



Handbook for
Jesuit Volunteers/AmeriCorps Members
2024-2025



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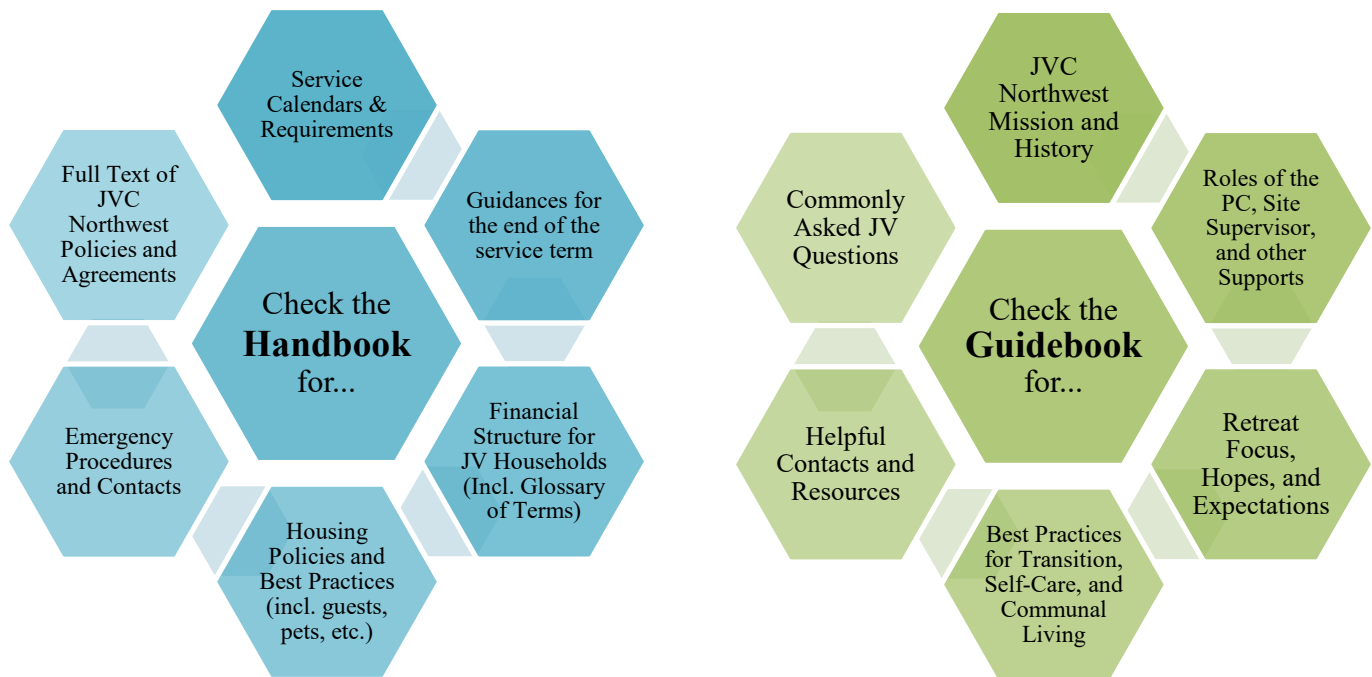
JV/AmeriCorps Member Handbook vs. Guidebook

PURPOSE OF THE HANDBOOK

The JV/AmeriCorps Member Handbook explains official policies, practices, procedures, and acknowledgements of the JVC Northwest and AmeriCorps programs. It is to be used for your reference personally and as a JV Community throughout the year.

WHAT IS THE PURPOSE OF THE GUIDEBOOK?

This is in contrast to the JV/AmeriCorps Member *Guidebook*, which each community also receives at Orientation. The Guidebook is a resource for JVs and JV/AmeriCorps Members navigating common questions during the service term about communal living, communication on hard topics, who is available to provide advice or support, managing transition into and out of the service term, and living the values. The Guidebook also provides context and history for the JVC Northwest Program.



Both the Handbook and Guidebook should be kept in an accessible place for when questions arise during the service term

The Covenant of Jesuit Volunteer Corps 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.

- Δ I will value people and relationships over possessions or status.
- Δ I will seek simplicity in my use of time, energy, and resources.
- Δ I will live on the monthly stipend, not accepting funds from family, friends, jobs, or any other source to supplement my living.
- Δ 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.
- Δ 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.

- Δ I will seek truth rather than relying on prejudices, assumptions, rumor, and incomplete information.
- Δ I will strive to be just in my attitudes, language, and actions.
- Δ 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.
- Δ 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.
- Δ 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.

- Δ 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.

- Δ I will be a source of support to my JV community members with respect to their service and fulfillment of this covenant.
- Δ I will take part in JV community business meetings, community and spirituality/reflection nights, and other community gatherings.
- Δ 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.
- Δ I will address that which may be unhealthy in my own life and will accept the support of my community.
- Δ I will listen and speak honestly with each member of my JV community, seeking connection in all interactions.
- Δ I will commit to solving conflicts peaceably.
- Δ 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.

- Δ 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 of my experience.
- Δ 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.
- Δ 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.

2024-2025 Service Term Calendar

DATES	EVENTS AND PAPERWORK	DEADLINES & NOTES
August 5-10	JVC Northwest Orientation	Five-day pre-service training near Portland, Oregon
August 10-13	JVC Northwest Local Orientation	JV/AmeriCorps members arrive at their locales and are oriented to their new living situations.
August 14	First day of service for all JV/AmeriCorps members	
September 5 2-4 pm PT	Virtual Mini Retreat for all JV/AmeriCorps members and In-Locale Coordinators	We'll cover Restorative Justice and Beyond Land Acknowledgement.
September 20-23	Fall BIPOC Retreat & White Accountability Virtual Space	BIPOC Retreat occurs Friday-Monday. White Accountability will have activities and meetings Friday evening through Sunday.
September/ October	Fall Area Visit by JVC Northwest Program Coordinator <ul style="list-style-type: none"> 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 3 2-4pm PT	Virtual Mini Retreat & Site Supervisor Training for all JV/AmeriCorps members and Site Supervisors	We'll review Capacity Building Project requirements and cover another topic together.
October 7	Capacity Building Project Planning Form Available	Due by November 1
October 9	2025-26 Partner Agency Application available via Knack	Due by November 18
October 10 11 am -1 pm PT	Virtual Q&A Session for members and site supervisors to get CBP questions answered	
October 14	Organizational Pre-Assessment Available	JV AmeriCorps members only Due by November 8
November 1	Capacity Building Project Planning Form Due	JV AmeriCorps members only
November 4	Initial Placement Assessments Available - All JV/AmeriCorps members	Due by November 29
November 8	Organizational Pre-Assessment Due	JV AmeriCorps members only
November 8-11	People with and For Others Fall Regional Retreat	Date subject to change before start of service term
November 18	2025-26 Partner Agency Application Deadline	

November 29	Initial Placement Assessments Due	All JV/AmeriCorps members
December	JVC Northwest begins 2025-26 Partner Agency Selection Process	
December 5 2-4pm PT	Virtual Mini Retreat for all JV/AmeriCorps members	We'll introduce a Magis Retreat planning toolkit and cover another topic.
Mid-December	2025-26 Partner Agency Selection Notification First 2025-26 JV Application Deadline	Notifications sent via email
2025		
January 6	Mid-Term Evaluations Available	Due by February 7
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 2025-26	
January 20	Martin Luther King Jr. Day of Service	
January/ February	Virtual All Site Supervisor Meeting for sites continuing in 2024-25 service term	Varies by Locale
February 3 2-4pm PT	Virtual Mini Retreat for all JV/AmeriCorps members	We'll revisit both Restorative Justice and the Beyond Land Acknowledgement curriculum.
February 7	Mid-Term JV Evaluations due	All JV/AmeriCorps members
February- March	In Locale Winter Retreat (dates vary by community)	
March 6 2-4pm PT	Virtual Mini Retreat for all JV/AmeriCorps members and Site Supervisors	We'll connect on progress with CB Projects and learn about burnout prevention.
April 3 2-4pm PT	Virtual Mini Retreat for all JV/AmeriCorps members	We'll talk about vocational discernment and have a presenter with a second topic.
April 11-14	Spring BIPOC Retreat & Virtual White Accountability	BIPOC Retreat occurs Friday- Monday. White Accountability will have activities starting Friday evening and sessions through Sunday.
May 2-5	Spring Regional Retreat: Contemplatives in Action	Date subject to change before start of service term
May 12	End of Term Evaluation Materials Available for 11-month JV/AmeriCorps Members	Due by June 13
June 5 2-4pm PT	Virtual Mini Retreat for all JV/AmeriCorps members	We'll talk about how to leave well and go over logistics of getting your home ready for a new community.

June 9	End of Term Evaluation Materials Available for 12-month JV/AmeriCorps Members	Due by July 11
June 13	<ul style="list-style-type: none"> • End of Term Evaluations due • Organizational Post-Assessment due (Capacity Building AmeriCorps positions) 	11-month JV/AmeriCorps members END OF SERVICE PAPERWORK DUE
June 30	Final day of service for JV/AmeriCorps members in 11-month positions <ul style="list-style-type: none"> • America Learns timesheet (1700 hours) by last day of service (June 30, 2025) 	June America Learns timesheet due last day of service and approved by Site Supervisor within one week
July 11	<ul style="list-style-type: none"> • End of Term Evaluations due • Organizational Post-Assessment due (Capacity Building AmeriCorps positions) 	12-month JV/AmeriCorps members END OF SERVICE PAPERWORK DUE
July 31	Final day of service for JV/AmeriCorps members in 12-month positions <ul style="list-style-type: none"> • 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

JVC Northwest Staff and Contact Information

Addresses		Keep this page accessible For our full bios, check out our website: http://jvcnorthwest.org/staff	
<p><u>Mailing address:</u> P.O. Box 22125, Portland, OR 97269</p> <p><u>Physical address:</u> 2780 SE Harrison St, Milwaukie OR 97222</p> <p><u>Office phone:</u> 503-335-8202</p>			
JV AmeriCorps Program			
Assistant Director and Program Coordinators - Primary Point of Contact			
Adrianna Perrien Naccarato (she/her) Assistant Director, JV Program Seattle and Tacoma 971-353-6889 anaccarato@jvcnorthwest.org		Anna Jurken (she/her) JV Program Coordinator Bend, Portland, and Yakima 971- 353-6997 ajurken@jvcnorthwest.org	
Michael Farrell (he/him) JV Program Coordinator Anchorage, Bethel, Juneau, Sitka 971-353-6893 mfarrell@jvcnorthwest.org		Zayna Abusada (she/her, they/them) JV Program Coordinator Ashland, Boise, Missoula, Spokane, and St. Xavier 971-353-6847 zabusada@jvcnorthwest.org	
Additional JV AmeriCorps Program Team Members			
Sarah Jones (she/her, they/them) Director of the JV Program 971-353-6895 sjones@jvcnorthwest.org	Amarylis Fernandez (she/her) Senior Program Coordinator, AmeriCorps 971-353-6800 afernandez@jvcnorthwest.org	Chris Suriano (he/him) Admission and Engagement Manager 971-353-6808 csuriano@jvcnorthwest.org	Monica Glasscock (she/her, they/them) Program Coordinator for Communications & Operations 971-353-6795 monica@jvcnorthwest.org
Business and Operations Team			
David Holcomb (he/him) Director of Finance and Operations 971-353-6766 dholcomb@jvcnorthwest.org	Sandy Parker (she/her) Business and Development Assistant 971-353-6759 busassist@jvcnorthwest.org	Denise Warner (she/her) Property Management Coordinator 971-353-6768 dwarner@jvcnorthwest.org	
Additional JVC Northwest Staff Members			
Greg Carpinello (he/him) Executive Director 971-353-6763 gcarpinello@jvcnorthwest.org	Kelly Hickman (she/her) Director of Development 971-353-6786 khickman@jvcnorthwest.org	Rob Roa (he/him) Director of Recruitment 667.262.2530 rroa@jvcnorthwest.org	
Abby King-Kaiser (she/her) Communications Manager 971.353.6844 akingkaiser@jvcnorthwest.org	Martha McElligott (she/her) Executive Assistant 971-353-6758 mmcelligott@jvcnorthwest.org		

