your agency is facing unexpected financial challenges and needs to have a conversation about covering your placement fee, then please let us know. We are open to conversations around payments to ensure you can move forward in the program. Please contact our Greg Carpinello (Executive Director) at gcarpinello@jvcnorthwest.org, if needed.

<b>Placement Fees (2023-24)</b>	
<b>Position History</b>	<b>Fee</b>
Lower 48 Program Positions in Year 1 or 2	\$ 16,526
Lower 48 Program Positions in Year 1 or 3+	\$ 19,000
Alaska Program Positions in Year 1 or 2	\$ 17,970
Alaska Program Positions in Year 3+	\$ 20,500

**Payment Retention Schedule:** JVC Northwest expends a significant portion of the total cost of a JV/AmeriCorps member by the beginning of the program year through recruitment and training. Partner Agencies share some of the risk of an early departure. If the Partner Agency releases the JV AmeriCorps member for cause, or JVC Northwest releases the JV AmeriCorps member, or if the JV AmeriCorps member leaves the program, then JVC Northwest will retain the portion of the total placement fee according to the table in the Placement Agreement.

**Liability Insurance:** Partner agencies are required to provide liability insurance for the JV AmeriCorps member throughout their term of service and supply JVC Northwest with up-to-date proof of that liability insurance beginning August 1, 2023, and continuing throughout the program year. JVC Northwest must always have your current certificate on file. See **JVC Northwest Program Policies** for more information.

***End-of-Service Travel***

**End of Term:** At the end of the service term, Partner Agency pays for or reimburses JV AmeriCorps member's travel costs to the location of the JV's choice. The Partner Agency and JV AmeriCorps member determine together the most safe and economical travel option, not to exceed \$700. The minimum travel cost required for JV AmeriCorps members is:

- \$30/day for food during travel days, to be determined in collaboration with the JV AmeriCorps member; and either:
- A ticket for travel by bus, train, or plane to a location of the JV's choice, and luggage fees for one piece of luggage under 50 pounds; OR
- In the case of local relocation, moving truck rental or other moving supplies.

**Early Departures:** If the JV/AmeriCorps member resigns or is asked to leave the JVC Northwest program within the first 90 calendar days of the program year or is released for cause from the Partner Agency, the JV/AmeriCorps member is responsible for their travel home. If the JV/AmeriCorps member leaves after 90 calendar days, the Partner Agency agrees to pay the *percentage* of the JV/AmeriCorps member's End of Term Travel as provided above, corresponding to the number of days served. **Please** confirm with your Program Coordinator that the JV/AmeriCorps members’ last day of service has been approved by JVC Northwest and your organization *before* providing early departure travel costs.

### *AmeriCorps-specific Financial Responsibilities*

**Non-Compliance Costs:** All Partner Agencies must ensure compliance with federal grant requirements as described in the Placement Agreement. Partner Agencies may be held accountable for any AmeriCorps disallowed costs due to non-compliance. Disallowed costs for a JV/AmeriCorps member could include all of the following: living allowance and associated expenses (workers compensation, Social Security); Segal Education Award; health insurance; orientation costs; retreat costs; travel costs associated with participation in orientation and retreats; member trainings; and gear.

**Financial Reporting for AmeriCorps Federal Financial Report (FFR):** 45 CFR 2521.60; NCSA 121(e)(5) (42 USC) requires that other federal funds used to match a grant awarded under this notice must report the amount and source of these funds to AmeriCorps on the FFR. If the Partner Agency uses federal, state, and other public funds to pay any portion of the placement fee, the Partner Agency is required to: 1) verify whether such use is permissible per their own grant requirements, and 2) report use of these fees in the Placement Agreement providing corresponding grant information requested.

## Hosting a JV/AmeriCorps member

### Planning for the Term of Service

#### *JV/AmeriCorps Member Position Descriptions*

As part of the annual agency application, each Partner Agency and/or Program provides JVC Northwest with a Position Description, including the primary and any other physical locations where the JV/AmeriCorps member will be serving. JVC Northwest works with sites to amend positions if revisions are needed to fit our program standards. JV/AmeriCorps members are not salaried employees and must not displace, replace, supplant, or duplicate employees' or volunteers' responsibilities. JV/AmeriCorps members cannot be involved in the administration or management of the AmeriCorps program for the service site. JVC Northwest will send a copy of the accepted and finalized position descriptions back to Partner Agencies before the program year begins.

**AmeriCorps positions only:** No religious or political advocacy activities (or any prohibited activity) should be a component of AmeriCorps positions or position descriptions. These activities cannot be counted toward AmeriCorps hours and could jeopardize program compliance with grants.

### Supporting JV/AmeriCorps Member during Service

#### *Orientation to Site and Training*

At the beginning of a term of service, the Supervisor is responsible for conducting an orientation for the JV/AmeriCorps member. The orientation is meant to enhance JV/AmeriCorps member security and sensitivity to your community and service site.

Five questions JV/AmeriCorps members ask themselves throughout the year include:

- **Why am I here?** They want to know how they fit into the organization and community, who they are accountable to, how they should use their time, and what the priorities are.
- **What's expected?** How should they perform their essential tasks? What are the organization's and supervisor's expectations for them?
- **How am I doing?** How can I improve? Did I make a mistake, and if so, how correctible is it? What are my growth areas? How can I overcome my challenges in the position?
- **Does it matter?** What difference does my contribution make to the clients/students and to the team?

- **What happens if I need help?** Whom do I ask for help when I need it? What is the best way to ask for and to access help?

Your on-site orientation and training will help your JV/AmeriCorps member answer these questions and be more productive during the year. Please include the following topics in addition to any other site-specific information they may need:

- **Welcome** the JV/AmeriCorps member, **introduce them to key colleagues, including you as their Site Supervisor**, and show them to the spaces where they will serve.
- Explain the **mission and major activities** of your organization and/or program.
- Explain **why the organization requested a JV** – what is the need that the JV will fill? How is the JV’s service important to the organization’s goals and clientele and to the broader community?
- Explain JV/AmeriCorps member **rights and responsibilities**, prohibited activities, requirements under the Drug-Free Workplace Act, suspension and termination from service, grievance procedures, sexual harassment, non-discrimination issues, and other topics as necessary.
- Discuss the **expectations and performance standards** for the JV/AmeriCorps member and clarify organizational policies. Explain the JV/AmeriCorps member's **major responsibilities and tasks and their role** in the office's activities. Make sure the JV/AmeriCorps member understands expectations regarding his/her service hours and days.
- Provide JV/AmeriCorps members with the **training, skills, knowledge, and supervision** to perform well in their assigned service project throughout their term of service. This training should include any specific skills the JV/AmeriCorps member may need, as well as background information on the community they are serving. **Explain to the JV/AmeriCorps member how they should request training in the future.**
- Review the vacation request and leave policy of your organization, including sick time policies. A reminder that JV/AmeriCorps members get at least 10 days’ leave, plus any additional time granted by your organization’s policies and/or by the law in your state.
- Review any emergency procedures or protocols for your organization. Including for fire and natural disasters that could occur in your area.
- Let JV/AmeriCorps members know how to request accommodations if that should be needed. The JV/AmeriCorps member may not know on the first day of service that they will need to request an accommodation.

### *Changes in Site Supervisor, JV/AmeriCorps Member Position Description, and/or Organization*

**Change in Site Supervisor:** A JV/AmeriCorps member’s site supervisor may change during their term of service. If this happens, the partner agency must notify JVC Northwest **immediately**. The JVC Northwest AmeriCorps Grants Manager will orient new AmeriCorps Site Supervisors, and a new site supervisor contract must be completed within the month.

**Change in JV/AmeriCorps member Position Description:** No major changes may be made to the JV/AmeriCorps member position description without the consultation and approval of the JVC Northwest Program Coordinator and JV AmeriCorps Grants Manager. Site Supervisors should also notify JVC Northwest if the JV/AmeriCorps member’s service location has changed.

**Organizational Changes:** Please inform JVC Northwest as soon as possible if your organization is experiencing issues that might preclude hosting a JV/AmeriCorps member now or in the future, OR that will drastically alter the role of the JV/AmeriCorps member.

### *Time Off for JV/AmeriCorps members and Other Service Considerations*

**Retreats and leave from service:** Time off from service will be given to the JV/AmeriCorps member for travel and attendance at the JVC Northwest-sponsored retreats on pre-determined dates (see calendar for dates). Regional Retreats

are held from a Friday- Monday, BIPOC Retreats are often held over a weekend, and the In-Locale retreat date is set by the community in consultation with Site Supervisors. Time off for JVC Northwest retreats is not to be considered part of the JV/AmeriCorps member's 10-day leave from service. See **Calendar**.

**JVC Northwest Leave:** JV/AmeriCorps members may take a minimum of ten leave days, plus any additional time granted by your organization's policies and/or by the law in your state. These leave days are in addition to holidays when the Partner Agency offices are closed, with the exception of JV/AmeriCorps members serving in schools. JV/ The JV/AmeriCorps member may save their ten days until the end of the service year. JV/AmeriCorps members serving in schools will receive the same leave time as school staff, to be taken during school. Any alternative service leave time must be negotiated between the JV/AmeriCorps member and the Partner Agency. *JV/AmeriCorps members must consider their ability to meet the minimum 1700-hour requirement when planning their leave from service.*

**Community Time:** Service hours will be set and adjusted to allow for the JV/AmeriCorps member's JVC Northwest community commitments, such as weekly community meetings. such as weekly community meetings or spirituality/reflection meetings. Service should not take place outside of the set schedule on the JV Position Description. Any changes to the service schedule must be vetted with the site, JV AmeriCorps member, and JVC Northwest before the change goes into effect.

