



C.O.R.E.
Susquehanna
AmeriCorps

C.O.R.E. SUSQUEHANNA AMERICORPS 2011-2012 PARTNER SITE AGREEMENT

This agreement is between C.O.R.E. Susquehanna AmeriCorps/Union-Snyder Community Action Agency and

Partner site name (hereafter referred to as PARTNER SITE)

Site Administrator: _____

Site Supervisor: _____

Fiscal Contact Person: _____

Mailing Address: _____

Telephone: _____ FAX: _____ E-mail: _____

PARTNER SITE Federal Identification Number (if applicable): _____

Number of Assigned and Authorized C.O.R.E. Susquehanna AmeriCorps participants for AmeriCorps State Grant Year 2011-2012:

_____ Full-time _____ Part-time _____ Reduced Part-time

This document assures C.O.R.E. Susquehanna AmeriCorps and Union-Snyder CAA that:

1. PARTNER SITE is a 501(c)3, non-profit or authorized city, county, state or federal organization.
2. PARTNER SITE shall contribute a cash amount of at least \$5,500.00 per assigned full-time AmeriCorps member, and a cash amount of at least \$1,450.00 per assigned reduced part-time AmeriCorps member. Sites shall also contribute a documented in-kind match valued at least at \$4,500.00 for each full-time member and \$1,200.00 for each reduced part-time member over the course of the program year.
 - A. Cash amount is payable by check to "Union-Snyder Community Action Agency" A payment of no less than one-half of PARTNER SITE's total amount shall be due by October 14, 2011. The remaining balance is due no later that December 31, 2011. Other arrangements, by mutual agreement, may be made between Program Director, CORE Susquehanna AmeriCorps and Partner Site. **Note: The partner site contribution is both nonrefundable and nonreducible. It should be considered a participation contribution and is not proratable relative to member service.**
 - B. PARTNER SITE shall provide documentation of In-kind contributions in accordance with C.O.R.E. Susquehanna directives. In-kind reports are due at C.O.R.E. Susquehanna on the fifteenth day of the month following the month for which they are submitted (e.g. October 15th for period 1-30 September).
 - C. PARTNER SITE shall document all in-kind support with appropriate justification (staff time-sheets, involves for services, receipts, etc.) and maintain appropriate fiscal records at the site.
3. PARTNER SITE shall execute upon availability all assurances, certifications and Partner Site Agreements as required under the guidance supplied by the Corporation for National Service and/or the Governor's Office of Citizen Service – PennSERVE in accordance with the National and Community Service Trust Act of 1993 as well as guidelines put forth by C.O.R.E. Susquehanna.

Union-Snyder
Community Action
Agency
713 Bridge
Street
Suite 10
Selinsgrove, PA
17870

570-374-8938
570-374-6144



Getting Things Done...

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- A. PARTNER SITE shall provide representation (Site Administrator or Member Supervisor(s) at all Partner's Meetings (if scheduled).
- B. PARTNER SITE shall notify C.O.R.E. Susquehanna staff before changing member's position description.
- C. PARTNER SITE shall provide member with thorough orientation to site, including all rules, regulations, policies, procedures and personnel guidelines.
- D. PARTNER SITE shall provide C.O.R.E. Susquehanna a copy of the completed orientation checklist identifying items covered in the orientation.
- E. PARTNER SITE shall provide member with a safe and sanitary working environment.
- F. PARTNER SITE shall complete all paperwork in a timely and thorough manner, adhering to established guidelines and procedures.
- G. PARTNER SITE shall support member participation in monthly corps meetings, required trainings, service projects and activities, including approving appropriate schedule changes to support this participation. Activities may include emergency disaster relief activities as called for by C.O.R.E. Susquehanna Program Director. Total participation may reach ten percent of the member's service term.
- H. PARTNER SITE shall secure clearances (Child Abuse, Criminal, FBI and Sexual Predator) for staff that provide supervision to the AmeriCorps member(s).
- I. PARTNER SITE shall insure that members assigned to this site are not in violation of AmeriCorps legislation regarding prohibited activities. PARTNER SITES are reminded that three separate incidents of non-compliance are sufficient reasons for C.O.R.E. Susquehanna to suspend or terminate the partnership. Specifically, members are prohibited from:
- a. Attempting to influence legislation;
 - b. Organizing or engaging in protests, petitions, boycotts, or strikes;
 - c. Assisting, promoting, or deterring union organizing;
 - d. Impairing existing contracts for services or collective bargaining agreements;
 - e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
 - f. 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;
 - g. Engaging in religious instruction, 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;
 - h. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - v. 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
 - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
 - i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;

- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others 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 initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

I. PARTNER SITE shall comply with all federal, state, and local workplace regulations.

- 4. PARTNER SITE shall provide direct supervision and support and adequate workspace for each C.O.R.E. Susquehanna participant assigned.