JV/AmeriCorps Member Expectations

Responsibilities:

1. **Meet Minimum Qualifications.** The JV AmeriCorps member understands that they may not receive more than the aggregate value of two full-time Segal 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 and at least 18 years of age for Flex Program and 21 for Residential Program;
 - b. has a high school diploma or equivalency certificate,
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 the JV AmeriCorps member will complete a minimum of 1700 hours of service for full-time service, 1200 hours for three-quarter time Flex service, and 900 hours for half-time Flex 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 . 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 acknowledged as a condition of acceptance into JVC Northwest.
 - c. Residential, full time JVs only: 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 Mini-Retreats.
 - 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 that 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 for Residential Full Time JV AmeriCorps Members:** 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.
 - c. **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.

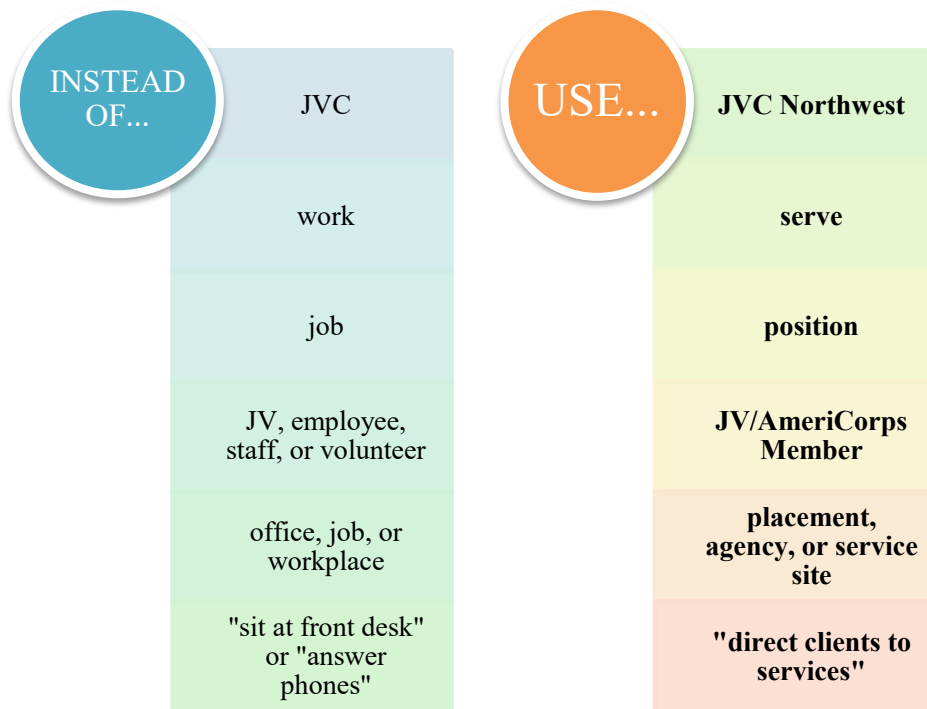
AmeriCorps Program Requirements

JVC NORTHWEST AND AMERICORPS

AmeriCorps is a federally funded national service program. JVC Northwest submits a grant proposal every three years to seek funding to support many aspects of our program. The grant terms dictate many of the rules we all must follow and stipulate that local agency partners pay placement fees. This means each JV partner agency makes a financial investment to host a JV each service term. We use the term “compliance” to describe our determination to follow all the rules of our AmeriCorps grant, and we expect that you and your Site Supervisor also comply with AmeriCorps grant terms.

AMERICORPS LANGUAGE

When discussing JV/AmeriCorps service, please use the following language:



TOOLS AND TASKS

<i>What is it?</i>	What does it do?	Who sends it?	Who receives it?	When is it due?
<i>AmeriCorps Member Service Contract</i>	Signing the contract officially validates your AmeriCorps member status and confirms your agreement to all terms of service	AmeriCorps Program Team distributes through America Learns portal	You	The contract is signed during Orientation and kept on file
<i>Program Basics</i>	Mandatory training for all AmeriCorps members on AmeriCorps requirements and regulations	JVC Northwest staff facilitates this session during Orientation	You	The training takes place during Orientation and culminates with the signing of your member contract
<i>Newsletter</i>	Shares JVC Northwest - related news, opportunities, and reminders, as well as individual stories from JV/AmeriCorps members	Monica Glasscock, Program Coordinator for Communication & Operations	You & Your Site Supervisor	The newsletters are updated and shared monthly via email
<i>America Learns Timesheet</i>	Tracks service hours completed	You	Your Site Supervisor and AmeriCorps Program Team	Submitted online by the 5th of every month
<i>Capacity Building Project</i>	If an AmeriCorps Capacity Building member- a project you will create and implement to build the capacity of your host site.	You	AmeriCorps Program Team	CBP Plan outlining your proposed project due in November. CBP Review reflecting on your completed project due in June/July.
<i>Volunteer Mobilization Reports</i>	Tracks hours volunteered by people in the local community whom you may directly recruit, organize, coordinate at service	You	AmeriCorps Program Team	Monthly with timesheet
<i>Initial Placement Assessment</i>	Written assessment of your experience at your service site; used to calibrate and communicate goals, joys, and challenges at service; completed by	JVC Northwest Email	You and Your Site Supervisor	November 29, 2024

	both you and your Site Supervisor			
<i>Mid-Term Evaluation</i>	Documents the overall impact of service in the middle of your term	You and your Site Supervisor	AmeriCorps Program Team	February 7, 2025
<i>Capacity Building Project Final Form</i>	Review of how your Capacity Building Project turned out and the successes and challenges.	You and your Site Supervisor	AmeriCorps Program Team, External Evaluators	June 13, 2025 (11 month) or July 11, 2025 (12 month)
<i>End-of-Term Evaluation</i>	Documents the overall impact of service at the end of your term	You and your Site Supervisor	AmeriCorps Program Team	June 13, 2025 (11 month) or July 11, 2025 (12 month)
<i>AmeriCorps Exit Form</i>	Surveys your experience with AmeriCorps over your service term	You	AmeriCorps	On your final day of service (submitted through your AmeriCorps portal)

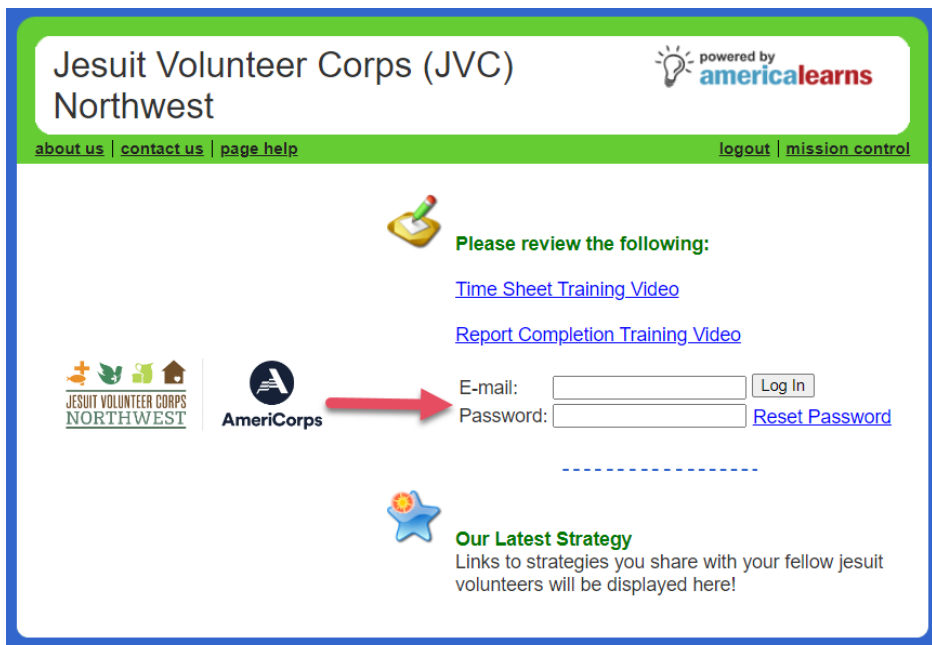
AMERICA LEARNS MONTHLY REPORTING AND TIMESHEETS

How to Track AmeriCorps Hours

Your time sheets are completed in the **America Learns Impact Suite**.

1. To track your hours and submit for approval, log in to our webpage with your username and password:
www.americalearns.net/jvcnw.

- On your America Learns homepage, you will see two videos linked, Time Sheet Training Video and Report Completion Training Video. These are step-by-step videos and are very helpful to watch the first time you submit your timesheet and report, feel free to revisit these as often as you need. They are also linked below.
 - [Time Sheet Training Video](#)
 - [Report Completion Training Video](#)



2. Your Time Sheet Dashboard will be the first page to open. Scroll to the bottom and select the time sheet you'd like to work on.

Submit Time Sheets

[February 1, 2023 - February 28, 2023](#)
(continue saved sheet)

[March 1, 2023 - March 31, 2023](#)

[April 1, 2023 - April 30, 2023](#)

New time sheets launch at 12:01 AM U.S. Pacific.

Edit and Resubmit Time Sheets

You do not need to edit and resubmit any time sheets.

3. You'll track time by noting your **first time in and last time out**. You'll then indicate the time you spent in each category. Any time left over (usually for breaks or gaps in service) will be visible at the bottom under "Time you won't receive credit for."

*Test Partner Agency on Thursday, February 02, 2023

I did not serve.
Here's why:
Please Select One Reason

Time In:	08:00 AM	AM
Time Out:	05:00 PM	PM
Service	7:00	
Training	1:00	
Fundraising	None	
Time you won't receive credit for:	1:00	Please describe what you were doing during the hours you were not serving. Meal Break <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>500 characters remaining</p>
Total time you will receive credit for:	8:00	

4. After you've logged all your time, sign your sheet at the bottom and click **Authorize and Submit to your Supervisor for Approval**.