**Sick time:** Sick leave cannot be counted toward AmeriCorps service hours. If a JV/AmeriCorps member misses significant amounts of service due to an illness, they should be in communication with their Program Coordinator about support needed.

**National Service Days:** Throughout the year, AmeriCorps organizes several national days of service for AmeriCorps members, other national service participants, and community volunteers collaborate to meet a community need. JV/AmeriCorps members are allowed to participate in national service days regardless of service program. *For JV AmeriCorps members, this service is a part of their normal service hours.* JVC Northwest also encourages service sites and JV/AmeriCorps members to initiate and host service day activities on one or more of these opportunities. JVC Northwest will share information about these events. State Service Commissions often will post opportunities in their respective states. The names and dates of these events are as follows:

- September 11<sup>th</sup> National Day of Service and Remembrance
- National Swearing in Across the Country – Fall
- Martin Luther King Jr. Day of Service – January
- Cesar Chavez Day – March
- National Youth Service Day/Volunteer Week/Earth and Arbor Day – April
- AmeriCorps Week and Life After AmeriCorps events – Late spring

**Jury Duty:** Serving on a jury is an important responsibility of citizenship. JV/AmeriCorps members should be encouraged to serve jury duty and must not be penalized for doing so. During the time AmeriCorps members serve as jurors, they continue to receive credit for their normal service hours. Also, they may keep any reimbursements for incidental expenses received from the court.

**Voting:** JVC Northwest asks service sites to encourage all eligible JV/AmeriCorps members to register to vote during their term of service and to allow them time to register during their service hours. However, JV/AmeriCorps members cannot be required to register or to vote, as exercising this individual right is a personal decision. Sites cannot attempt to influence how a JV/AmeriCorps member votes.

JV/AmeriCorps members who are unable to vote before or after service hours should be allowed to do so during their service hours without incurring any penalties. Sites should determine an appropriate length of absence needed to vote and clearly communicate this to the JV/AmeriCorps member.

**Reporting Injuries:** If your JV/AmeriCorps member is injured in a service-related injury at your service site, they are to list JVC Northwest as the “employer” when filing a claim. *The JV/AmeriCorps member should contact the JVC Northwest*



Director of Finance and Operations, David Holcomb at [dholcomb@jvcnorthwest.org](mailto:dholcomb@jvcnorthwest.org), as close to the incident as possible for instructions on filing a claim.

### ***AmeriCorps-specific requirements***

**Verifying and Recording Service Hours:** Timesheets are electronically reported and approved. In August, the JVC Northwest Program Coordinator: Communications and Operations will send Site Supervisors instructions on how to access the timesheets to review and approve members' reported service and training hours.

To watch a brief video of timesheets in the new [America Learns portal](#), [click here](#).

- Ensure the Monthly Timesheets are correctly recorded, i.e., hours recorded match the hours the member has served for your site *for allowable service activities and approved trainings and are recorded after the time they were completed. (AmeriCorps only recognizes actuals, not estimates.)*
- Approve hours within **five (5)** days of logging period.
- Ensure that member has not logged more than 18 hours of AmeriCorps service in any one day.
- Ensure that members do not exceed their *20% limit* on training and enrichment activities.
- If members provide any support in *allowable* fundraising activity, ensure that members spend *less than 10%* of their hours in this way.

**Performance Evaluations:** The Initial Placement Assessment, Mid-Term Evaluation, and End-of-Term Evaluations are required for all JV/AmeriCorps members in AmeriCorps placements. To receive the Segal Education Award, evaluations must be complete and part of the JV/AmeriCorps member's permanent file.

**Service Impact Reporting Requirements:** Site Supervisors will assist JV/AmeriCorps members in gathering data requested by JVC Northwest for performance measures and/or reports to the AmeriCorps. JVC Northwest and AmeriCorps considers this data to measure service impact across the JV AmeriCorps service program; *it is not a site-specific or JV/AmeriCorps specific performance measure.*

- Supervisors of JV/AmeriCorps members in capacity building placements will need to sign off on the capacity building project forms that JV/AmeriCorps members submit for performance measurement, and assist with other evaluation efforts as needed, currently including pre and post organizational assessment for Agencies who support capacity building members.
- Supervisors of JV/AmeriCorps members in PHA placements will need to sign off monthly on a data reporting tool to be shared in August.

**AmeriCorps Identity:** Partner agencies and JV/AmeriCorps members serve a vital role in helping national service thrive through identifying the presence and impact of JV/AmeriCorps members in their region.

- **Poster:** All service sites are required to put up an AmeriCorps poster in their offices or facilities. It should be in the vicinity of where the JV/AmeriCorps member is located, so members of staff and service community can identify the member's participation in AmeriCorps. You can download and print this poster on the Partner Agency Resource Page.
- **Website:** Partner Agencies hosting AmeriCorps members should display the AmeriCorps logo on their webpage. Logos and other outreach resources can be found at <https://americorps.gov/newsroom/communication-resources>
- **AmeriCorps Gear:** AmeriCorps requires that AmeriCorps members wear AmeriCorps gear every day they serve. At Orientation, JVC Northwest provides members with t-shirts, pins, and other gear to display while in service.
- **Public Speaking:** AmeriCorps members should state they are Jesuit Volunteer AmeriCorps members during public speaking opportunities and have readily available their elevator speeches!

**Great Stories:** Partner agencies/Site Supervisors are encouraged to share great stories with JVC Northwest about the impact of JV/AmeriCorps members at their service sites. These stories are also great to share in conjunction with National Days of Service. JVC Northwest shares many of these stories on our blog and other publications.

## Service Activities

### Allowable JVC Northwest AmeriCorps Service Activities

Allowable service activities are activities appropriate to members' roles as AmeriCorps participants, and hours spent in those activities are credited towards the minimum hour requirement for their education award. Allowable service activities include: 1) direct service and capacity building, 2) training and enrichment (indirect service), and 3) in-kind fundraising directly supporting program activity that has been approved in the JV/AmeriCorps member position description.

**Direct service** is activity that addresses education, health, public safety, the environment, or other human needs. Direct service means working directly with people (clients, beneficiaries, communities, etc.) to make change, or doing service that is involved in making that direct change. It can be outreach, case management, training, teaching, providing academic supports, mediating, counseling, recruiting volunteers, catching up on paperwork related to clients, preparing for class, coaching, cooking, serving, providing health care, food, or clothing. A JV/AmeriCorps member's lunch break cannot be counted toward service hours unless the member is engaged in a service activity during the lunch break (e.g., proctoring students).

**Capacity Building** is indirect service activity that makes direct service activities more effective.

**Provide a Physical Service Site:** Sites must provide a physical location for service. Service cannot be done remotely or virtually. Members requesting teleservice arrangements under the auspices of reasonable accommodation of a disability are excluded from this policy, as those requests are covered under other laws and policies. This guidance should not be taken as a change in AmeriCorps State and National's position that members should generally be providing service directly to the people and in the communities where they serve rather than performing service remotely. Therefore, teleservice should be rare, if ever, and involve appropriate documentation, supervision and oversight.

#### 1) Not Allowed

- a) Teleservice: Accruing regular, consistent service hours from a location other than the physical address on the approved JV Position Description.
- b) Remote Service: Accruing service hours anywhere besides the physical address or assigned JV House. Note: this disallowance does not include training hours accrued by members participating in JV Orientation (August), JVC Northwest sponsored retreats throughout the service term, or AmeriCorps sponsored symposiums and trainings.
- c) Virtual Service Sites: Service sites with no physical space/building or have let go of their physical space.

#### 2) Allowed

- a) Teleservice: Accruing some service hours from assigned JV House, no more than 1-2 days per week, and not without prior approval from JVC Northwest.

**Training and Enrichment** is a type of indirect service that increases the capacity of the JV/AmeriCorps member to perform service activities. This category is only applicable when the activity relates to the AmeriCorps service or role. Any training that refers to members' direct service is included in this category. All orientations, including the AmeriCorps orientation, can be included, as well as any state or regional trainings, seminars, or workshops pertaining to issues related to direct service or capacity building. Examples would be conflict resolution seminars, teacher development days, team-building exercises, or a class on training techniques. No more than 20% of members' total hours can be credited to training, even if more hours are spent in this area.

**Fundraising** is only allowable in situations in which JV/AmeriCorps members are securing program resources that directly support their service activities and are approved by JVC Northwest in the accepted Position Description. In these cases, JV/AmeriCorps members may only spend up to 10% of their AmeriCorps service hours in this capacity.

