

Students Service

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Member File Format

Each SIS Member should have an individual member file labeled with their name and date of enrollment. All member files should contain three sections, which correspond with the three phases of the program: Enrollment, Service, and Exit. Be sure your files are "audit-ready" by keeping them in the order outlined below.

Section 1: Enrollment

1. Enrollment Checklist
2. CNCS Enrollment Form
3. Member Agreement Authorization
4. Tutor Project Checklist (only for members who will be serving as tutors)
5. The following forms may be included as a group in no particular order:
 - Copy of ID
 - Sex Offender Registry Check or Criminal Background Check
 - Online Pre-Service Reflection Questionnaire
 - Criminal Record Check Verification or Authorization Form
 - Other miscellaneous enrollment paperwork
6. All Site Agreements
It is easier to check signatures on site agreements against signatures on time logs if they are last in this section.

Section 2: Service

1. Time Logs
May be in order of date, with all time logs from different sites mixed or may separate time logs by service site, then in order of date.
2. Mid-Term Site Supervisor Evaluation (for 900 hr members only)*
This evaluation should be completed at approximately 450 hrs through the member's service. Once member has exited the program, please staple to exit paperwork below.

Section 3: Exit

1. Exit Checklist
2. CNCS Exit Form
3. End-of Term Site Supervisor Evaluation (hard copy)
4. Member Evaluation Verification Sheet

A completed file should have 3 stapled sections (enrollment forms, time logs, and exit forms) When a section of a file is complete, staple it together. When a section is on-going (time logs), use a paperclip. Please avoid folder separators, etc.