Totals for the Period

Service	22.5 hours
Training	0 hours
Fundraising	0 hours
Total Time to Receive Credit For:	22.5 hours

Authorize and Submit

Once you've entered your hours, please enter your full name below, and then click the button that reads, "Authorize & Send to Your Supervisor for Approval."

Enter your name in the same way that it's recorded in the America Learns Network (Wally Copy). This serves as an electronic signature.

Your Name

Authorize and Submit to Your Supervisor for Approval

Tracking Hours

Do Track

Amount of hours served per day

Up to 18 hours in one day (including time traveling to or from Orientation or retreats, or if you assist with an overnight activity within your placement)

Retreats

If you attend a JVC Northwest sponsored retreat, please count all allowable time under training. If you traveled with community mates, make sure you each count the same and correct amount of travel time.

National Day of Service events

See service term calendar for 2023-2024 National Days of Service.

Lesson Planning

If you are in a position that involves teaching, tutoring, mentoring, volunteer coordinating, etc., all time spent on preparing and developing lessons, activities, or events counts toward direct service.

Do NOT Track

Hours before they have been completed

Timesheets may not be submitted in advance (prior to the last day of the month you served).

Lunch Breaks

You are required to take one lunch break each day, but it does not count as direct service.

Sick days or Vacation days

Only service and training hours should be counted in OnCorps; please arrange all sick and leave days with your agency

PROHIBITED ACTIVITIES

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supporting the AmeriCorps program or AmeriCorps, JV/AmeriCorps 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 or worship, 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 a business organization for profit, a labor union, a partisan political organization, 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 and an organization engaged in the religious activities described in paragraph (7) of this section, unless Corporation assistance is not used to support those religious activities
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
11. And such other activities as the Corporation may prohibit.

JV/AmeriCorps Members may not engage in the above activities directly or indirectly by recruiting, training, or managing others (e.g., volunteers) for the primary purpose of engaging in one of the activities listed above.

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

NONDISPLACEMENT AND NONDUPLICATION

In accordance with AmeriCorps provisions, JV AmeriCorps Members **cannot** displace employees and/or duplicate

Nonduplication: 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.

Nondisplacement: 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. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual. 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. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that will supplant the hiring of employed workers; or are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures. 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 presently employed worker; employee who recently resigned or was discharged; employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; employee who is on leave (terminal, temporary, vacation, emergency, or sick); or employee who is on strike or who is being locked out.

services provided by employees of the partner agency. This includes substituting for employees who are ill. The official regulation (45 CFR § 2540.100)

Partner Agency Role and Logistics

Partner Agencies

The **service** experience of Jesuit Volunteer (JV)/AmeriCorps members is central to the service term. Following the guidelines/policies set forth in the Placement Agreement is critical for building a positive foundation at service. As you foster a healthy relationship with your placement and Site Supervisor, consider a few topics:

<i>Bereavement</i>	We hope that no JV/AmeriCorps member will ever need to take time away from service due to the death of a loved one. However, if a JV/AmeriCorps member needs bereavement leave, they should follow the policy in place at their service placement.
<i>Clear Communication</i>	Establish how you will communicate with your Site Supervisor and clarify the expectations of your role as a JV/AmeriCorps member with the agency. Identifying early on how you will work together will contribute greatly to having a healthy and meaningful service experience.
<i>Injury at Service</i>	If you are injured at service, contact the JVC Northwest office as soon as possible , once it is safe to do so (the same day, ideally). JV/AmeriCorps members are covered by Worker’s Compensation under JVC Northwest, not through your agency’s Workers Compensation policy.
<i>Leave Time</i>	JV/AmeriCorps members have a minimum 10 days of leave from service. Clarify with your Site Supervisor how to request time away from service, how to find out if your request has been approved, and when to communicate any requests. We expect you to communicate early - certainly before buying flights or tickets. Also, be sure to communicate well in advance the dates you will be away from service for JVC Northwest retreats. JVC Northwest sponsored retreats do not count toward your 10 leave days because you can earn service hours for these retreats. JV/AmeriCorps members are expected to serve until the end of service date on their Placement Agreement (June 30 or July 31). If you know you will need to request an early end date, you must have leave days available to use at the end of your service term.
<i>Accommodations</i>	Please make requests for adjustments or adaptations at your service placement, if needed, to perform the essential tasks of your position due to a disability . JVC Northwest staff are happy to help you shape accommodation requests, role-play the request conversation, and help negotiate with your placement if needed. Please contact your Program Coordinator and/or Director of the JV Program for assistance. Although AmeriCorps service is not considered a “job,” the Job Accommodation Network is a valuable resource, and includes an A-Z accommodation idea list: https://askjan.org/ .
<i>Safety Procedures</i>	Ask your Site Supervisor about emergency evacuation plans and other safety protocols for your placement. This should be part of your training and onboarding process at the beginning of the year, request this orientation from your Site Supervisor if it is not built in.
<i>Sick Time</i>	JV/AmeriCorps members follow the sick leave policy of their placement agency. Learn the policies and guidelines and follow the protocol if you get sick during your service term. The agency relies on your consistent presence. Should you develop a critical illness that prevents you from serving for more than five consecutive days, contact your Program Coordinator. For JV/AmeriCorps members, there are certain protocols to ensure that hours can be met as time away from service due to illness does not count toward service hours. Depending on the nature of the illness, sometimes accommodations can be made to serve from home.

Vehicle Use

Whether you are borrowing the agency's vehicle or using your own vehicle for service, the best practice is to have an agreement, in writing, detailing the responsibilities you hold and those your agency holds. For example, who pays for gas and what is the process for reimbursement? (We expect that all personal vehicle use comes from your own transportation budget.) Who is responsible for car maintenance, repairs, cleaning, etc.? Do you have permission to use the agency vehicle for personal use? If so, under what conditions? Having clear conversations early on and checking in regularly is best practice. If in doubt, ask questions to clarify and ensure everyone is on the same page. Your Program Coordinator can offer resources to navigate these processes.

Retreats

JVC Northwest calls JV/AmeriCorps members to pursue justice and engage in ongoing reflection to inform future action. This practice of action and contemplation is called Praxis in the Ignatian tradition. Reflection is encouraged throughout the service term and is more formally engaged through our retreat programming.

JVC Northwest offers two program-wide retreats in the fall and spring, which focus on different dimensions of the JVC Northwest lifestyle and values. These two retreats are designed to meet the different needs of JV/AmeriCorps members during notable times of their JV experience and provides space for of renewal and reflection. The spring and fall retreats usually begin on a Friday and end on Monday. This schedule allows for time to slow down and rejuvenate, as well as time to engage in sessions facilitated by non-JVC Northwest staff, reflect, share, and potentially co-create elements of the retreat experience. The safety of JV/AmeriCorps members is JVC Northwest's top priority, so if roads are too icy to pass safely to get to retreats or JV member(s) are ill, JVC Northwest would prefer JV/AmeriCorps members stay home and stay safe.

Fall Retreat - People with and For Others

During the fall retreat, JV/AmeriCorps members will be invited to consider how they orient themselves to the communities in which they live and serve with self-awareness. To be “with and for others” requires us to consider how our gifts, powers, privileges, and areas of growth invite us to see the human and divine in ourselves and those around us. JV/AmeriCorps members will be offered space to reflect on how they can exist authentically in their communities, engage openly, honestly, and equitably in conflict resolution, and practice the formation of right relationships – that is, loving a person based on how that person desires to be treated.

In-Locale Winter Retreat – Magis

The in-locale winter retreat happens at a time when JVs have been at service and in community for several months. With routines established and community dynamics becoming clearer, this retreat is a chance to explore the concept of *magis*. *Magis* is a Latin word meaning “more” or “greater”. In Ignatian spirituality, *magis* invites people to reflect, with honesty, on how they can grow in their gifts. Magis is not a self-seeking more, but a selfless and generous more. It's not about “doing more” but being more authentic and compassionate in what you do. This retreat is a chance to take a breath and take stock of how you've engaged the four values individually and collectively, while listening for the ways you can grow as you contribute to a more loving world.

Spring Retreat – Contemplatives in Action

As JV/AmeriCorps Members, you are invited to be a contemplative - one who not only uses their passions and skills - but mindfully sets aside time to think on the past and present to move towards informed action for the future. The invitation is to reflect in a deep, intentional way on the experiences of the past nine months around the core values of JVC Northwest. This moment of pausing helps to provide an orientation towards a long view on how to co-create social, ecological, and equitable change throughout one's life. Contemplatives create space for deep listening of their own desires, values, and needs, as well as the assets and needs of their local/global community. Seeking to act moves them to be individual and collective agents of change.

Retreats for BIPOC JV/AmeriCorps Members

In addition to program-wide retreats, JVC Northwest also offers two retreat opportunities throughout the year for self-identified Black, Indigenous, People of Color (BIPOC)* JV/AmeriCorps members. The hope for this space is to invite BIPOC to engage in a retreat that fosters nourishment, inspiration, and provides a safe and brave space to openly discuss the experience of living and navigating oppressive, racial, biased, social structures during a service term, both in community and at service. The two annual BIPOC Retreats are optional for BIPOC JVs.

** Do you question identifying as BIPOC? Are you examining or questioning your racial identity, mixed or multiracial, and/or ethnic identity in relation to how you show up in society and community? These retreats welcome you and will hold space for you to explore these questions and more.*

Virtual White Accountability Sessions

White Accountability is an identity meet-up for White-identifying JVs who gather at Orientation, spring and fall retreats, and during Virtual White Accountability Sessions, which happen simultaneously with the BIPOC fall and spring retreats. This group is designed for White JVs to focus on their relationship with systemic oppression and to reflect, learn, and grow in anti-racist practices. This group gathers to work against inflicting harm to their Black, Indigenous, community mates of Color, (BIPOC) while openly working through internal biases and involvement in systemic oppression. This group is the only mandated Identity Group in the JVC Northwest program. It is mandated because the legacy of slavery, genocide, and racial oppression in the United States continues to have significant impacts in our communities. White people benefit from systems of racial oppression because those systems were made for them. Because of that, White people pursuing justice must actively be involved in anti-racist practices. Through White Accountability meet-ups and resources will be shared by White-identifying Program Coordinators throughout the program year, it is ultimately the White JVs' responsibility to engage in their own learning and to hold themselves responsible to your commitment to justice through our program.

Retreat Attendance

JVC Northwest asks that all JV/AmeriCorps members attend and participate in all retreats in their entirety as part of the program, unless it is noted that attendance is optional (e.g. BIPOC Retreats). JVC Northwest and Partner Agencies prioritize retreat investment for the personal formation and care of JV/AmeriCorps members. JV/AmeriCorps members can earn service hours for many sessions during Retreat. JV/AmeriCorps members should share content/overview with their Site Supervisors after each Retreat, so the Site Supervisor can confidently approve timesheets for time away from service earning training hours.