## **Service Activities Prohibited in AmeriCorps Positions**

Prohibited activities are listed under the Code of Federal Regulation (CFR) activity (see 45 CFR § 2520.65) and are copied below. Please note: JV/AmeriCorps members, in their AmeriCorps service, also must also refrain from activities that would violate the non-duplication, non-substitution, and non-displacement requirements (see 45 CFR § 2540.100) or prohibited fundraising activity (see 45 CFR § 2520.40-.45).

JV/AmeriCorps members, like private citizens, may participate in religious activities, fundraising, lobbying, political, or advocacy activities as long as it is done on their own time, at their own expense, and at their own initiative.

JV/AmeriCorps members may not wear AmeriCorps service gear in such instances.

Members may not engage in the following activities, directly or indirectly by recruiting, training, or managing others (e.g. volunteers) for the primary purpose of engaging in one of the activities, while functioning as an AmeriCorps member and may not count these hours towards their AmeriCorps service commitment.

### ***45 CFR § 2520.65 Prohibited Activities***

(a) While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:

- (1) Attempting to influence legislation;
- (2) Organizing or engaging in protests, petitions, boycotts, or strikes;
- (3) Assisting, promoting, or deterring union organizing;
- (4) Impairing existing contracts for services or collective bargaining agreements;
- (5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- (6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- (7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- (8) Providing a direct benefit to—
  - (i) A business organized for profit;
  - (ii) A labor union;
  - (iii) A partisan political organization;
  - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
  - (v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities; and
- (9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;

(10) Providing abortion services or referrals for receipt of such services; and

(11) Such other activities as the Corporation may prohibit.

(b) Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

### ***Unallowable Fundraising Activities***

AmeriCorps regulation 45 CFR §§ 2520.40-.45: **§ 2520.40** *Under what circumstances may AmeriCorps members in my program raise resources?*

(c) AmeriCorps members may not:

(1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;

(2) Write a grant application to the Corporation or to any other Federal agency.

### **§ 2520.45** *How much time may an AmeriCorps member spend fundraising?*

An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in § 2520.40.

### ***Non-Displacement/Non-Duplication/Non-Substitution of Employees and Volunteers***

In accordance with AmeriCorps provisions, JV/AmeriCorps Members **cannot** displace employees and/or duplicate services provided by employees of the partner agency. This includes substituting for employees who are on leave or otherwise absent.

AmeriCorps regulation 45 CFR § 2540.100:

**(e) Non-duplication.** Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

**(f) Non-displacement.**

(1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.

(2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.

(3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

(4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

(5) A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—

(i) Will supplant the hiring of employed workers; or

- (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- (6) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
- (i) Presently employed worker;
  - (ii) Employee who recently resigned or was discharged;
  - (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
  - (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  - (v) Employee who is on strike or who is being locked out.

## **Closing out the Term of Service**

A JV/AmeriCorps member’s term ends on the date named in the Placement Agreement and their Member Service Contract. This is the last regular service day of July for most JV/AmeriCorps members, and the last regular service day of June for the JV/AmeriCorps members serving 11-month terms.

### **End-of Service Requirements**

JVC Northwest will ask Site Supervisors (and sometimes other knowledgeable Partner Agency staff) to complete an End-of-Year Survey annually.

#### *AmeriCorps-specific requirements*

The Site Supervisor should complete the following forms:

- End-of-Term JV/AmeriCorps member Performance Evaluations
- Approval of final timesheets for JVs in AmeriCorps placements
- Support JV/AmeriCorps members to complete data/forms for their Performance Measures for JVs in AmeriCorps placements

### **AmeriCorps-specific Exit Considerations**

To be eligible to receive the Segal Education Award as well as to serve any subsequent term with an AmeriCorps program, JV/AmeriCorps members must receive a positive End-of-Term Evaluation and have served at least 1700 hours.

JVC Northwest values Site Supervisors’ evaluations of performance. The AmeriCorps Grants Manager has the ultimate responsibility for determining whether a member successfully completes the program and receives a positive performance review. Some of the factors that are taken into consideration include successful completion of the community aspect of our program, hardships experienced at the service site, and other unique circumstances that could impact a successful service year.

**Early Departure for Compelling Personal Circumstances:** If a JV/AmeriCorps member elects to leave the program, it may be considered a compelling personal circumstance in which they would receive a pro-rated education award if they satisfactorily served 15% of their service hours. If a decision is made that the member’s reason does indeed constitute compelling personal circumstances, the member may receive a prorated educational award.

As an AmeriCorps program, JVC Northwest “may release a participant from completing a term of service for compelling personal circumstances,” which are circumstances “that are beyond the participant’s control” which might include

“(A)...disability or serious illness; (B) Disability, serious illness, or death of a participant's family member if this makes completing a term unreasonably difficult or impossible; or (C) Conditions attributable to the program or otherwise unforeseeable and beyond the participant's control, such as a natural disaster, a strike, relocation of a spouse, or the nonrenewal or premature closing of a project or program, that make completing a term unreasonably difficult or impossible...” See 45 CFR § 2522.230.

AmeriCorps considers departures for any reason not deemed compelling personal circumstances “for cause.” If a member chooses to terminate their participation to return to school, take a job, or because they are dissatisfied with their service placement, these reasons would not justify a release for compelling circumstances and a member would not receive a partial education award. Determinations will be made on a case-by-case basis. A member leaving due to either a compelling personal circumstance or for a non-compelling reason is required to complete the AmeriCorps exit procedure.

**Early Departure for Cause:** Programs must release a member for cause if they, among other things, drop out without obtaining a release for compelling personal circumstances or are convicted of a violent felony or the sale or distribution of a controlled substance during the term of service.

A service site has the option of dismissing JV AmeriCorps members based on grounds related to performance- and service-related standards. However, these standards must be clearly articulated to the members at the beginning of their service period and any dismissal related to performance should be well-documented. If the JV AmeriCorps member is consistently not meeting your standards of service, notify your JVC Northwest Program Coordinator and/or the AmeriCorps Grants Manager and they will communicate with you regarding corrective action with the member. If a member is released for cause, they will not receive any part of an education award and may be disqualified from future service through AmeriCorps.

## JV/AmeriCorps Member Roles and Responsibilities

### Responsibilities:

1. **Meet Minimum Qualifications.** The JV AmeriCorps member understands that they may not receive more than the aggregate value of two full-time education awards and that upon successful completion of the term of service, they will receive only that portion of the education award for which they are eligible, which may be all or a part of an education award, or no education award, pursuant to [45 CFR 2526.55](#). By signing this contract, the JV AmeriCorps member certifies under penalty of law that the JV AmeriCorps member:
  - a. is a United States citizen, a United States national, or a lawful permanent resident alien and at least 21 years of age;
  - b. has a high school diploma or equivalency certificate, or agrees to obtain one before using the Segal AmeriCorps Education Award (hereinafter referred to as the “education award”).
2. **Prohibited Activities:** Prohibited activities for AmeriCorps members are listed under the **AmeriCorps Specific Responsibilities of All Parties** section later in this document. These activities are from the Federal Government’s Code of Federal Regulation.
3. **Complete Terms of Service:**
  - a. During their term of service outlined in Key Terms section, the JV AmeriCorps member will complete a minimum of 1700 hours of service. Of these hours, a maximum of 20% of the total hours may be credited to training, education, and other, similar approved activities.
  - b. The JV AmeriCorps member understands that to successfully complete the term of service, as defined by JVC Northwest AmeriCorps program and consistent with AmeriCorps regulations, and to be eligible for the education award, they must
    - i. Complete the required minimum hours for the term of service;
    - ii. Satisfactorily complete pre-service training, including JVC Northwest AmeriCorps orientation,

and the appropriate education/training that relates to the JV AmeriCorps member's ability to perform service, including JVC Northwest Retreats.

- iii. Stay for the entire term of service as indicated by the dates of this contract;
  - iv. Complete all JVC Northwest AmeriCorps paperwork by the established deadlines; and
  - v. Abide by the standards of the program as described herein.
- c. The JV AmeriCorps member understands that if they do not successfully complete their term of service, the JV AmeriCorps member may not receive any portion of the Segal Education Award.
- d. A JV AmeriCorps member's failure to disclose to the Program any history of having been released for cause from another AmeriCorps program will render them ineligible to receive the education award. Being released for cause, however, does not necessarily affect eligibility to serve for an additional term of service.
4. **Abide by Program Standards.** The JV AmeriCorps member understands that they are to abide by the following standards of the Program and any breach of these standards may be cause for dismissal and/or a determination of unsuccessful completion of the Program:
- a. The JV AmeriCorps member makes a firm commitment to complete their full term of service as specified in the Key Terms section of this agreement. The JV AmeriCorps member will not seek to break this commitment unless the reason qualifies as a "compelling personal circumstance" as defined by the [45 Code of Federal Register 2522.230](#). Some examples of reasons that may justify release from service include a member's critical illness, a serious family matter, or death or critical illness in the member's immediate family. It may also include premature termination of the Program or other programmatic problems beyond the member's control.
  - b. The JV AmeriCorps member affirms adherence to the JVC Northwest Code of Conduct, Covenant, and Drug and Alcohol Policy, previously signed as a condition of acceptance into JVC Northwest.
  - c. The JV AmeriCorps will live with and participate in their assigned JV Community throughout the year, and
    - i. Attend and participate in JVC Northwest Orientation week, Retreats, and monthly virtual gatherings.
    - ii. Participate and share leadership in weekly community activities and spiritual sharing/reflection gatherings.
    - iii. Attend regular community meals and activities as decided by the community.
    - iv. Participate in regular business meetings as decided by the community and follow the guidelines for ethical and financially responsible practices regarding the community account.
    - v. Participate in Re-Orientation, the structured closure of the year, with the community.
  - d. The JV AmeriCorps member will wear AmeriCorps gear at their service site every day.
5. **Service:** The JV AmeriCorps member will fulfill the position description for which the JV AmeriCorps member is accepted, plus have a readiness to participate in other activities which are not necessarily part of the service description but are customary to the assignment and/or are part of the Partner Agency's culture or routine practice, so long as such activities are not in violation of a provision within this agreement.
- a. **Service Location:** Service should be conducted at the physical address(es) listed on the approved Position Description. Service cannot be done remotely or virtually. Members requesting teleservice arrangements under the auspices of reasonable accommodation of a disability are excluded from this policy, as those requests are covered under other laws and policies. This guidance should not be taken as a change in AmeriCorps State and National's position that members should generally be providing service directly to the people and in the communities where they serve rather than performing service remotely. Therefore, teleservice should be rare, if ever, and involve appropriate documentation,



supervision and oversight.

