

Member Name: _____ Campus: _____ Grant Year: _____

Enrollment Phase Forms:

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

Enrollment Date: _____

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

Service Phase Forms

- Mid-Term Evaluation (900hr Members Only)

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

- Service Site listed on Time Log has accompanying Position Description/Site Agreement
- Time Log does not count hours served before Enrollment Date
- Time Log does not count hours served before date Site Supervisor signed Position Description/Site Agreement
- Site Supervisor Signature on Time Log matches Signature on Position Description/Site Agreement
- Time Log has Description of hours/activities counted for: Direct Service, Member Development and Fundraising
- Times Logs are signed and dated by member and Site Supervisor within 30 days of last service date.
- Time Log does not have cross-outs.

Exit Phase Forms

Exit Date: _____

Total Hours Served: _____

Full Award

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

No Award

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

Partial Award

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