Optional Retreats

Optional retreats may be available during the year and are meant for reflection rather than just vacation; those held at other locations require forethought and reservations. Silent retreats are available throughout the year at many retreat centers. JV/AmeriCorps members are also encouraged to plan small community retreats and other reflective experiences. The staff will share resources and help connect JV/AmeriCorps members with people who can help plan and conduct these events.

End of the Service Term

Re-ORIENTATION

The purpose of JVC Northwest's closure process, called Re-Orientation (Re-O) is to honor what has happened during the service term; to say goodbye; to recognize gifts received; to celebrate each other; and to consider how this year in JVC Northwest may influence life choices. After the Spring Regional Retreat, your Program Coordinator (PC) will begin to share Re-O materials with your community. Sent out in a series of three packets (digital or paper), the materials include ideas for recalling, reflecting on, and sealing your term of service with JVC Northwest. You will be provided with ideas for a spirituality/reflection activity, community activity, individual and communal rituals of closure, as well as other resources to process the end of your service term. In-Locale Coordinators (ILC) and Support Persons are there to help facilitate the closure process as your community desires.

Additionally, you will be provided with clear and strict cleaning instructions on how to practice hospitality and leave the space well for incoming JV/AmeriCorps members. Along with these instructions, there will be a list of things you need to do to officially exit the JVC Northwest/AmeriCorps program so you can obtain your education award. Your JV/AmeriCorps house budget includes a line item to use towards year-end cleaning and hauling.

DEPARTURE DATE

All JVs make a firm commitment to **complete their full term of service**. This means **serving at your placement until the date specified on your Placement Agreement (June 30th or July 31st)**. AmeriCorps members must complete a minimum threshold of 1,700 hours of service (note: many JV AmeriCorps members serve well over this amount of hours).

If you are requesting an alternative end date, this must be approved by BOTH your Site Supervisor and JVC

Northwest. Leaving early will only be approved if the remainder of the term is taken as remaining leave from service days (not exceeding a maximum of 10 business days for the service term) or meets criteria for “critical and compelling circumstances” as outlined in Section 5A of the Placement Agreement: critical illness, serious family matter, or death in immediate family. These circumstances must be documented. *These circumstances **do not** include starting an academic program or job or attending a special event.*

Ending or exiting the program early puts you at risk of not receiving the Segal Education Award, and it may lead to you being asked to leave your community, harming your host agency and clients, losing the cost of travel home at the end of the service term, and receiving a poor year-end evaluation from your Site Supervisor. Please speak to your Site Supervisor and PC as early as possible with concerns or conflicts around the end of the service term.

END-OF-SERVICE TERM TRAVEL

If you are a JV who is...	
Moving beyond JVC Northwest/becoming an FJV	Continuing Service in 2025-26 as an Additional Year with JVC Northwest
...your agency will provide: <ul style="list-style-type: none"> • the most economical and safe travel by bus, train, or plane to permanent/new residence or other destination OR • mileage reimbursement if the JV is driving their personal vehicle; AND • luggage fees for one piece of luggage under 50 lbs. • \$60/day for food during travel days, to be determined in collaboration with JV/AmeriCorps member 	<ul style="list-style-type: none"> • the most economical and safe travel by mileage reimbursement, bus, train, or plane to location of JV’s choice, OR • least expensive, safe ticket to Portland, Oregon for JVC Northwest Orientation; AND • luggage fees for one piece of luggage under 50 lbs. • \$60/day for food during travel days, to be determined in collaboration with JV/AmeriCorps member
<i>As specified in the Placement Agreement, at the end of service, the partner agency arranges and pays the JV/AmeriCorps member’s travel by purchasing a ticket and the cost of one piece of luggage to the locale of the JV/AmeriCorps member’s permanent residence or to their new residence. The cost is not to exceed \$700.</i>	

Money Matters: Fiscal Structure of JVC Northwest Households

BANKING AND DIRECT DEPOSITS (YOUR MONTHLY STIPEND)

Each JV/AmeriCorps community should open a community bank account in the names of all members of the community. (For a local option, we encourage you to open this account with a local credit union or local bank. Suggestions can be found on your community’s budget sheet.) This account is for the JV/AmeriCorps community’s collective use; the money may not be spent for individual purposes. The community is responsible for maintaining the community bank account and for paying all community bills from this account. Community bookkeepers (see below) are responsible for updating monthly financial reports, which are shared with, the JVC Northwest office. JV/AmeriCorps members may not use an ATM to withdraw cash from the community account. **The community account must not be used to lend money to individual JV/AmeriCorps members in the community or to purchase alcohol.** Money leftover at the end of the service term should be invested in the house and supplies for the next group of JV/AmeriCorps members. Additional surplus funds may be disbursed equally among members of the household.

We encourage JV/AmeriCorps members to also establish individual bank accounts at the same bank or credit union. Having all accounts at the same financial institution will make it easier when funds need to be transferred internally between JV/AmeriCorps members or to the community bank account.

Once the bank accounts are established, JV/AmeriCorps members will set up automatic deposits for their monthly living allowance. The total living allowance will be divided into two portions:

- *A portion will go into the community bank account.* The amounts deposited into the community bank account will be used to pay the housing fee, food, supplies, and various utilities. In a given community, each AmeriCorps member will contribute the same amount each month into the community account because each is required to contribute equally towards these shared costs. The amount contributed by any Independent JVs will be lower because Independent JVs are not receiving the AmeriCorps living allowance.
- *A portion will go into the bank account for the individual.* The amount going into the JV/AmeriCorps members’ personal accounts will be used for the \$100 stipend and other costs as shown below.

Financial Flow

<i>For AmeriCorps Members</i>	
<i>JVC Northwest will directly deposit your monthly living allowance between two bank accounts:</i>	
<ol style="list-style-type: none"> Community account: Consult your community budget to know how much needs to be deposited directly into the community account. The budget is subject to change for your specific community’s needs. Funds in this account will cover housing fees, retreat fees, food, utilities, and supplies. Individual account: This account includes your \$100 personal stipend, transportation costs, and contingency funds. 	<p style="text-align: center;">JV AmeriCorps Member</p> <p>JVC Northwest → Monthly deposits for each JV → Community Account → \$ for utilities, food, supplies; Housing Fee</p> <p>JVC Northwest → Monthly deposits for each JV → JV Personal Account → \$100 stipend; Local transportation; Contingency</p>

<i>For Independent Members</i>	
<i>JVC Northwest will directly deposit your monthly stipend between two bank accounts:</i>	
<ol style="list-style-type: none"> Community account: Consult your community budget to know how much needs to be deposited directly into the community account. The budget is subject to change for your specific community’s needs. Funds in this account will cover food, utilities, and supplies. JVC Northwest will pay your housing fee, retreat fee, and contingency. If you have medical expenses, JVC Northwest will reimburse you for your co-pays. Individual account: This account includes your \$100 personal stipend and transportation costs. 	<p style="text-align: center;">Independent JV</p> <p>JVC Northwest → Monthly deposits for each JV → Community Account → \$ for utilities, food, supplies; Community Transportation; Housing Fee; Contingency</p> <p>JVC Northwest → Monthly deposits for each JV → JV Personal Account → \$100 stipend; Local transportation</p>

While most costs vary across JV communities based on the specifics of the particular community (e.g., food costs) and particular house (e.g., heating costs), the monthly housing fee is the same for all jAmeriCorps members. The housing fee is paid back to JVC Northwest. JVC Northwest then uses those funds to pay monthly rent to landlords for houses we rent, cover other monthly housing-related costs such as insurance, and set aside funds to help cover maintenance, repair, and upgrades on our owned houses. The housing fee amount for each JV will be stated in the community budget received at Orientation. The payment is due on the 25th of the month.

BOOKKEEPERS AND DRAFT BUDGETS

The JV/AmeriCorps community has two bookkeepers who are responsible for managing the community account and paying bills. The bookkeepers are responsible for paying all utility bills, reviewing bank statements, coordinating conversations around the community budget, and other financial matters that might arise during the year.

Before your arrival, your Program Coordinator created a draft budget for your community based on the actual expenses of the prior JV/AmeriCorps community living in your house. That budget is a **starting point for conversation** among you and your community mates about individual contributions needed for the community bank account.

There are many reasons you may need to adjust that budget. For example, you find that your community includes more JV/AmeriCorps members with food restrictions, so that the amount of money designated for food in the draft budget is too low to meet everyone’s needs. Consider the following possibilities:

- You might find that heating costs have gone up this year due to oil price fluctuations.
- You might find that the previous JV/AmeriCorps members left you a huge supply of cleaners and sponges, so you may spend less on those things.
- Your community might have different dietary needs to meet- it is a communal responsibility to meet the dietary needs of all community members.

You and your community mates have the final say over what your budget is; please come together at a community business meeting to discuss actual costs after your first few months and compare it to the draft budget. Suggested conversation starters for community business meetings regarding finances:

- Where are you under?
- Does it even out, or will you need to adjust the amount of money each JV/AmeriCorps member contributes to the budget?

Note that you won't have a clear picture of winter energy expenditures until February or March, so always err on the side of contributing *more* to utilities but not less than what is in the draft budget, at least until you see what the more expensive months look like (December through April in most places).

End of Year Note: When your JV/AmeriCorps community leaves your house at the end of your service term, the JV/AmeriCorps members coming after you will pay your last month's utility bills, which will arrive after you've gone. Likewise, when you first arrive in your house at the beginning of your service term, your JV/AmeriCorps community will pay the last month's utility bills for the JV/AmeriCorps community that just departed.

HOUSEHOLD REPORTING

Each JV/AmeriCorps community's Bookkeepers will update the shared financial report document provided by JVC Northwest on a monthly basis. This report helps JVC Northwest determine the suggested budgets for the following service term, as well as to make sure the basic needs of the community are provided for. While the bookkeepers do this reporting, the reports should be available to all in the community. Program Coordinators may review the household reporting during Fall Area Visit.

ETHICAL AND FINANCIALLY RESPONSIBLE PRACTICES FOR COMMUNITY FINANCES

1. Receipts from all community purchases are kept in a public space and saved for each month, until purchases can be checked against the community account's online transaction history.
2. Both bookkeepers review all receipts monthly.
3. Both bookkeepers review the monthly financial report before sending it to JVC Northwest.
4. The community account is used only for community expenses (and never for alcohol). One may not give or take loans from the community account.
5. If your agency provides you with a car, it is a best practice to not use that vehicle for personal trips and to have an agreement in writing about the car's use and maintenance.
6. Community bank cards should never be used at an ATM or to get "cash back".
7. Grocery shopping can be part of the chore chart and can rotate amongst the community. It is crucial that the JV/AmeriCorps community, as a whole, accommodate JV/AmeriCorps community members with food restrictions. For example, some JV/AmeriCorps households have discerned to live as vegetarians or predominantly gluten-free, etc. to better accommodate JV/AmeriCorps members in the community who have these restrictions.