b. Not Allowed

- i. Teleservice: Accruing regular, consistent service hours from a location other than the physical address on the approved JV Position Description.
- ii. Remote Service: Accruing service hours anywhere besides the physical address or assigned JV House. Note: this disallowance does not include training hours accrued by members participating in JV Orientation (August), JVC Northwest sponsored retreats throughout the service term, or AmeriCorps sponsored symposiums and trainings.
- iii. Virtual Service Sites: Service sites with no physical space/building or have let go of their physical space.

c. Allowed

- i. Teleservice: Accruing some service hours from assigned JV House, no more than 1-2 days per week, and not without prior approval from JVC Northwest.

6. **Dates of Leave:** JV AmeriCorps members will discuss specific dates of leave from service with the Site Supervisor early in the year.
7. **Welfare of All:** JVs must at all times be aware of the responsibilities that accompany their service, uphold the values of JVC Northwest, and promote dignity and respect in their daily interactions with those they serve and with whom they live. JVC Northwest is committed to providing a safe environment for all JVs and for those with whom they serve alongside. Those who act on behalf of JVC Northwest may have a special influence on the lives of the people they serve. This imbalance of power, and hence vulnerability, can be inherent in the relationship. It is the responsibility of those representing JVC Northwest to maintain appropriate boundaries.
8. **Remuneration:** The JV AmeriCorps member is to receive no remuneration for their service from the Partner Agency of any kind outside of the designated living allowance without written agreement from JVC Northwest.
9. **Living Allowance:** The JV AmeriCorps member will use a portion of their monthly living allowance for the following:
  - a. **Community Expenses:** The JV AmeriCorps members will use their living allowance to share in the cost of community expenses which include, but are not limited to, housing fees, food, and utilities. In the rare instance a JV AmeriCorps member makes the decision to leave JVC Northwest, or the JV AmeriCorps member's service is terminated, the member agrees to make reasonable effort to pay to the community account their share of outstanding community expenses related to their time serving and living in community.
  - b. **Individual Expenses:** The JV AmeriCorps member is also responsible for individual costs including, but not limited to, transportation to and from the service site as needed, medical co-pays and/or deductibles, and other living expenses they incur.

**Termination and Education Award:** Failure of the JV AmeriCorps member to fulfill the Responsibilities may result in early termination from the program, which may also result in losing the AmeriCorps living allowance, the Segal Education Award, and the opportunity to be eligible to participate in other national service programs in the future. Roles and Responsibilities Specific to AmeriCorps positions

JV/AmeriCorps member position descriptions must provide for meaningful service activities and performance criteria that are appropriate to the skill level of members. AmeriCorps positions cannot include or put the JV/AmeriCorps member in a situation in which the member is at risk for engaging in any prohibited activity (see 45 CFR § 2520.65, pg. 20), activity that would violate the non-duplication and non-displacement requirements (see 45 CFR § 2540.100, pg. 21), or prohibited fundraising activity (see 45 CFR §§ 2520.40-.45, pg. 21). Position descriptions must accurately and completely describe the activities to be performed by the JV/AmeriCorps member. Positions should be designed to ensure that each member has sufficient opportunity to complete the 1700 hours required to qualify for an education award within a 12-month term of service (10 or 11-month terms may be an option for education positions and in certain locales). In planning for the



member's term of service, service sites should account for holidays and other time off and must provide each member with sufficient opportunity to make up missed hours. Site Supervisors will be responsible for approving member timesheets and ensuring that they only record time for allowable activities.

### ***Benefits specific to AmeriCorps Placements***

JV/AmeriCorps members will receive an AmeriCorps living allowance of \$17,600 in for the 2023-24 program year, distributed over the course of their service term. Upon successful completion of a required term of service, JVs in AmeriCorps placements qualify for a Segal Education Award that can be applied toward student loans or upcoming educational expenses that qualify. The award amount for fulltime service in 2023-24 is \$6,895. Prior to the education award being granted, JV/AmeriCorps members must receive positive mid-term and end-of-term evaluations; complete their respective performance measurement (capacity building or public health); serve through to the end date of their service term as written in the Placement Agreement and their Member Service Contract; and have their final hours completed and approved by their site supervisor. The AmeriCorps Portal ([my.americorps.gov](http://my.americorps.gov)) is where JV/AmeriCorps members can submit requests for forbearance on qualified student loans during their year. After successful completion of their year, they will have access to their education award in the AmeriCorps Portal and be able to request repayment by the National Service Trust of interest accrued on qualified loans.

# Appendices

## JVC Northwest JV AmeriCorps Program Policies

### *Criminal History Check*

JVC Northwest conducts criminal background checks on all JV/AmeriCorps members and keeps the appropriate documentation on file in the JVC Northwest office.

JV/AmeriCorps Member Checks follow these guidelines: The National Service Criminal History check is a three-part check requirement for individuals serving in, or working for, a program or project that receives funding from AmeriCorps. Newly enrolled or hired individuals must undergo:

1. A National Sex Offender Public Website check (NSOPW);
2. A statewide criminal history repository check of the state of residency at the time of application to JVC Northwest AND the state where the individual will work/serve and,
3. A fingerprint-based FBI criminal history check.

JVC Northwest is required to ensure that, until the results from the state criminal registry checks (or the FBI fingerprint check) have been reviewed, **a member may not begin service. In cases in which National Service Criminal History Checks have not been cleared, JVC Northwest will inform site and member of program involvement until the National Service Criminal History Check is cleared.**

JVC Northwest follows the same criminal history check guidelines for JV/AmeriCorps members serving in Independent placements with the exception that it does not run the fingerprint-based FBI national check.

### *Tutoring*

Most JV/AmeriCorps members serving in education provide academic supports as their primary activity. If tutoring is a primary activity at the service site the **Tutoring** policy below must be followed.

**Academic Supports:** If a program does not involve tutoring as defined below, but rather provides other academic supports, sites must ensure in conjunction with JVC Northwest that JV/AmeriCorps members receive adequate training and supervision and have the qualifications and skills necessary to provide the service activities in which they will be engaged.

**Tutoring:** A tutor, as per AmeriCorps' definition, is someone whose **primary goal** is to increase academic achievement in reading or other core subjects through planned, consistent, one-to-one or small-group sessions and activities that build on the academic strengths of students in kindergarten through 12th grade, and target their academic needs. *A tutor does not include someone engaged in other academic support activities, such as mentoring and after-school program support, whose primary goal is something other than increasing academic achievement. For example, providing a safe place for children is not tutoring, even if some of the program activities focus on homework help.*

A program in which JV/AmeriCorps members engage in tutoring for children must:

- (a) Articulate appropriate criteria for selecting and qualifying tutors, including that JV/AmeriCorps members serving in a tutoring program must have a high school diploma or equivalent.
- (b) Identify the strategies or tools it will use to assess student progress and measure student outcomes
- (c) Certify that the tutoring curriculum and pre-service and in-service training content are high-quality and research-based, consistent with the instructional program of the local educational agency and with State academic content standards.
- (d) Include appropriate member supervision by individuals with expertise in tutoring; and

(e) Provide specialized high-quality and research-based, member pre-service and in-service training consistent with the activities the member will perform.

### ***Confidentiality***

**JV/AmeriCorps Member Records:** Service sites must maintain the confidentiality of information regarding individual JV/AmeriCorps members. They must obtain the prior written consent of all JV/AmeriCorps members before using their names, photographs and other identifying information for publicity, promotional or other purposes.

Service sites may release aggregate and other non-identifying information and are required to release JV/AmeriCorps member information to the Corporation and its designated contractors. Service sites must permit a JV/AmeriCorps member who submits a written request for access to review records that pertain to the JV/AmeriCorps member and were created pursuant to their participation in the JVC Northwest AmeriCorps Program.