A. Site Administrator and/or Site Supervisor shall meet with member weekly to discuss activities and projects relevant to fulfilling the site's AmeriCorps objectives including progress toward stated objectives.

B. Site Administrator and/or Site Supervisor shall provide member with regular, timely and appropriate feedback and support regarding provision of services and fulfillment of duties outlined in the job description submitted by the site to C.O.R.E. Susquehanna AmeriCorps. This shall include a *minimum* of mid-program and final performance evaluations (for which C.O.R.E. Susquehanna shall provide appropriate forms and assistance).

C. Site Administrator shall ensure that Site Supervisor and all personnel directly supervising AmeriCorps member(s) are provided current and thorough information relevant to member duties, responsibilities, schedule, and prohibited activities.

D. Site agrees not to hire AmeriCorps member during their term of service, unless an arrangement is agreed upon so that the member may successfully finish their term of service. C.O.R.E. Susquehanna must approve the arrangement.

- 5. PARTNER SITE shall provide each member with a minimum of 20 hours professional development training specific to that site. At least 10 hours of that training shall be provided within the first 90 days of service so participant can use the training at their sites. A schedule of the remaining 10 hours of professional development training shall be provided to C.O.R.E. Susquehanna upon member's completion of 90 days of service. Workshops, seminars and in-services relevant to the type of service participant performs is encouraged. C.O.R.E. Susquehanna can assist with finding appropriate training, when requested.

- 6. PARTNER SITE shall be responsible to ensure members record data relative to the achievement of site objectives and that members report data in a timely manner, as requested by the AmeriCorps staff.

A. PARTNER SITE shall ensure that members and relevant staff have read and understand the written objectives of the AmeriCorps position.

B. PARTNER SITE shall provide the AmeriCorps member with the relevant information and tools to accurately assess and report site's progress toward the objectives.

C. The Site Administrator and/or Supervisor shall read, review, approve and sign Progress Reports before they are sent to C.O.R.E. Susquehanna. The site shall maintain a copy of these reports for their records.

D. C.O.R.E. Susquehanna staff shall provide program assistance to any site revising or updating objectives as needed or required.

This document assures Partner Site that C.O.R.E. Susquehanna shall:

- 1. Execute the AmeriCorps program according to all applicable laws (federal, state & local), rules and regulations and notify PARTNER SITE of any changes in regulations or procedures that have an impact on Site's administration of the AmeriCorps program.

2. Screen all applicants for the program, including criminal background checks.
3. Provide AmeriCorps member with personal and professional training that enhances his or her ability to perform functions and duties as an AmeriCorps member.
4. Maintain necessary records regarding member (including—but not limited to—applications, resumes, contracts, agreements, assurances, background checks, worker’s compensation coverage, proof of citizenship, timesheets, evaluations, etc.)
5. Maintain and administer payroll for members.
6. Provide PARTNER SITE with forms, paperwork and information necessary to adequately administer the AmeriCorps program and work to ensure that all forms, paperwork and information are distributed and collected so as to assure their accuracy and timeliness.
7. Provide PARTNER SITE with copies of AmeriCorps regulations and rulings as requested.
8. Provide PARTNER SITE with timely and appropriate feedback regarding PARTNER SITE’s administration of the program.

Program staff (Director and/or Member Coordinator) shall visit PARTNER SITE over the course of the program year in order to assess progress and compliance as well as to provide feedback and assistance.

9. Address PARTNER SITE’s needs, interests and concerns in a timely and appropriate fashion.

Questions or problems regarding the administration of this program may be directed to:

Harry Adrian, Executive Director
 Union-Snyder CAA
 713 Bridge St, Suite 10, Selinsgrove, PA 17870
 (570) 374-0181 hadrian@union-snydercaa.org
 And/or

Karen Kaskey
 Executive Director
 PennSERVE: The Governor’s Office of Citizen Service
 1304 Labor & Industry Building Harrisburg, PA 17120
 (717) 772-5430 kkaskey@dli.state.pa.us

PARTNER SITE understands that failure to comply with the terms of this agreement may result in removal of AmeriCorps member from the site without reimbursement of contribution amount.

By this agreement, C.O.R.E. SUSQUEHANNA AMERICORPS and this PARTNER SITE shall work together to further the mission of National Service at the local level. The PARTNER SITE understands and agrees to the terms of this assurance agreement.

 Authorized Representative’s Signature

 Name of Authorized Representative

 Position of Authorized Representative

 Date of Execution of this Assurance

 C.O.R.E. Susquehanna AmeriCorps Program Director

 Date of Execution of this Assurance