LIVING ON YOUR STIPEND

In keeping with JVC Northwest tradition, JV/AmeriCorps members give their service on a voluntary basis. Neither JVC

Northwest nor our partner agencies pay any wages to JV/AmeriCorps members. JVs at Independent (non-AmeriCorps) placements receive a \$100 monthly stipend from JVC Northwest. For JV/AmeriCorps members, the stipend is part of the monthly living allowance they receive as AmeriCorps members. The stipend is not considered a wage; however, for IRS purposes, it *is* considered taxable. JVs in independent placements are eligible for a \$300 bonus from their agency during a second term of service, and \$500 in a third service term.

In line with the Covenant, “I will live on the monthly stipend, not accepting funds from family, friends, second jobs or any other source to supplement my living,” it is the policy and practice of JVC Northwest and JV/AmeriCorps communities that you forgo additional sources of income, including assistance with cell phone expenses and flights home during the service term (except in special cases). Note that some expenses, such as medical co-pays and mental health counseling, may exceed the contingency funds of some JV/AmeriCorps members. In these cases—and any time you need help strategizing around stretching your stipend—please speak with your Program Coordinator and/or Director of the JV Program.

MONEY MATTERS GLOSSARY

<i>Bookkeepers</i>	Each JV/AmeriCorps community has two bookkeepers who maintain the community account, monitor the community’s spending, pay bills on time, and report monthly expenses to both the community and to JVC Northwest. The previous year’s bookkeeper reports help JVC Northwest create the community budgets for the current service term.
<i>Community Account</i>	When JV/AmeriCorps members arrive in their locales, they will go, as a community, to a credit union or bank and open a checking account together. At that time, it is recommended that all JV/AmeriCorps members also open a personal bank account at the same financial institution. These accounts will be used for direct deposits from JVC Northwest; community bookkeepers will use the community account ATM cards and checkbooks to pay bills. The community bank account’s ATM cards will not be used to get cash, and the account will not be used to disburse loans to individual JV/AmeriCorps members.
<i>Community Supplies & Yard Maintenance</i>	Budgeted money for non-food house essentials, i.e., toilet paper, light bulbs, community night art supplies, cleaning products, or yard maintenance costs. This can include costs for JVC Northwest to hire an individual or company to provide yard maintenance or supplies needed to ensure the yard is healthy and well maintained.
<i>Contingency (Costs)</i>	Money reserved for medical co-pays and deductibles, etc. AmeriCorps members save money every month to put towards their own contingencies. This money may also be needed when there is not enough money to pay other bills (e.g., utilities are high one month). Contingency funds are for extenuating circumstances. JVs in independent placements do not receive monthly contingency funds; instead, JVs in independent placements will submit receipts or invoices for medical co-pays to JVC Northwest. JVs in independent placements should discuss their contingencies with their PC. Note that ALL JV/AmeriCorps members have workers compensation insurance through JVC Northwest. If you are injured at service, please let JVC Northwest know right away (same day if possible) so JVC Northwest can ensure you have the right paperwork to file a workers compensation claim that will pay eligible medical bills. JVC Northwest also asks that Site Supervisors inform JVC Northwest immediately if a JV/AmeriCorps member is injured at service.
<i>Emergency Supplies</i>	Each month, each JV/AmeriCorps member will contribute money to create or maintain a community emergency kit. In addition to non-perishable items available in pre-packaged emergency kits, consider stocking up on extra water, dry goods, and locale-specific emergency gear.

<i>Housing Fee</i>	This fee covers rent, repairs, deposits, cleaning, and other related expenses for housing across the organization. Because JV/AmeriCorps members serve in very diverse locales, actual housing expenses and cost of living vary. However, JVC Northwest wants to encourage JV/AmeriCorps members to serve where they feel called and for partner agencies to be matched with the JV/AmeriCorps member who is the best fit for their needs. JVC Northwest also does not want the cost of housing to dictate placement decisions, as a matter of equity. For all of these reasons, JV/AmeriCorps members all pay the same housing fee, regardless of their locale.
<i>Living Allowance or Monthly Deposit</i>	The specific term for the money JVC Northwest puts in a JV/AmeriCorps member's bank account every month. AmeriCorps members receive \$17,600 before taxes in equal installments over the service term. This amount covers basic costs plus \$100/month personal income AND the costs of medical co-pays. JVs at independent placements also receive a monthly deposit to pay basic costs plus \$100/month personal income. JVC Northwest will pay medical co-pays as needed for JVs at independent placements.
<i>(Personal) Stipend</i>	\$100/month budgeted for personal or discretionary spending; your money to live on for the month for items like: toothpaste, contact solution, shampoo, coffee shops, concerts, travel, cell phone bills, a new jacket or raincoat, etc.
<i>Utilities</i>	May include any of the following: gas, electricity, internet, oil, water, sewer, fees for yard work in some locales, and landline phone service. JV/AmeriCorps members will pay the full amount for all utilities each month that they are serving. Note that when a JV/AmeriCorps community leaves the house at the end of the service term, the JV/AmeriCorps members coming after will pay the last month's utility bills, which will arrive after the first group is gone. Likewise, when a JV/AmeriCorps community first arrives in the house at the beginning of the service term, that JV/AmeriCorps community will pay the last month's utility bills for the community that just departed.
<i>Year-End Cleaning and Hauling</i>	As part of Re-Orientation at the end of the service term, each JV/AmeriCorps community will be responsible for removing excess items from the house to prepare for the incoming community. This may include paying to have old furniture hauled away; scrubbing floors, bathtubs, and sinks; and making extra trips to a thrift store to drop off bags of old clothes or zany community collections from the past. The budget line item "year-end cleaning" will help each community save money in order to cover any costs that come up during this time.

Pets

It is JVC Northwest policy that JV/AmeriCorps communities **do not** have pets in the JV/AmeriCorps house. **This policy applies regardless of the property owner/manager's opinion or policy.** Pets cause more wear and tear and possible damage to a house, may affect future JV/AmeriCorps members' allergies, may create a negative dynamic in terms of communal responsibility for the pet, and require additional expenses that challenge living within the stipend. JV AmeriCorps members may not pet sit in the house and cannot acquire a personal pet.

JV/AmeriCorps members who need a Service Animal or Emotional Support Animal should notify their Program Coordinator immediately, ideally prior to the start of the service term (more information included in this handbook). JVC Northwest must have a letter from a medical provider on file, documenting the need for a Service Animal or Emotional Support Animal (ESA). Program Coordinators will provide a list of questions and discussion topics for each JV/AmeriCorps member and their community to create community agreements around a shared space with a Service Animal or Emotional Support Animal.

Emotional Support Animals (ESA)

In the most general terms, JVC Northwest complies with the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973. JVC Northwest requires documentation from a health professional for any JV/AmeriCorps member seeking to have an Emotional Support Animal (ESA) during their service term. Please contact your Program Coordinator for a sample letter to document the request for an ESA.

Please note that this accommodation, with the necessary documentation, would apply to your housing in the JV/AmeriCorps community during the service term, however it would not include the presence of the ESA at off-site Orientation at the beginning of the program, our regional and program-wide retreats throughout the service term, or other time away from community. Individuals must arrange for care and assume the financial cost of this care during these mandatory program requirements.

JVC Northwest works with incoming JV/AmeriCorps members requesting an Emotional Support Animal prior to the start of the service term. The JV Program Team works with the JV/AmeriCorps member seeking accommodation, in a residential community where no community mates have known allergies based on information provided on the Service Interest Form (collected during the Interview process). After a service term has begun, the capacity to meet the reasonable accommodation of an ESA is dependent on the allergies of the other community mates. If another community mate has allergens that are incompatible with the type of ESA sought, ESA requests would likely not be granted. JVC Northwest does not shift housing assignments based on ESA requests. If no allergens are present, JV/AmeriCorps members should notify their Program Coordinator (PC) before any animal has been acquired. The Program Coordinator can share more information and help explore next steps.

A JV/AmeriCorps member or JV/AmeriCorps applicant interested in having an ESA accompany them to service should connect directly with their partner agency to inquire about the specific policies of the organization. Each partner agency has their own policies and protocols around whether or not an ESA is a reasonable accommodation that they are able to meet at their organization.

A JV/AmeriCorps member is unable to bring any ESA to Orientation or JVC Northwest sponsored Retreats. The JV/AmeriCorps member will be responsible for identifying any boarding or travel accommodations, including logistics and financial costs, needed for an ESA during these periods of time. Any arrangements for a non-JV/AmeriCorps member to access the JV/AmeriCorps house while vacant (e.g.- during a Retreat weekend) should be a decision made with all community mates in agreement with the arrangements.

Set-Up for Success

Once documentation is acquired and submitted to the JVC Northwest office, you'll work with your Program Coordinator (PC) to talk through a success plan for the service term.

To start the conversation with your community, we ask you to share the addition of your ESA with your community as soon as you receive your community's bios and contact information (typically in early July). If the service term has already begun, consider starting the conversation with your community mates as soon as possible, perhaps during a community Business Meeting.

Prior to the start of the service term, it is also helpful to create the monthly budget needed to support and care for **your** ESA. Such elements of care to keep in mind are: food, equipment (carrier/kennel, litter box, leash, etc.), toys, and veterinarian expenses. Your Program Coordinator can share a sample JV/AmeriCorps community budget from the most recent service term/locale to give an estimate of personal funds available to you during your service term. All costs associated with an ESA are the responsibility of the individual JV/AmeriCorps member; no community funds or JVC Northwest financial support is available.

Shortly after Orientation (or before the arrival of your ESA), we ask you to lead a conversation with your community to talk through community agreements regarding roles, responsibilities, and expectations of your ESA. While it is important to have community input and buy-in for creating a positive environment for you and your ESA, it should be noted for others

the differences between Emotional Support Animals and pets. The community agreement will explicitly name what spaces the ESA is allowed to be in, both inside and outside the house, what additional support (if any) can be expected from community mates, and general day-to-day practices regarding the ESA. Depending on the number of bedrooms in your home, discuss with your community the feasibility of sharing a room with a community mate and your ESA. Should you be sharing a room during your service term, you should have a conversation with your roommate about the guidelines and expectations regarding needs and behaviors while in this shared bedroom.

In the case that further training or coaching is needed for the ESA, it is important to name who is responsible for training the ESA. Similar to the care and support of ESA, it is the expectation that the owner be responsible for teaching and reinforcing any training necessary and would cover all associated costs.

It is also important to map out how to address any issues or problems that might arise with regards to the ESA. In the community agreement, name the desired approach to starting a conversation about any issue that might arise, whether one-on-one or via community conversation. Like most communal matters, issues that arise are best addressed amongst the community. Should additional support be needed to help navigate an issue, the PC for that community can serve as a resource.

Upon creation of your ESA Community Agreement, please send along an electronic copy to your Program Coordinator; consider printing and posting a copy for the community in a space where it can be referred to and amended, as needed. Again, your Program Coordinator can share more information and help you prepare for these conversations.