**Evaluation and Performance Measurement:** JVC Northwest must complete ongoing evaluation for our AmeriCorps grants. For evaluation purposes and to regularly measure our impact, we will be collecting data from Partner Agencies and JV/AmeriCorps members throughout the service year both in the form of performance measurement and evaluation data. JVC Northwest establishes processes to protect the confidentiality of all service recipient records. Service sites should follow their established guidelines for protecting the confidentiality and privacy of program beneficiaries and help ensure that JV/AmeriCorps members are trained and can follow safeguard procedures to ensure participant protection and confidentiality.

### ***Liability Insurance***

Programs and service sites must have adequate general liability coverage for the organization, employees, and JV/AmeriCorps members, including coverage of JV/AmeriCorps members engaged in on- and off-site project activities. Service sites must institute safeguards as necessary and appropriate to ensure the safety of JV/AmeriCorps members. JV/AmeriCorps members may not participate in projects that pose undue safety risks. JV/AmeriCorps member sites must submit proof of liability insurance to JVC Northwest.

### ***Non-Discrimination and Non-Harassment***

Programs participating in the JVC Northwest AmeriCorps Program will not discriminate in the selection and participation of AmeriCorps members based on race, color, religion, sexual orientation, gender identity, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of programs participating in JVC Northwest AmeriCorps, or any bona fide occupational qualifications.

Some JVC Northwest agency partners have a distinct faith-based heritage, which all applicants will understand represents the spiritual foundation of these programs. If an individual chooses to participate in religious activities separately from the JVC Northwest AmeriCorps Program, any such participation is *voluntary* and may not be counted towards completing the AmeriCorps term of service (see **AmeriCorps Prohibited Activities**).

Any JV/AmeriCorps member with questions or concerns about any type of discrimination in their service site are encouraged to bring these issues to the attention of their immediate supervisor, superior, program director, and/or JVC Northwest AmeriCorps staff. If the service site is found to be engaging in such activities, removal of current JV/AmeriCorps member(s), and possible denial of future members at that service site, can result.

Discrimination on the part of fellow AmeriCorps members will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to disciplinary action, up to and including dismissal from the program.

JVC Northwest will not tolerate harassment among its Partner Agencies of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures. Any member who believes that they have been

subject to harassment of any kind, or who have knowledge about harassment of others, should report the harassment to an immediate supervisor, superior and/or Sarah Jones, Director of the JV Program. Any member who is found to have engaged in harassment will be subject to appropriate discipline, up to and including expulsion from JVC Northwest AmeriCorps program.

**Public Notice of Non-Discrimination**

It is against the law for organizations that receive federal financial assistance from the Corporation for National and Community Service to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or, in most cases, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, Site Supervisors and/or JV/AmeriCorps members may bring a complaint to the attention of the Corporation for National and Community Service. If it is believed that an individual(s) have been discriminated against, or for more information, contact:

JVC Northwest AmeriCorps Program  
PO Box 22125  
Portland, OR 97269

Or

Office of Civil Right and Inclusiveness  
Corporation for National and Community Service  
1201 New York Avenue, NW  
Washington, DC 20525  
(800) 833-3722 (TTY and reasonable accommodation line)  
(202) 565-3465 (FAX); eo@cns.gov (email)

***Reasonable Accommodation***

Programs participating in the JVC Northwest AmeriCorps Program will make reasonable accommodations for qualified individuals with known disabilities, as long as the accommodation does not impose an undue hardship on the program. This policy governs all aspects of the program, including selection, placement assignment, compensation, and access to benefits and training.

By far, most accommodations are inexpensive. The Office of Disability Employment Policy operates a toll-free, confidential, free resource for employers on reasonable accommodation requirements and options for accommodating employees at (800) 526-7234 (voice/TDD), e-mail at JAN@jan.icdi.wvu.edu, or website at [www.jan.wvu.edu](http://www.jan.wvu.edu).

Accommodations that impose an undue financial or administrative burden on the operation of the site or fundamentally alter its nature are not reasonable accommodations. However, the site must document and prove any undue burden. Similarly, a person who poses a direct threat to the health or safety to himself or herself or to others, where the threat cannot be eliminated by reasonable accommodation, is not a qualified individual with a disability. In such instances the grantee must document and prove the direct threat.

**Contact Sarah Jones, Director of the JV Program, if you need to request assistance for accommodations.**

***Drug-Free and Alcohol-Free Workplace***

In accordance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (including alcohol) is prohibited in the member's workplace and program.

The JV/AmeriCorps member's participation in JVC Northwest AmeriCorps is conditioned upon compliance with the notice requirements. Failure to adhere to this policy may result in disciplinary action, including termination. Service sites must notify JVC Northwest AmeriCorps if a JV/AmeriCorps member is convicted of any criminal drug statute violation occurring in the workplace no later than five calendar days after the conviction.

### ***Grievance Procedure***

JVC Northwest has both an informal and formal method for resolving the concerns and/or disputes involving the JVC Northwest AmeriCorps Program. Grievances may involve concerns or disputes involving a member's proposed service assignment, service evaluation, suspension, or dismissal. This procedure also may be used to resolve concern or disputes concerning non-selection of JV/AmeriCorps applicant, displacement of employees, or duplication of activities by AmeriCorps. These procedures are open to participants, labor organizations, and other interested individuals concerning the AmeriCorps program. The Informal Resolution Process and the Formal Complaint Procedure are both described below. The Informal Resolution Process is completed before the Formal Grievance Procedure begins.

**Definitions:** For the purposes of this policy, the individual filing the complaint is called the "complainant." The person against who the complaint is made is called the "respondent."

The steps described below describe JVC Northwest's general approach for addressing concerns and disputes. JVC Northwest reserves the right to adjust this approach when circumstances warrant.

#### Informal Resolution Process

- 1. Cooperative Resolution: JVC Northwest will resolve concerns and disputes about its program informally whenever possible through personal and cooperative meetings with the involved parties.**
  - a. Concerns and disputes about JVC Northwest's AmeriCorps Program must be addressed to the Director of the JV Program or the AmeriCorps Grants Manager or their designee, either orally or in writing **within 45 days** of the alleged occurrence.
  - b. Upon receiving written or oral notice of concern or dispute, the Director of the JV Program or the AmeriCorps Grants Manager or their designee, will, as circumstances permit:
    - i. Communicate with the party raising the concern or dispute to determine the nature of the concerns or dispute; and
    - ii. Attempt to resolve the concerns or dispute with involved parties using a variety of methods including, but not limited to:
      1. mediating the concerns with the parties;
      2. assisting the placement with the resolution of the concerns; or
      3. conducting a preliminary inquiry into relevant issues.
    - iii. If the concerns or dispute are not resolved within 30 calendar days of the initiation of the Informal Resolution Process, the party with the concern or dispute may file a formal grievance which will be handled under the Formal Grievance Procedure.
- 2. Alternative Dispute Resolution:** Alternatively, the involved parties may seek resolution of the concerns or dispute through means of Alternative Dispute Resolution (ADR), such as negotiation, mediation, or facilitation.
  - a. *ADR must be initiated within 45 calendar days of the alleged occurrence.*
  - b. A mutually agreed upon neutral, third party will **facilitate the proceedings and function specifically to aid the parties in resolving the matter through a mutually achieved and acceptable written agreement.**

- c. The proceedings will be informal **and the rules of evidence will not apply. Within the extent of the law, the proceedings will also be confidential. No communication or proceeding from ADR may be referred to or used as evidence in later proceedings.**
- d. If the matter is resolved:
  - i. the terms of **the resolution are recorded in a written agreement;**
  - ii. the complainant will agree to forego filing any further grievance on the matter under consideration;
- e. If the matter is not resolved within 30 calendar days of initiation of ADR, the party with the concern **or dispute has the right to file a formal grievance.**

### 3. **Filing a Formal Grievance**

If the concerns or dispute regarding the JVC Northwest AmeriCorps Program are not resolved with the Informal Resolution Process, the complainant may file a grievance and, in doing so, must adhere to the procedure explained below.

- a. Except for complaints alleging fraud or other criminal activity, grievances must be filed within one year of the date of the alleged occurrence.
- b. The grievance must be in writing and filed with the Executive Director at JVC Northwest. If the grievance is filed against the Executive Director, the written grievance must be submitted to the Chair of the Board of Directors. The grievance should include, to the best extent possible, the following information:
  - i. The full name and contact information of the complainant;
  - ii. The full name and contact information of the respondent, or other information sufficient to identify the respondent;
  - iii. A clear and concise statement of the facts, as alleged, including pertinent dates, constituting the alleged violations;
  - iv. The provision of the act, regulations, grant, contract or other agreements under the act believed to have been violated; and
  - v. The relief requested.
- c. If ADR was used in the Informal Resolution Process, the neutral party from ADR may not participate in the formal grievance process.
- d. The Executive Director, or the Board Chair if the grievance is against the Executive Director, from JVC Northwest will meet with the complainant to learn more about the grievance and will determine a plan of action which may include, but is not limited to:
  - i. conducting an objective investigation into the allegations;
  - ii. interviewing respondent and witnesses; and
  - iii. reviewing any supporting documentation.

All parties involved have the right to have another person present as a witness during interviews.

- e. Information concerning an investigation is generally considered confidential and will be disclosed as JVC Northwest determines is necessary for business purposes or if required by law.
- f. Complainants and respondents are expected to fully cooperate with any investigation. If the complainant does not or cannot cooperate, the complaint may be deemed withdrawn. If the respondent does not cooperate, it may be considered a violation of JVC Northwest policy.

