

Campus Partner November 2011 File/Program Review Certification Form

College/University: _____ State: _____

Please use this checklist to complete the following 3 tasks by November 30, 2011:

- Review 11-12 and 10-11 members' files using the [Member File Audit Form](#) and confirm the following:
 - All member files are in published member file format
 - All enrollment, time logs, and exit forms are signed and dated appropriately
 - Review all site agreements and make sure the service description is detailed, if not, have member update their service description on their site agreement and if needed, complete a new site agreement form (to be updated soon)
 - Make sure all exits have been completed as detailed on the SIS web site "[exit phase](#)" (NOTE: all exited members should have an exit form and a site supervisor evaluation)
 - For campuses with 900 hour members (OR, HI, CA, WA, ID), make sure all [mid-term evaluations](#) are complete.

- Review all your enrollments for the 10-11 and 11-12 grant years and complete the following:
 - "Exit with no award" all members that have not engaged in service over the last 4 months and/or have not responded to your attempts to contact them over the last 4 months (make sure to send a "no award" email).

- Input the member's service site (just the "site" name, ex. "Whatcom County Habitat for Humanity") on their [SIS Time log database](#) Member View. This information should be listed on the member's time log(s). **NOTE: This information is very important for us to get a tally of the number of sites our members are serving for our SIS performance measures. Using the time log database to gather this information is the easiest way to keep track of this tally.**

The screenshot shows a web form titled "Member View". At the top right, it displays "Grant Year: 2011-2012" and "Service Dates: 9/6/2011 - 9/5/2013". Below this, there are fields for "Member Status: Active" and a "Create Account" button. The main form area is divided into several sections: "NSPID:" with a redacted field; "Date of Birth:" with a redacted field; "Email:" with a redacted field; "Current Residence:" with a redacted field; "Permanent Residence:" with a redacted field; "Existing Site:" with a dropdown menu showing "Select a Site..."; "Site Name:" with a text input field; "Site Address:" with a text input field; "Site Address 2:" with a text input field; "City/State/Zip:" with a text input field containing "W 360-028"; "Supervisor:" with a text input field; "Supervisor 2:" with a text input field; "Phone:" with a text input field; and "Email:" with a text input field. A blue arrow points to the "Existing Site:" dropdown menu. At the bottom right, there is a "Save Site" button. The footer of the form shows "Campus: Western Washington" and "Site Supervisor:".

I certify that I have reviewed all 10-11 and 11-12 member files, exited out non-performing members, and have inputted all member sites in the [SIS time log database](#) for 10-11 and 11-12 grant years. I also certify that I have taken corrective action on any item(s) that were out of compliance and confirm that the 10-11 and 11-12 member files are in auditable condition.

Campus Partner: _____ Date: _____

Keep one copy of this form for your files and email a PDF copy to your Campus Compact by November 30, 2011