Visitor Guidelines

If JV/AmeriCorps members anticipate receiving a guest, they should discuss this with their community ahead of time. Communicate clearly about the dates of the visitor's proposed stay and how the community wants and is able to share time, space, or resources with them.

Visitors who are known to JVs/AmeriCorps members are welcome to stay in the house for one week (seven days) or less during the service term **after the first three months of service have been completed**. This excludes subletting or participating in websites that open the JV/AmeriCorps house to strangers overnight. Participation in such websites or behaviors is prohibited. Lengths of stay longer than one week should be discussed with the community and Program Coordinator (PC). **No visitors are permitted during the PC Fall and Winter Area Visits.** JV/AmeriCorps communities will receive the dates for their PC's Area Visits during Orientation, so please **wait until after Orientation to schedule guests**. Also, please note that some JV/AmeriCorps houses have clear restrictions on overnight guests or the number of guests allowed is outlined in the house lease.

Romantic Relationships

Sometimes romantic relationships form among people living in a JV/AmeriCorps community together. Grounded in the value of community, and our understanding of how romantic relationships can impact the community, we ask that JV/AmeriCorps members have an open conversation with all community mates and their Program Coordinator if they decide to enter a romantic relationship with a community mate. It is JVC Northwest's policy that JV/AmeriCorps couples do not share a bedroom. Please address questions about this policy to the Program Coordinator or Director of the JV Program.

Sometimes a JV/AmeriCorps member becomes romantically involved with a resident of their locale. Depending on the size of the locale and the cultural forces at play, the JV/AmeriCorps member's romantic relationship may become fodder for local discussion, a topic of confusion and questioning, and even problematic for the JV/AmeriCorps member's placement site. We expect JV/AmeriCorps members to continue to live in the JV/AmeriCorps house for the duration of the service term and not to live with a local romantic partner. We also expect JV/AmeriCorps members to respect local norms and professional decorum when considering how they interact with a partner in both public and private spaces. JV/AmeriCorps members should also plan to sleep in their JV/AmeriCorps house during the entirety of the Program Coordinator's Fall and

Winter Area Visits.

Emergency Procedures

Please post one copy of this sheet in your home by your phone, adding any additional local contact numbers needed.

Making A Plan

In case of emergencies that displace JV/AmeriCorps members from their home, all JV/AmeriCorps communities should decide on a nearby place to regroup (i.e. a neighbor’s house or building), as well as an out-of-neighborhood place to regroup. JVC Northwest suggests that JV/AmeriCorps members research local safety resources (such as the state’s American Red Cross website) to learn how to respond to emergencies that may be more likely to occur in their specific locale.

If a JV/AmeriCorps member goes to the Emergency Department or is hospitalized for an emergency medical reason, the JV/AmeriCorps member or one of their community mates should notify the JVC Northwest office immediately so that the staff can provide appropriate support.

Depending on the circumstances, in an emergency, contact:

- Immediate help: 911 or other local emergency numbers
- Appropriate Support Person(s): In Locale Coordinator, Formal Support People, Informal Support People, etc.
- JV/AmeriCorps Member Emergency Contact(s) (available in the community Gmail account and should be posted by the phone in the JV/AmeriCorps house)
- JVC Northwest staff as soon as possible (see below)

CONTACT INFORMATION *(Call in this order)*

- | | |
|--|--------------|
| 1. JVC Northwest Office (during business hours) | 503.335.8202 |
| 2. Sarah Jones Director of the JV Program | 215.410.9751 |
| 3. Greg Carpinello Executive Director | 617.981.2513 |

OTHER EMERGENCY CONTACTS

In addition to the emergency contacts above, also post other numbers that may be needed in an emergency, such as:

- Hospitals, doctors, dentists, or other healthcare professionals
- Placement and personal phone numbers for each JV/AmeriCorps member
- Property owner/manager

<i>Name & Relationship</i>	<i>Phone Number</i>	<i>Name & Relationship</i>	<i>Phone Number</i>

Drug and Alcohol Policy

Jesuit Volunteer Corps (JVC) Northwest engages individuals in a transforming period of full-time service. Jesuit Volunteer/AmeriCorps members (JV/AmeriCorps members) in the Northwest examine and act on the causes of social and ecological injustice to promote peace and structural change. JVC Northwest recognizes that addiction has been and continues to be a destructive force in families and communities around the world. Therefore, JVC Northwest asks that serious reflection and action in line with this covenant be taken in terms of alcohol use and that JV/AmeriCorps members abstain from drug use during their service term. JVC Northwest views its policy on drugs and alcohol as consistent with the intentions in the JVC Northwest 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 Volunteer/AmeriCorps members 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; and
- Think critically about the relationship between living in solidarity with the communities JV/AmeriCorps members 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/AmeriCorps member during the JVC Northwest service term is unacceptable.
- JVC Northwest acknowledges that marijuana is legal in Alaska, Oregon, Montana, and Washington states, but not in Idaho. All JV/AmeriCorps members, regardless of where they are placed, commit to not using marijuana during their service term.
- Alcohol, marijuana, and/or non-prescription drugs will not be present at Orientation or retreats.
- JV/AmeriCorps members will consider the effects of alcohol consumption not just on themselves, but on their community members. JV/AmeriCorps communities will decide together if and how they want alcohol to play a part during their service term and will use it with consideration and intentionality, if at all.
- JV/AmeriCorps members will not spend community money on alcohol or drugs.
- Alcohol use by a JV/AmeriCorps member which impairs judgment and/or illegal drug or marijuana use is unacceptable in JVC Northwest.
- JV/AmeriCorps members living in or 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.
- All JV/AmeriCorps communities are invited and encouraged to commit to a dry community during the first month. See “Program Wide Dry Discernment” for more information.

If a JV/AmeriCorps member engages in behavior that is in violation of this drug and alcohol policy and/or uses alcohol or drugs in a way that is destructive to themselves and/or their community, the JV/AmeriCorps member may be required to comply with one or more of the following: (1) 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; (2) agree to and follow through with the recommendations of the assessment, entering into substance abuse counseling, if necessary; (3) abstain from alcohol and drugs for the remainder of the service term; (4) be dismissed from the JVC Northwest program.

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

Dry Month of Discernment

After careful consideration and thoughtful dialogue, **JVC Northwest requests the participation of all Jesuit Volunteer/AmeriCorps (JV/AmeriCorps) communities in a program-wide Dry Month of Discernment beginning on the first day in locale (August 10, 2024) and concluding one month from that date (September 10, 2024).** During this month, all JV/AmeriCorps members will not consume alcohol in locale while discerning community norms and agreements regarding alcohol for the remainder of the service term.

MOTIVATION

JVC Northwest recognizes the impact of alcohol in all of JVC Northwest's locales. Some JV/AmeriCorps communities are currently designated as "dry" for all of the service term. The purpose of this designation stems from the historical trauma caused by the introduction of alcohol in specific locales. It is also important to note that there are many factors contributing to the trauma, including decades of structural racism and a lack of access to resources, including affordable health care, safe housing, and clean water. The intention of our program is to respond to this reality in a way that aligns with the vision and values of JVC Northwest: by stepping back, learning from communities about both the needs of the area and the impact of alcohol in their locales, and reflecting on personal relationships with alcohol.

JVC Northwest has seen that this designation can contribute to a sense of division across our locales. The work of engaging in deeper learning is purposeful for all JV/AmeriCorps members, not only for those living in a dry locale. The effects of alcohol, decades of racism, and a lack of access to resources are not only confined to specifically designated locales but reach all the communities with whom JV/AmeriCorps members serve. This framework, paired with continued feedback from current and former JV/AmeriCorps members, generated greater recognition of the need for individual and collective intentional reflection around alcohol for JV/AmeriCorps members throughout our program in all of JVC Northwest's locales.

DRY MONTH OF DISCERNMENT PROCESS

In order to more actively respond to the feedback JVC Northwest has identified, JVC Northwest requests that *all JV/AmeriCorps communities use the first month of their service experience to abstain from consuming alcohol, examine and reflect upon their personal relationship with alcohol, and consider the role it can and will play in community life.* If your community would like resources or support in navigating your Dry Month of Discernment, please reach out to your PC.

We ask JV/AmeriCorps communities to discuss their shared hopes and expectations with their relationship with alcohol. These hopes and expectations will be expressed through community agreements. Community agreements will be co-created by JV/AmeriCorps members and their community mates during Orientation, and will be revisited and revised by the community throughout the program year. The Program Coordinator (PC) will check with JV/AmeriCorps members about their experiences with dry discernment and alcohol as it relates to community agreements.



Date adopted: June 2011, February 2021, March 2023

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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.

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>



2024-25 Reporting Contact Information

Greg Carpinello
Executive Director
JVC Northwest
PO Box 22125
Portland, OR 97269
2780 SE Harrison St. #102
Milwaukie, OR 97222
W: 503.335.8202
C. 617.981.2513
Fax: 503 249 1118
gcarpinello@jvcnorthwest.org

Joan Duffell
Board Chair c/o JVC Northwest
PO Box 22125
Portland, OR 97269
2780 SE Harrison St. #102
Milwaukie, OR 97222
C: 206.423.8706
Fax 503 249 1118
joanduffell@gmail.com

Appendix A: Definitions

For purposes of this Code of Conduct,

- a. **Abuse** includes the following:
 - i. **Physical abuse:** Repeated or ongoing physical assault, often perpetrated using force or by taking advantage of another.
 - ii. **Sexual abuse:** Repeated or ongoing non-consensual sexual behavior by one person upon another, often perpetrated using force or by taking advantage of another. Vulnerable adults are not capable of consenting to sexual behavior.
 - iii. **Psychological abuse:** persistent attempts (or succeeding) to frighten, control or isolate another through words and/or actions, including but not limited to repeated or ongoing harassment, humiliation, shaming, yelling at, threatening, negating, criticism, unilateral decision making, orders, outbursts, accusations, blaming, denial, interrupting, indifference, dehumanization, and isolating behaviors;
 - iv. **Financial abuse or exploitation:** Unjust or improper use of a vulnerable person's resources for one's own profit or advantage.
- b. **Accountability Action Plan** is the shared agreement co-created during the Restorative Conversation that seeks to repair the harm caused and restore right relationship.
- c. **Affected Party** is the person(s) who experienced harm.
- d. **Assault** is recklessly causing harm to another, including but not limited to:
 - i. **Physical assault, defined as recklessly:**
 - a. touching in a manner that may be reasonably perceived as inappropriate or excessive, such as hitting, biting, scratching, pinching, pushing, kicking, slapping, shaking, spanking, etc.;
 - b. causing a reasonable fear of bodily harm; or
 - c. causing physical injury to another.
 - ii. **Sexual assault** is having or attempting to have sexual contact with another individual without consent or where the individual cannot consent because of age or is otherwise temporarily or permanently a vulnerable person. Sexual contact includes:
 - a. Sexual intercourse (anal, oral, or vaginal), including penetration with a body part (e.g. penis, finger, hand, or tongue) or any object, or requiring another to penetrate themselves with a body part or an object, however slight; or
 - b. Sexual touching of the private body parts, including but not limited to, contact with the breasts, buttocks, groin, genitals, or other intimate parts of an individual's body for the purpose of sexual gratification.
 - c. Any sexual contact with a vulnerable person, including but not limited to engaging in any sexual act; touching in any manner that might reasonably be considered to be of a sexual nature, using language of a sexual nature, asking to engage in any sexual act; offering gifts, money or preferential treatment in exchange for sexual favors; and using threatening behavior to obtain sexual favors from any vulnerable person.
- e. **Bias** is prejudice in favor of or against one thing, person, or group compared with another.
- f. **Candidate** or prospective representative of JVC Northwest includes those that JVC Northwest is considering for service in the Jesuit Volunteer AmeriCorps program.
- g. **Center/Centering:** The Restorative Justice model focuses on the harm that was caused and seeks to encourage accountability for those that caused harm. As a result, the Restorative Justice model focuses the conversation on the impact of the harm and what might be needed to repair relationships. This is different from punitive models of resolution that focus on consequences for those who harm.
- h. **Coercion** or force is defined as verbal and/or physical conduct, including manipulation, intimidation, unwanted contact, and express or implied threats of physical, emotional, or other harm, that would reasonably place an individual in fear of immediate or future harm and that is employed to compel someone to do or refrain from doing something.
- i. **Connection and Support Circles:** Connection and Support Circles help put the Accountability Action Plan into practice. This circle of support includes helping re-establish connections between individuals or

new agreements for the community after a Restorative Conversation has concluded. Those involved in these circles can identify when a meeting is no longer necessary for restoration.