- g. After completing the investigation, the Executive Director, or the Board Chair if the grievance is against the Executive Director, will render a decision on the grievance and suggest a remedy, if any. A decision on the grievance will be made no later than 60 calendar days after the filing.

#### **4. Binding Arbitration**

- a. If there is an adverse decision against the complainant, or no decision has been reached after 60 calendar days of filing a grievance, the complainant may submit the grievance to binding arbitration before a qualified arbitrator who is jointly selected and who is independent of the interested parties.
- b. If a party chooses to pursue binding arbitration, the party must notify the adverse party in writing of its submission of the grievance to binding arbitration within 30 calendar days of the formal grievance decision. Failure to file for arbitration within 30 calendar days of the formal grievance is considered untimely, the formal grievance decision is final, and the party waives its right to pursue arbitration.
- c. If the parties cannot agree on an arbitrator within 15 calendar days after receiving a request from one of the parties, the CEO of the Corporation for National and Community Service (Corporation) will appoint an arbitrator.
- d. An arbitration proceeding must be held no later than 45 calendar days after the request for arbitration. If the arbitrator is appointed by the CEO of the Corporation, the proceeding must occur no later than 30 calendar days after the arbitrator's appointment.
- e. A decision must be made by the arbitrator no later than 30 calendar days after the date the arbitration proceedings began.
- f. The arbitration, including all processes, proceedings, and remedies, shall be consistent with 45 CFR §2540.230.

## Sample Site Monitoring Tool

### Jesuit Volunteer AmeriCorps Program Partner Agency Site Monitoring Tool

Date of Visit: \_\_\_\_\_ Locale: \_\_\_\_\_

Service Site (Agency and Program Name, no abbreviations): \_\_\_\_\_

Site Supervisor Name(s): \_\_\_\_\_

JV/AmeriCorps Member: \_\_\_\_\_ Program Coordinator: \_\_\_\_\_

*This tool is to be completed by the Program Coordinator (PC) during the fall area visit. Please evaluate by placing an "X" in the appropriate box.*

#### Onboarding and Position Description

	Meets Expectations	Follow up Needed	Comments
Member has enough hours of direct service/capacity building (35 hours/week) and total hours of service (40 hours/week). <i>A minimum of 1700 hours/year is needed for AmeriCorps members.</i>			
Position description clearly and accurately describes responsibilities and time allocation for tasks.			
All service site locations are listed correctly on the position description.			
Member duties and schedule match submitted position description.			
Member understands agency policy for holiday/sick days; days of service; and leave from service (10 days).			
Member received orientation/training to understand the work of the agency, the social context/reality in which it works, and their role within it.			
Member is aware of the agency's emergency procedures and safety protocols.			



Supervisor has noted any possible program changes that could impact position responsibilities at different times of the year.			
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**Communication and Technology**

	Meets Expectations	Follow up Needed	Comments
Supervisor participated in JVC Northwest site supervisor orientation webinar.			
Supervisor is able to access webinars and use websites for communication with JVC Northwest and/or AmeriCorps and will inform us if difficulties arise. <a href="http://jvcnorthwest.org/partner-agency-resources/">http://jvcnorthwest.org/partner-agency-resources/</a> Password: <b>Impact2G</b>			

**Site Supervision**

	Site supervisor meets weekly with member; provides ongoing guidance and support, inclusive of required performance measurements (Health, Education, or Capacity Building).			
	Supervisor is aware they must inform the PC immediately if there are potential of any supervisory changes for the JV.			
AmeriCorps Placements Only	Supervisor understands expectation that they approve members' reported service hours by 10 <sup>th</sup> of each month.			
	Supervisor is aware of Prohibited Activities.* See page 21 in partner agency handbook			
	Agency supports AmeriCorps promotion by posting a sign that an AmeriCorps member serves there and displays the AmeriCorps logo on their website or appropriate communications.			

**Policies** *The partner agency abides by the following policies as outlined in the Partner Agency and Site Supervisor Handbook.*

Non-Discrimination and Non-Harassment Policy			
Reasonable Accommodation Policy			
Drug-Free Workplace Policy			
Grievance Procedure			

Additional Comments:

\_\_\_\_\_  
Program Coordinator Signature

\_\_\_\_\_  
Program Coordinator Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Site Supervisor Name

\_\_\_\_\_  
Date

cc: Sarah Jones, Director of the JV Program  
 Amarylis Fernandez, AmeriCorps Grants Manager  
 Site Supervisor

## **JVC NORTHWEST DRUG AND ALCOHOL POLICY**

Jesuit Volunteer Corps (JVC) Northwest engages individuals in a transforming year of full-time service. Jesuit Volunteers (JVs) in the Northwest examine and act on the causes of social and ecological injustice to promote peace and structural change. We recognize that addiction has been and continues to be a destructive force in families and communities around the world; therefore, we ask that serious reflection and action in line with this covenant be taken in terms of alcohol use and that JVs abstain from drug use during their service year. We view our policy on drugs and alcohol as consistent with the intentions in our Covenant: to live healthily in community, simply and sustainably, as spiritual persons committed to justice.

It is the intent of the JVC Northwest staff to challenge all Jesuit Volunteers to:

- be aware of, reflect upon, discuss among themselves, and act intentionally with respect to the use of alcohol in relation to the JVC Northwest values
- explore ways of socializing that do not involve alcohol
- recognize abusive use of alcohol as contrary to living the JVC Northwest values
- think critically about the relationship between living in solidarity with the communities JVs serve and how drugs and alcohol currently impact these communities

The policy of JVC Northwest regarding drugs and alcohol is as follows:

- The use, sale or possession of any illegal drug, marijuana, drug-related paraphernalia, or other illegal substances by a JV during the JVC Northwest program year is unacceptable.
- We acknowledge that marijuana is legal in Alaska, Oregon, Montana, and Washington states, but not in Idaho. All JVs, regardless of where they are placed, commit to not using marijuana during their service year.
- Alcohol, marijuana, and/or non-prescription drugs will not be present at Orientation or retreats.
- JVs will consider the effects of alcohol consumption not just on themselves, but on their community members. JV communities will decide together if and how they want alcohol to play a part in their year and will use it with consideration and intentionality, if at all.
- JVs will not spend community money on alcohol or drugs.
- Alcohol use by a JV which impairs judgment and/or illegal drug or marijuana use is unacceptable in JVC Northwest.
- JVs living in/near Ashland and St. Xavier, Montana will commit to a dry community, which means refraining from purchasing or consuming alcohol in or near their locale.
- JVs living in Bethel, Alaska will commit to a dry community for the first three months of the program, during which they will engage in a discernment process to determine their alcohol policy for the rest of the service year.

If a JV engages in behavior that is in violation of this drug and alcohol policy and/or abuses alcohol or drugs in a way that is destructive to themselves and/or their community, the JV may be required to comply with one or more of the following: agree to a drug and alcohol assessment conducted by a professional identified by JVC Northwest, which may include a urinalysis, and agree to release the information to JVC Northwest; agree to and follow through with the recommendations of the assessment, entering into substance abuse counseling, if necessary; abstain from alcohol and drugs for the remainder of the JV year; be dismissed from the JVC Northwest program.

JVC Northwest has adopted this policy because it conforms with federal law and because of our belief that the use, sale and possession of illegal drugs or abuse of alcohol has harmful effects upon the JV, the JV community, the JV's neighborhood, JVC Northwest, and the partner agency and clients.

## The Covenant of JVC Northwest

“Honoring the Divine at work in all things, we envision the Northwest as a sustainable region where all live in dignity, are treated justly, and actively contribute to their own empowerment and positive change in their communities.” –From the JVC Northwest Mission

With respect for individual freedom and our capacity to change, we, the staff and volunteers of JVC Northwest, are committed to certain common values. We are called to help one another to live guided by the values of Community, Simple Living, Social and Ecological Justice, and Spirituality/Reflection, acknowledging their inherent interconnectedness. JVC Northwest is committed to racial equity, inclusion, and justice. The call for equity and inclusion stem from and are intrinsically linked to our mission as a Jesuit Catholic organization. Because we hold that the Divine grounds all things and creates all things good, we are all equal in the eyes of this Divine. Any historical, current exclusion, or inequitable treatment of particularly but not exclusively Indigenous and people of color does not fulfill our Jesuit Catholic mission.

**SIMPLE LIVING** Honoring simplicity enables us to value relationships over objects and self-reflection over status. Simple living is an emptying of the self for the sake of personal, communal, and environmental transformation. In the bioregion of the Pacific Northwest, voluntary simplicity is deeply connected with the value of ecological sustainability, calling us to be mindful and proactive about how we care for the environment that sustains us. When our lives are free of an excess of activity and material possessions, our view of the world and of ourselves is clarified. We are better able to attend to our deepest self, our community, and people who are marginalized.

