

## Enrollment Checklist

**Note: Make a copy of all paperwork for your records before submitting.  
Please submit all enrollment paperwork as a complete package.**

Member name: \_\_\_\_\_ Institution: \_\_\_\_\_

Program: (please circle): 300    450    900            Grant Year: 08-09

### **Date of In-Person Orientation:** \_\_\_\_\_

**Note:** Official enrollment date begins no earlier than the day a member passes in a complete enrollment package and all enrollment paperwork is signed by the member, site supervisor, and SIS coordinator on or before the official enrollment date.

### **Required Paperwork**

- Online Pre-service Orientation Questionnaire (located online at [www.studentsinservice.org](http://www.studentsinservice.org); complete before attending an In-person orientation; once the orientation reflection questionnaire is completed, please bring printed copy to the In-Person Orientation)
- This checklist
- AmeriCorps Enrollment Form (Part 1 and 2) (member signature required)
- Site Agreement and Member Development Plan (member and site supervisor(s) signature required)
- Member Agreement Authorization and Certification (member signature required. Please thoroughly review the member agreement located at [www.studentsinservice.org](http://www.studentsinservice.org) before signing)
- Copy of Proper Identification (usual a birth certificate, passport, green card or alternate as detailed in the Member Agreement at [www.studentsinservice.org](http://www.studentsinservice.org). Please do not submit a copy of a social security card or drivers license.)
- Name check on National Sex Offender Registry (Completed by Students in Service)

**If you will have significant “recurring access” with vulnerable populations (ex. children, elderly, etc.) during your service or your site requires a criminal background check, you are required to submit the following:**

- Criminal Record Check Verification Form (site supervisor required to sign)

### **One to three weeks after being enrolled in the Students in Service Program:**

- Sign up for “My AmeriCorps” online account at: [http://www.americorps.gov/for\\_individuals/online/index.asp](http://www.americorps.gov/for_individuals/online/index.asp)