- j. **Consent** is an affirmative and willing agreement to engage in specific forms of contact or conduct with another person. Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has freely chosen to engage in the contact or conduct. Consent cannot be obtained through coercion or force, or by taking advantage of the vulnerable nature or incapacitation of another individual. Silence, passivity, or the absence of resistance does not imply consent. It is important not to make assumptions; if confusion or ambiguity arises during the interaction, each participant must stop and clarify the other's willingness to continue. Consent can be withdrawn at any time. When consent is withdrawn and outwardly communicated as such, activity or conduct must cease. In evaluating whether consent was given, consideration will be given to the totality of the facts and circumstances, including but not limited to the extent to which the Affected Party affirmatively uses words or actions indicating a willingness to engage in contact or conduct, free from intimidation, fear, or coercion; whether a reasonable person in the Responsible Party's position would have understood such person's words and acts as an expression of consent; and whether there are any circumstances, known or reasonably apparent to the Responsible Party, demonstrating vulnerability, incapacitation, or lack of consent.
- k. **Dual Relationships/Personal Boundaries.** Please refer to the Placement Agreement about maintaining boundaries in personal/professional relationships.
- l. **Facilitator** is the individual identified to convene the Restorative Conversation. The Facilitator conducts the Individual Conversations and convenes and facilitates the Restorative Conversation and Connection and Support Circle.
- m. **Harassment** is repeated or continuing uninvited verbal or non-verbal contact that serves no useful purpose beyond personal benefit or creates alarm, annoyance, or emotional distress. It includes:
 - i. Using verbal and/or non-verbal behavior that may reasonably be perceived as unwelcome or to demonstrate disrespect. It may include repeated yelling, patronizing, use of inappropriate posturing or gestures, sarcasm, or teasing
 - ii. Conditioning the provision of aid, benefit, or service on an individual's participation in otherwise unwelcome conduct;
 - iii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to serving, participation in programming, or other activity;
 - iv. Sexual harassment: unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature whether verbal, non-verbal, graphic, physical, electronic, or otherwise;
 - v. Gender-based harassment: Any act of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise based on sex or gender, sexual orientation, gender identity, or gender expression, even if the acts do not involve conduct of a sexual nature.
- n. **Harm** is conduct that does not meet the JVC Northwest Covenant or directly violates the standards outlined in this Code of Conduct, including but not limited to abuse, harassment, coercion, creation of a hostile environment, and acting on bias.
- o. **Hostile environment:** The creation of a hostile environment is conduct sufficiently severe, pervasive, or persistent that it has the purpose or effect of unreasonably interfering with, limiting, or depriving the individual from participating in or benefiting from employment, service, community life, and/or the JV AmeriCorps program. In evaluating whether a hostile environment exists, JVC Northwest will evaluate the totality of the known circumstances, including but not limited to:
 - i. The frequency, nature, and severity of the conduct;
 - ii. Whether the conduct was physically threatening;
 - iii. The effect of the conduct on the Affected Party's mental or emotional state;
 - iv. Whether the conduct was directed at more than one person;
 - v. Whether the conduct arose in the context of other discriminatory conduct;
 - vi. Whether the conduct unreasonably interfered with the Affected Party's service, community participation, and/or participation in the JV AmeriCorps program or activities;
 - vii. Whether the conduct implicates protected speech; and

- viii. Other relevant factors that may arise from consideration of the reported facts and circumstances.
- p. **Microaggression** is verbal and/or non-verbal action or inaction based on an implicit or explicit bias that feeds into the cumulative cultural injury of another.
- q. **Partner agency** is the host organization where a JV serves.
- r. **Representative of JVC Northwest**, JVC Northwest representative, or representative, includes any member of the board or staff; those participating in one or more JVC Northwest programs, including but not limited to the Jesuit Volunteer AmeriCorps program and the JV EnCorps program; those holding themselves out to be representatives of JVC Northwest; and those providing volunteer service in support of JVC Northwest and/or its programs.
 - i. JVs are representatives of JVC Northwest at all times during their term of service.
 - ii. JV EnCorps members represent JVC Northwest while serving and during community meetings and retreats, and while holding themselves out as a representative of JVC Northwest.
 - iii. Staff members represent JVC Northwest while working for JVC Northwest, and while holding themselves out as a representative of JVC Northwest.
 - iv. Board members represent JVC Northwest while they are acting on behalf of or in the service to the organization, and while holding themselves out as representatives of JVC Northwest.
 - v. Informal and formal Support People and others providing volunteer service to JVC Northwest and/or its programs when they are acting in that capacity.
 - vi. People contracted to represent JVC Northwest, event-based recruiters or interviewers.
- s. **Resolution Team:** A group of JVC Northwest staff convened to determine an Outcome when a Restorative Conversation is not possible. The identified Facilitator will identify members of the Resolution Team as necessary.
- t. **Responsible Party:** The person who caused harm within the context of the conflict being addressed.
- u. **Retaliation** means any adverse action or threat taken or made against an individual for making a report of misconduct, participating in any investigation or proceeding related to this policy, or otherwise engaging in protected conduct under this policy. Retaliation includes threatening, intimidating, harassing, or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy, such as seeking services, receiving protective measures and accommodations, and/or reporting misconduct. Retaliation includes such conduct through associates or agents of a reporting party, Affected Party, Responsible Party, or participant in any proceedings related to this policy.
- v. **Restorative Conversation** is convened by the Facilitator to address the harm that has occurred and identify a path to restoration. All individuals must be willing participants in the Restorative Conversation for it to occur. If an Individual chooses to leave during the Restorative Conversation, those that remain will continue with the process and seek to resolve as much as possible.
- w. **Treatment of Vulnerable People.** JVC Northwest is committed to providing a safe environment for those with whom we serve, many or all of whom are vulnerable people. Please refer to the signed Placement Agreement for further guidance.
- x. **Verbal and Nonverbal Conduct Guidelines:** Examples of speech or actions which are inappropriate include but are not limited to:
 - i. compliments that relate to physique or body development;
 - ii. humiliation, ridicule, bullying, or degradation of another person;
 - iii. sexually explicit or pornographic material;
 - iv. sexual innuendo;
 - v. Singling out of persons, especially children, for special personal attention or personal gifts;
 - vi. topics of discussion, vocabulary, recordings, films, games, computer software, internet sites, or any other form of personal interaction or entertainment that could not be used comfortably in the presence of anyone.

Appendix B. Sample Restorative Conversation Guide

1. Introduction & Circle Agreements

- a. The Facilitator opens the space with an introduction to the Restorative Conversation process and the naming of the reason the circle was formed.
- b. The Facilitator leads Individuals in co-creating agreements that will be honored in the space. The individuals can utilize pre-existing Community Agreements as a basis for these agreements and add additional agreements for the Restorative Conversation space or create a new set of agreements for the space.
- c. Once drafted, Circle Agreements should be shared verbally and posted visibly (when possible) for all Individuals to see throughout the Restorative Conversation.

2. Guiding Questions

- a. Guiding Questions and conversation should be the most significant part of the Restorative Conversation.
- b. Guiding Questions are posed by the Facilitator focusing on the impact of the harm rather than the actions. See Sample questions at the end of this sample guide.
- c. The Facilitator will begin the Guiding Questions process by identifying the harm caused, who was harmed, and who caused the harm.
- d. When possible, the Facilitator will provide all Individuals participating in the Restorative Conversation with core questions before convening the Restorative Conversation.

3. Co-Creating Accountability Action Plan

- a. Reflective of the outcomes of the Guiding Questions, the Individuals will move to co-creating an Accountability Action Plan to move forward including actions to be taken by the Responsible Party. The Facilitator will also establish with the Individuals the first Connection and Support Circle to check in about Accountability Action Plan Progress.

4. Closing Go-Round

- a. The Facilitator will conduct a final go-round for a final reflection or response to a closing question to close the space.

Sample Questions

Adapted from the International Institute for Restorative Practices

For Those Who Caused Harm	For Those Who Have Been Harmed
What happened?	What did you think when you realized what had happened?
What were you thinking at the time?	What impact has the incident had on you and others?
What have you thought about since?	What has been the hardest thing for you?
Who has been affected by what you have done? In what way?	What do you think needs to happen to make things right?
What do you think you need to do to make things right?	What did you think when you realized what had happened?

Appendix C. Sample Accountability Action Plan

Accountability Action Plan

The Accountability Action Plan is a list of the specific actions and agreements that come out of Restorative Conversations. Criteria for the Accountability Action Plan shift our responses from behaviors and punishment to repairing harm.

Three Key Elements

Restoration

Actions to be taken to repair the harm done and as much as possible in ways that address the needs and priorities of the affected parties. The actions should be ones that will meet the needs of the person harmed and be accomplished by the person responsible for the harm.

Reintegration

Actions to be taken to re-connect and re-engage the Responsible Party/Parties (those whose behavior has harmed or hurt relationships). These should be healing actions that strengthen all involved.

Support and Strategies

Actions to be taken to strengthen connections. Actions are to be taken to strengthen all those involved in the harm and reduce the likelihood the behavior will be repeated.

Timing

Action plans are developed collaboratively and engage the person(s) who have caused harm, and the person(s) impacted by the harm during the Restorative Conversation. Progress on the plan should be planned when the plan is drafted to ensure the plan is followed and allow for necessary adjustments. Action plans should have specific timelines and dates to integrate different elements and focus on the end goal of restoration.