- I will value people and relationships over possessions or status.
- I will seek simplicity in my use of time, energy and resources.
- I will live on the monthly stipend, not accepting funds from family, friends, or any jobs or any other source to supplement my living.
- I will examine and transform my personal values and habits to reflect my care and concern for the environment. Being mindful of my impact on the earth, I will socialize and recreate in ways which enhance my active and true connection with other people and the natural world.
- Simplicity of time, energy, and resource means that I will choose to stay present to how my needs relate with the needs of the world, allowing for room to stretch and be flexible so as to truly become “a person for others” while also choosing to practice self-care when that is what naturally arises.

**SOCIAL AND ECOLOGICAL JUSTICE** We work for justice by being aware of how our attitudes and behavior affect others. Our awareness urges us to change the attitudes and structures which create poverty, perpetuate oppression, and destroy ecological systems. Solidarity demands that we create change by working alongside those who are economically poor, oppressed, and vulnerable. After change has been achieved, we foster reconciliation.

- I will seek truth rather than relying on prejudices, assumptions, rumor, and incomplete information.
- I will strive to be just in my attitudes, language, and actions.
- I will strive to recognize and celebrate the worth of my life and the lives of others, no matter how different, in the community where we live and serve.
- I will work and live in solidarity with people who are economically poor, oppressed and vulnerable toward the goal of structural change in the attitudes, practices and institutions of our society.
- I will act in accordance with my ethical beliefs and responsibilities. I will live in such a way that meets the needs of the present without compromising the ability of future generations to meet their needs.

- I will commit to learning and unlearning the beliefs and attitudes that I hold (consciously or unconsciously) that stem from structural oppression.

**COMMUNITY** Living in intentional community challenges us to be open, compassionate and willing to change. As we practice deep compassion with ourselves and each other at home, we are strengthened for our work in the world. We affirm our relational natures and seek the sacredness at the heart of our interactions. In community we learn that our lives are interdependent, and we have a responsibility to others, as they have to us. We come together to support and give life to one another; we are in JVC Northwest together, we are not alone.

- I will be a source of support to my JV community members with respect to their service and fulfillment of this covenant.
- I will take part in JV community business meetings, community and spirituality/reflection nights, and other community gatherings.
- I will evaluate my behavior and decisions in light of their effects on my JV community, the agency and locale where I serve, and the JVC Northwest program.
- I will address that which may be unhealthy in my own life and will accept the support of my community.
- I will listen and speak honestly with each member of my JV community, seeking connection in all interactions.
- I will commit to solving conflicts peaceably.
- I will commit to learning and unlearning the beliefs and attitudes that I hold (consciously or unconsciously) that stem from structural oppression without burdening or expecting educational labor from those that hold marginalized identities.

**SPIRITUALITY /REFLECTION** JVC Northwest is founded on the Ignatian principles of action and reflection. Coming together to pray and/or reflect, ponder and converse, we discover how we are being called to create a just world. We explore what it means to live a life rooted in the spirit of justice, while experiencing personal growth through reflection and service.

- I will reflect and/or pray regularly, seeking awareness of the sacredness of the persons I serve and encounter, the persons with whom I live and serve, and of my experience.
- I will lead and participate in weekly JV community gatherings that provide the opportunity to pray and/or reflect, bringing my own gifts and accepting the gifts of others. I will reflect on my personal journey and beliefs this year in the context of community.
- When attending retreats, I will participate fully by being present to the community of fellow JVs, staff, guests and the natural setting. I will examine the ways my faith or beliefs intersect with my desire for justice. I will work for justice from a place that is grounded in peace, non-violence, and love.



Date adopted: June 2011, February 2021, March 2023

Date approved: May 2023

Due review: Spring 2025

## **Jesuit Volunteer Corps Northwest JV Code of Conduct**

Jesuit Volunteer Corps (JVC) Northwest recognizes the inherent dignity of all individuals and promotes respect and reverential behavior toward all. This Code of Conduct establishes standards of behavior for Jesuit Volunteers/AmeriCorps members (“JVs”), who are representatives of JVC Northwest, as well as practices for preventing and addressing JV misconduct. Standards of conduct for other representatives of JVC Northwest are addressed in other policies.

JVs must at all times be aware of the responsibilities that accompany their service, uphold the values of JVC Northwest, and promote dignity and respect in their daily interactions with those they serve and with whom they live.

JVC Northwest is committed to providing a safe environment for all JVs and for those with whom they serve alongside. Those who act on behalf of JVC Northwest may have a special influence on the lives of the people they serve. This imbalance of power, and hence vulnerability, can be inherent in the relationship. It is the responsibility of those representing JVC Northwest to maintain appropriate boundaries.

As a Jesuit Catholic organization, our practices are rooted in Catholic Social Teaching. JVC Northwest identifies shared values between Catholic Social Teaching and Restorative Justice models, whose goals are peace and liberation for all people. The tenants of Catholic Social Thought and the central themes of Restorative Justice are grounded in prioritizing relationships. Restorative Justice echoes Indigenous practices from around the world, and rather than centering the broken rules or laws when harm has been caused, it focuses on the violation of people and relationships. As a Catholic organization, we are committed to human dignity and respect for human life and view justice as “fidelity to the demands of a relationship.” Rather than centering punitive actions, our Code of Conduct focuses on repairing harm by involving people affected by harm in the work toward resolution. The Code of Conduct is another way JVC Northwest asks JVs to engage in the core values of our organization and to lean into countercultural practices of approaching conflict and addressing harm.

### **1. General Provisions.**

- a. Representatives of JVC Northwest are responsible for being cognizant of appropriate behaviors in relationships and maintain integrity in all actions. JVs must comply with professional ethical standards and avoid behavior that gives the appearance of impropriety.
  - b. Representatives of JVC Northwest:
    - i. shall not engage in abuse, assault, harassment, coercion, creation of a hostile environment, microaggression, or retaliation as defined in Appendix A.
    - ii. shall abide by the Touching Guidelines, Guidelines for Verbal and Nonverbal Conduct, and Policy Regarding Treatment of Vulnerable people as defined in this Code of Conduct and the Placement Agreement.
    - iii. shall abide by all policies outlined at their service site provided as part of their site training and onboarding.
  - c. JVs consent to be screened, including a criminal history check, pursuant to section 2; to read and agree to the terms of this JVC Northwest Code of Conduct before beginning their service; and to sign the appropriate Acknowledgement form.
  - d. JVs agree to the conduct and policies outlined in the Placement Agreement, the JVC Northwest Covenant, the Drug and Alcohol policy, the JV Handbook, as well as this Code of Conduct.
  - e. If and to the extent any provision in this policy, or enforcement thereof, conflicts with applicable federal or state law, this policy shall be deemed modified to the extent necessary to bring it into compliance with applicable law. For example, the policy provision in question may be deemed nullified so that the policy complies with the law. Except as so modified pursuant to this paragraph, the provisions of this policy shall remain in full force and effect.
  - f. JVC Northwest representatives shall cooperate fully in any investigation or reports of misconduct conducted by law enforcement or agency representatives or JVC Northwest representatives.
    - i. All persons over whom any person, due to their status as a representative of JVC Northwest is in a position of power;
    - ii. All other persons whom a reasonable adult would consider vulnerable.
    - iii. Representatives of JVC Northwest may also be vulnerable people.
2. **Screening for Harm Prevention.** JVC Northwest seeks to minimize risks to vulnerable people through a prevention and screening program that includes applications, interviews, references, and criminal history checks.
- a. JVC Northwest conducts criminal history/background checks on all prospective representatives of JVC Northwest prior to acceptance to serve. Acceptance is contingent upon the successful completion of the criminal history/background checks.
    - i. For JVs who are AmeriCorps members, JVC Northwest follows the guidelines provided by AmeriCorps which includes a state repository criminal history check from the state in which they will serve, a state repository criminal history check from the state where the JV AmeriCorps member made application, an FBI national criminal history check, and a National Sex Offender Public Website (NSOPW) check.

ii. For Independent (non-AmeriCorps) JVs, the pre-acceptance criminal history screening will include state repository criminal history checks of the state where the applicant lived at the time of application and the state where the JV will be serving, as well as an NSOPW check.

b. Any prospective or current representative of JVC Northwest who is listed, or required to be listed, on a sex offender registry; convicted of murder; refuses to undergo the criminal history check process; or makes a false statement in connection with a JVC Northwest inquiry concerning the person's criminal history is ineligible to serve. If a candidate's criminal history/background check(s) indicates any convictions other than murder, the Executive Director of JVC Northwest will determine whether such conviction(s) renders the candidate ineligible to serve. If the Executive Director determines that the convictions constitute grounds for ineligibility, the candidate will be sent a letter of denial of acceptance with a summary of their rights under the Fair Credit Reporting Act (FCRA).