Appendix D. Community Agreement Guide
(From *Justice Starts at Home: Community Conversations on Equity* by Carolyn Chu)

Community Agreements

Introduction:

How will your community work best together in community nights, spirituality nights, and other community meetings? Creating community agreements is an essential step in facilitating meaningful discussions.

Creating community agreements is a RADICAL act! It ensures that community members share and distribute power amongst the group and requires the group to be accountable to each other with mutually agreed-upon rules. This is what the work of equity and anti-racism is all about!

This practice of creating community agreements is common throughout community organizing and classroom management – it’s helpful for meaningful group work. Try to establish this list of Community Agreements in the first few weeks of your JV year, as it can get more difficult to create this list in later months. When conversations get tough in the community, this list can be a great starting point for finding common ground. Below, you will find steps to creating agreements with your community.

Supplies needed: a writing tool and at least one piece of paper

Roles needed: Facilitator and a Scribe – this can be the same person but share the responsibilities if you can!

Steps to Creating Your Community Agreements

Step 1. Open with a centering prayer or poem and a round of check-ins with your community mates.

Step 2. The chosen facilitator will introduce community agreements by reading the intro paragraphs above and the list of example community agreements below.

Step 3. Begin the discussion, which should last approximately 15-40 minutes, depending on the number of people in your community. Through a process of mutual invitation, have each community member contribute at least one agreement. A contribution can be from the example list below.

Step 4. Ask for clarification on any that seem unclear. This can happen either in the middle of the discussion or at the end of the discussion. When done, read the list aloud.

Step 5. Decide who will write these up on a nice piece of paper and where this will be posted in the house.

Step 6. To close the discussion, end with a round of checkouts in which each person picks a community agreement that they think will be challenging for them but they hope to work on throughout the year.

A comment about using “Respect each other” as a Community Agreement:

Many JVs share the expectation that community mates should “respect one another.” While this is an important action that all JVs should strive to do each day, each JV has a different understanding of what it means to both be respected and to offer respect to someone else. When using the term “respect” for a community agreement, break it down into smaller pieces. What does respect tangibly look like to you? If an outsider was watching your interactions with a community mate, how would they know that you are being respectful?

For continuing individual or group reflection:

How will you use these community agreements as a base for discussions and reflections about equity and anti-racism?

Example Community Agreements:

- **Use “I” statements.** Speak from our own experience, rather than generalizing.
- **Yes/And.** Commit to having an attitude of “yes, and,” rather than either/or, especially when a community mate says something that might differ from what I think. Build on each other’s ideas rather than act contrarian. A related community agreement can be, “throw glitter, not shade.”
- **Move up/Move back.** Share the space with each other. Be self-aware to know whether I am always the first or last person to speak.
- **Take the space you need to care for yourself.** This can include taking bathroom breaks or tea breaks. Beyond the concept of “self-care” what does “community care” look like?
- **When talking about race, agree that oppression, inequality and racism exists.** Essential to discussions about equity, this is an unequivocal fact that specifically relates to black and brown bodies.
- **Assume good intent and own the impact of what you say.** The intention of a statement may not be the same as the impact it has on a community mate.
- **Call in or call out.** Calling in is having a personal, private conversation to call attention to someone’s oppressive behavior. Calling out means publicly pointing out someone’s oppressive behavior. There’s a pros and cons to each of these methods when wanting to correct or challenge something that someone else said.
- **There’s a difference between “unsafe” and “uncomfortable.”** Be aware of the important difference between these two words and the ways you might use these words during difficult discussions.
- **Gathering space will accommodate all community members.** As examples, make sure the space has enough seats and is well-lit. Discussions should occur after everyone’s service hours and after everyone has eaten.
- **Use mutual invitation.** Use this process to call on each other to speak so that each person is invited to join the discussion. (See the gray box in the “Social Locations” activity for a more detailed explanation).
- **Other things to consider for community agreements:** Are there technology concerns? Confidentiality concerns? What are accessibility concerns for each community mate?

Whistleblower Policy: Director, Employee and Jesuit Volunteer

I. Purpose and Scope

Jesuit Volunteer Corps (JVC) Northwest seeks to conduct all of its activities in an ethical, responsible and legal manner. Directors, staff, Jesuit Volunteers (JVs) and Jesuit Volunteer EnCorps Members (JVEs) are expected to practice integrity and honesty in fulfilling their responsibilities and must comply with all applicable laws, regulations, and policies. The purpose of this policy is to support JVC Northwest's goal of legal compliance, assert unequivocally that JVC Northwest does not tolerate retaliation against whistleblowers, and provide directors, employees and volunteers mechanisms to report suspected or actual occurrence(s) of unethical, inappropriate or illegal behavior, events, conduct or practices (hereinafter "improper activity").

II. No Retaliation

JVC Northwest will not retaliate against a director, employee, JV or JVE who has, in good faith, reported a suspected or actual occurrence of improper activity. JVC Northwest also prohibits retaliation against anyone who in good faith reported improper activity or participates in an investigation of improper activity. Disciplinary action, up to and including termination, may be taken against those who violate this policy and against any others who condone such conduct.

III. Reporting Improper Activity Inside of the Organization

Employees, volunteers, and board members are encouraged to report any concerns they have about improper activity at JVC Northwest to the Executive Director. If the person is uncomfortable reporting to the Executive Director, that person may report to the Chair of the Board of Directors or the Executive Committee of the Board of Directors. Anyone reporting improper activity should act in good faith and have reasonable grounds for believing the information disclosed indicates improper activity.

JVC Northwest encourages reporters to report in writing so as to ensure a clear understanding of the issues raised, but reports may also be made orally. In either case, the report should be factual and contain as much specific information as possible to allow for proper investigation. If the report is written and sent via the mail, the reporter should mark the envelope as "confidential and private."

JVC Northwest will take seriously all reports of suspected or known improper activity and will take steps it determines are reasonably necessary to address the report. Upon receiving a complaint, the Executive Director, Board Chair, or Executive Committee will act promptly to determine whether an investigation of the complaint is necessary and, if so, designate the appropriate JVC Northwest representative to conduct the investigation and/or resolve the issue. Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Appropriate corrective action will be taken if warranted by the investigation. In addition, action will be taken to follow-up with the individual who made the initial complaint for complete closure of the report.

JVC Northwest may retain outside legal counsel, private consultants, or any other resource deemed necessary to conduct a full and complete investigation of the report.

IV. Reporting Improper Activity Outside of the Organization

As described above, JVC Northwest encourages reporters to raise concerns of improper activity within JVC Northwest. But reporters may report outside the organization whether or not they raise those concerns internally.

Under Oregon law, JVC Northwest may not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the director of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county, or metropolitan services district.

JVC Northwest may not prohibit an employee from disclosing, or take or threaten to take disciplinary action against an employee who discloses, information that the employee reasonably believes is evidence of (1) a violation of a federal, state, or local law, rule, or regulation by JVC Northwest, (2) mismanagement, gross waste of funds, or abuse of authority by JVC Northwest, (3) a substantial and specific danger to public health and safety resulting from actions of JVC Northwest, or (4) the fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

If JVC Northwest were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee could file a civil action or a complaint with the Oregon Bureau of Labor and Industries.

An employee's objectively reasonable and good-faith belief that JVC Northwest has committed a violation of a federal, state, or local law, rule, or regulation is an affirmative defense to civil or criminal charges related to the disclosure of information about the alleged violation, including information that is exempt from disclosure under Oregon's public records law, if the following conditions are met:

- The information was lawfully accessed in the first instance;
- The information was disclosed in confidence to a manager, a law enforcement or public regulatory agency, or an Oregon-licensed attorney and not disclosed or re-disclosed to any other party by the employee or any person at the employee's direction;
- The information was not contained in an exclusive commercial negotiating agreement or commercial nondisclosure agreement (unless the agreement is related to the employee's employment with the Organization);
- The information disclosed was not related to the representation of a client if the disclosing employee is an attorney or is employed, retained, supervised, or directed by an attorney; and
- The disclosure was made consistent with federal law regarding the disclosure of that kind of information.

Additionally, this affirmative defense, subject to the same restrictions, is available to an employee who discloses information related to an alleged violation of a federal, state, or local law, rule, or regulation by a coworker or supervisor if the alleged violation relates to the coworker or supervisor's employment. The Office of Inspector General operates 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 or via this form: <https://www.americorpsdig.gov/hotline>.

V. Compliance with This Policy

Every director, employee, JV and JVE has the responsibility to assist JVC Northwest in complying with this policy. All directors, employees, JVs and JVEs must follow the procedures outlined herein and cooperate with any investigation initiated pursuant to this policy. Nothing in this policy or the internal reporting procedures described above is intended to interfere with the rights of employees discussed in Section II above, to prohibit an employee from lawfully and in good faith providing information or filing a complaint about improper activity with the appropriate legal or administrative agency, or in a manner discussed in Section II above, or to require an employee to notify the Center before he or she discloses information as discussed in Section II.

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."

Please Note: 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.

1. Informal Resolution Process

- a. **Cooperative Resolution:** JVC Northwest will resolve concerns and disputes about its program informally whenever possible through personal and cooperative meetings with the involved parties.
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.
 - i. 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:
 1. Communicate with the party raising the concern or dispute to determine the nature of the concerns or dispute; and
 2. Attempt to resolve the concerns or dispute with involved parties using a variety of methods including, but not limited to:
 - a. mediating the concerns with the parties;
 - b. assisting the placement with the resolution of the concerns; or
 - c. conducting a preliminary inquiry into relevant issues.
 - ii. 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 (Step 2).
- b. **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.
 - i. ADR must be initiated within 45 calendar days of the alleged occurrence.
 - ii. 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.
 - iii. 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.
 - iv. If the matter is resolved:
 1. the terms of the resolution are recorded in a written agreement.
 2. the complainant will agree to forego filing any further grievance on the matter under consideration.
 - v. 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.

2. 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.

1. Except for complaints alleging fraud or other criminal activity, grievances must be filed within one year of the date of the alleged occurrence.
2. 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:
 - a. The full name and contact information of the complainant;
 - b. The full name and contact information of the respondent, or other information sufficient to identify the respondent;
 - c. A clear and concise statement of the facts, as alleged, including pertinent dates, constituting the alleged violations;
 - d. The provision of the act, regulations, grant, contract, or other agreements under the act believed to have been violated; and
 - e. The relief requested.
3. If ADR was used in the Informal Resolution Process, the neutral party from ADR may not participate in the formal grievance process.
4. 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:
 - a. conducting an objective investigation into the allegations;
 - b. interviewing respondent and witnesses; and
 - c. reviewing any supporting documentation.

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

5. 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.
6. 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.
7. 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.

3. Binding Arbitration

1. 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.
2. 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.
3. 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 (AmeriCorps) will appoint an arbitrator.
4. 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 AmeriCorps, the proceeding must occur no later than 30 calendar days after the arbitrator's appointment.
5. A decision must be made by the arbitrator no later than 30 calendar days after the date the arbitration proceedings began.
6. The arbitration, including all processes, proceedings and remedies, shall be consistent with 45 CFR §2540.230.