### 3. **Restorative Justice**

a. Restorative Justice seeks to repair harm by centering the impact on individuals and the community. This process engages collective decision-making in restoring relationships through communication and accountability. JVC Northwest expects that harm will arise between individuals living in an intentional community. It employs the principles of Restorative Justice to restore and transform relationships when harm has occurred.

b. *Community Building*: JVC Northwest supports individual JV/AmeriCorps members and JV communities in establishing Community Agreements reflective of the values of Community, Simple Living, Social and Ecological Justice, and Spirituality/Reflection. When harm arises in the community, these values and agreements are the basis for restoration. Training is provided by JVC Northwest as part of Orientation and monthly virtual cohort gatherings at the beginning of the service term to build JV skills to engage in peer-led and community-based conflict resolution. JVC Northwest staff and representatives are available to support JV Communities when resolution cannot be met at the peer level.

c. *Restorative Conversations*: Restorative Conversations (or Harm or Peacemaking circles) are formed to respond to harm by identifying the impacts of harm and the needs of the person or people harmed. Restorative Conversations focus on building consensus on what is needed for repair rather than punitive outcomes for the person who caused harm. Restorative Conversations utilize a Facilitator that takes a multi-partial approach that acknowledges the direction of harm, identifying the person(s) harmed, and the person(s) who harmed; acknowledging the experiences and perspectives of all persons involved. Interpersonal or community-wide harm will utilize the following process for Restorative Conversations:

i. *Reporting Harm*: JVs should alert their Program Coordinator when harm has been caused that cannot be resolved at the peer level. JVs members must report harm if immediate intervention is needed to prevent or reduce significant and ongoing or immediate harm, and when a JV believes the misconduct violates this Code of Conduct. If an emergency contact emergency services first. The Program Coordinator (PC) will work with the JVs, the Director of the JV Program (DJVP), and In Locale Coordinator (ILC) to identify a Facilitator to convene a Restorative Conversation. Restorative Conversations require all individuals to be willing participants in the process.

ii. *Individual Meetings*: The Facilitator meets individually with each person involved or affected by the instance(s) of harm to share their experience and perspective and confirm participation in a Restorative Conversation.



iii. *Restorative Conversation*: After all Individual Meetings, the Facilitator will convene a Restorative Conversation. As part of this conversation, all individuals will be allowed to acknowledge the needs of the person(s) harmed, and the person(s) who harmed take responsibility for the impact of their actions on others. See the sample guide in Appendix B.

iv. *Accountability Action Plan*: The Restorative Conversation engages all individuals in the resolution of harm. The individuals, with the support of the Facilitator, work together to create an Accountability Action Plan that seeks to actively repair relationships. This action plan should outline the steps needed to restore relationships, prioritizing Individuals most impacted by the harm. The Facilitator or designee will convene a Connection and Support Circle several weeks after the Restorative Conversation to check-in.

#### 4. **Reports of Harm Beyond Restoration**

a. There may be instances where ongoing or persistent harm would impede the ability of the Restorative Process. JVC Northwest prioritizes the impact of the harm, including the severity of harm and the preference of the person(s) who experienced the harm. It will also consider the intent behind the harm if known; the likelihood of ongoing harm; and the likelihood of healing and/or restoration. In these instances, the following steps will be followed:

i. *Reporting Harm*: JVs should alert their Program Coordinator when harm has been caused that cannot be resolved at the peer level. JVs members must report harm if immediate intervention is needed to prevent or reduce significant and ongoing or immediate harm, and when a JV believes the misconduct violates this Code of Conduct. If an emergency, contact emergency services first. The Director of the JV Program (DJVP) or designee will serve as the Facilitator to convene Individual Meetings.

ii. *Individual Meetings*: The Facilitator meets individually with each person involved or affected by the instance(s) of harm to share their experience and perspective. If a Restorative Conversation is deemed possible, the Facilitator will follow the above process. If, from these meetings, the Facilitator deems a Restorative Conversation not possible, the Facilitator will determine an outcome.

iii. *Outcome*: JVC Northwest will determine whether the reported behavior more likely than not occurred. The Facilitator may convene a team of designated individuals within JVC Northwest to decide on an appropriate response to the harm. When convening a Resolution Team, the Facilitator will limit the team to those who need to be informed to provide effective and equitable review and timely resolution of the harm, while protecting the privacy of those involved as fully as possible. The Facilitator will communicate the outcome to the person(s) reporting the harm, the person(s) harmed, the person(s) who caused the harm, and their JV community. Any notes taken throughout this process will be kept in a confidential file.

1. *Appeal*: The person(s) reporting harm or the person(s) implicated in causing harm may appeal the resolution of a formal process via the JVC Northwest Grievance Procedure in the JV Handbook.

5. **Interim, Reasonable, and Supportive Measures**: In addition to the individual meetings, the Facilitator and/or Program Coordinator will provide ongoing support to the person(s) harmed and person(s) who caused harm, as needed. The Facilitator and/or Program Coordinator will support the person(s) harmed and the person(s) who caused harm by:

- a. Communicating with their community mates and/or partner agency staff to maintain safety, explain the absence, and/or make alternative arrangements if needed.
- b. Arranging a temporary place to stay for the person(s) harmed and/or the person(s) who caused harm if they are JVs living in the community together.
- c. Providing the person(s) harmed, the person(s) reporting the harm, and the person(s) who caused the harm with written information about resources, procedural options, and reasonably available Supportive Measures. This written information shall include a notification about the process for seeking disability-based accommodations and/or auxiliary aids under Section 504 of the Rehabilitation Act and/or the Americans with Disabilities Act.
- d. JVC Northwest upholds the rights of all those involved in the Restorative process:
  - i. Right to be heard;
  - ii. Right to be treated with respect and consideration;
  - iii. Right to report allegations to the appropriate governmental authorities;
  - iv. Right to seek and retain legal counsel;
  - v. Right to discretion in conducting the restoration process;
  - vi. Right to participate in Individual Meetings, Restorative Conversations, and Accountability Action Plan;
  - vii. Right to provide evidence in support of the allegations;
  - viii. Right to know the outcome of any reports of harm.

## Code of Conduct State Reporting Resources

- Alaska:
  - Alaska Senior and Disability Services Adult Protective Services <http://www.hss.state.ak.us/dsds/aps.htm>
  - State of Alaska Health and Social Services Office of Children’s Services <http://dhss.alaska.gov/ocs/Pages/publications/reportingchildabuse.aspx>
- Idaho:
  - Idaho Commission on Aging Adult Protection <http://www.aging.idaho.gov/protection/index.html>
  - Idaho Department of Health and Welfare <http://www.healthandwelfare.idaho.gov/Children/AbuseNeglect/tabid/74/ItemId/397/Default.aspx>
- Montana:
  - Montana Department of Health & Human Services Adult Protective Services
  - <http://dphhs.mt.gov/SLTC/APS.aspx>
  - Montana Department of Public Health & Human Services Child & Family Service Division <http://www.dphhs.mt.gov/cfsd/index.shtml>
- Oregon:
  - Oregon Department of Human Services <http://www.oregon.gov/dhs/abuse/Pages/index.aspx>
- Washington:
  - Washington State Department of Social and Health Services <http://www.dshs.wa.gov/endharm.shtml>

## Whistleblower

Date adopted: December 3, 2011

Date revised: January 1, 2017

Date to review: November 2022

**Purpose and Scope:** Jesuit Volunteer Corps (JVC) Northwest seeks to conduct all of its activities in an ethical, responsible and legal manner. Board members, staff and Jesuit Volunteers are expected to practice integrity and honesty in fulfilling their responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to support JVC Northwest's goal of legal compliance and provide protection to employees and volunteers by providing a mechanism to report unethical, irresponsible or illegal behavior.

**Policy:** It is the intent of JVC Northwest to adhere to all laws and regulations that apply to the organization. The board, staff and Jesuit Volunteer (JV) must comply with various laws and regulations.

JVC Northwest will not retaliate against a director, employee or Jesuit Volunteer who in good faith, has made a protest or raised a complaint against some practice of JVC Northwest or against another individual or entity with whom JVC Northwest has a business relationship.

### **Procedure:**

If a director, employee or JV should discover information leading them to believe that a serious wrongdoing, illegality or unethical behavior has occurred in JVC Northwest, they shall report this information in writing to the Executive Director and the chair of the board.

The Executive Director shall conduct an investigation. If the Executive Director is implicated in the wrongdoing, the chair or other member of the board will be the point of contact and conduct an investigation. Reports of violations will be kept confidential, except in conjunction with the investigation of the complaint. The board can depart from this policy if it concludes the benefits of disclosure outweigh the benefits of confidentiality. Appropriate corrective action will be taken if warranted by the investigation.

At the Corporation for National and Community Service (CNCS), which oversees AmeriCorps, there is a Fraud Hotline to provide an opportunity for concerned citizens, program participants, employees of CNCS grant recipients, volunteers, and others to report instances of fraud, waste, abuse of authority, and mismanagement. **Fraud Hotline telephone number is 1-800-452-8210.** Reports may also be made via e-mail to [hotline@cncsig.gov](mailto:hotline@cncsig.gov).

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## 2023-2024 Reporting Contact Information

Greg Carpinello  
Executive Director  
JVC Northwest  
PO Box 22125, Portland, OR 97269  
2780 SE Harrison St, Milwaukie, OR 97222  
W: 503-335-8202  
Fax: 503-249-1118  
[gcarpinello@jvcnorthwest.org](mailto:gcarpinello@jvcnorthwest.org)

Joan Duffell  
Board Chair  
c/o JVC Northwest  
PO Box 22125, Portland, OR 97269  
2780 SE Harrison St, Milwaukie, OR 97222  
C: 206.390.1063  
Fax: 503-249-1118  
[joanduffell@gmail.com](mailto:joanduffell@gmail.com)