

PCEI AmeriCorps Program

SPONSOR APPLICATION 2023-2024

***The Palouse-Clearwater Environmental Institute AmeriCorps Program
would like to invite you to host an AmeriCorps Member!***

Our program helps provide the means for organizations like yours to educate and engage your community about their relationship to the environment.



If you are:

- ✓ Located in the state of Idaho, and
- ✓ A 501(c)(3) community-based organization, or
- ✓ A school, school district or educational service district, or
- ✓ A government agency (city, county, regional, state or federal) ...

Then, you are eligible to apply, and we enthusiastically invite you to do so!
Please share with your staff and professional networks.

Questions? Please contact PCEI AmeriCorps Program Director
Courtney Warner (courtneywarner@pceiamericorps.org)
208-882-1444

Sponsor Applicant Fact Sheet

What is AmeriCorps?

AmeriCorps is the federal agency for national service and volunteerism. National service connects over 200,000 individuals with organizations each year to help communities tackle their toughest challenges. Organizations may apply and be awarded an AmeriCorps grant to assist in recruiting, training, and placing AmeriCorps members to address a community need in the area of economic opportunity, education, environmental stewardship, disaster response, healthy futures, or veterans and military families.

What is PCEI?

The Palouse-Clearwater Environmental Institute (PCEI) mission is to increase citizen involvement in decisions that affect our region's environment. Based in Moscow, Idaho, PCEI provides community organizing and environmental education to engage members of the community in making environmentally sound and economically viable decisions that promote a sustainable future. To help achieve this vision, PCEI has developed an AmeriCorps program to place AmeriCorps members in organizations focused on environmental education throughout Idaho.

What is an AmeriCorps Member?

AmeriCorps Members are individuals who put their values into action by choosing to serve with AmeriCorps programs. PCEI, an AmeriCorps State Program, hosts and places Members in positions that focus on making a positive impact in relation to the environment. Members may be 17 years of age and older and come from varying social, cultural, economic and educational backgrounds. Members receive modest benefits, including a living allowance, and may be eligible to receive an education award upon successful completion of their term.

What is an AmeriCorps Sponsor?

An AmeriCorps Sponsor is a non-profit organization, school or government agency that hosts an AmeriCorps Member during their term of service. A prospective Sponsor may submit an application to the PCEI AmeriCorps Program that describes the need and plan for hosting an AmeriCorps Member. Over the course of a member's term, the Sponsor ensures a meaningful service experience. This includes a well-defined and impactful project, professional development opportunities, and administrative support for the Member. PCEI AmeriCorps provides oversight and additional support for the Sponsor and Member experience.

AN IDEAL SPONSOR:

- Creates a well-defined project with measurable goals and outcomes.
- Organizes adequate Member workspace, resources and training.
- Provides ongoing mentoring and supervision.

More about the PCEI AmeriCorps Program

The PCEI AmeriCorps Program places AmeriCorps Members in organizations whose goal is to educate and engage communities in positive and beneficial environmentally focused practices, in order to protect Idaho's natural resources and maintain our safety and quality of life.

PCEI's goals include:

- Informing and educating community members of all ages on issues of the environment.
- Encouraging active participation in sustainable living and caring for the environment.
- Providing opportunities for service in conservation, preservation and restoration of the environment.
- Encouraging dialogue around environmental issues that affect the community.

Projects that enlist PCEI AmeriCorps Members should be designed to:

- Provide education and direct experience so residents of all ages gain knowledge to make informed decisions addressing critical environmental issues in a real-world context.
- Provide opportunities for Members and the community to complete restoration activities that lead to the protection and enhancement of our lands and waterways.

Projects in which PCEI AmeriCorps Members have participated include:

- Environmental education and outreach programming involving schools or community groups.
- Sustainable land use planning and community development projects.
- Restoration of watersheds, wetlands, forests, and wildlife habitat.
- Stewardship advocacy and guided interpretation of natural spaces .
- Collaborate with community partners to plan events and create programming.
- Engage volunteers in restoration/stewardship activities.

PCEI AmeriCorps roles and responsibilities include:

- Assisting the Sponsor in recruiting, interviewing and selecting qualified Members.
- Providing orientation and programmatic training for Members and their Supervisors.
- Providing opportunities for personal and professional development.
- Managing Member payroll, benefits and fiscal reporting.
- Ongoing support via team meetings, site visits, and periodic evaluations.

Key considerations for prospective Sponsors

Costs

SLOT TYPE	MIN TERM LENGTH	SPONSOR FEE	IN-KIND MATCH: TRAINING	IN-KIND MATCH: SUPERVISOR TIME	TOTAL IN-KIND
1700-HR	11 months	\$11,000	\$400	\$5,280	\$5,680
1200-HR	8 months	\$7,700	\$400	\$3,696	\$4,096
900-HR	5.5 months	\$5,500	\$400	\$2,640	\$3,040
675-HR	4 months	\$4,180	\$400	\$2,006	\$2,406
450-hr	3 months	\$2,860	\$400	\$1,373	\$1,773
300-hr	2 months	\$550	\$400	\$1,109	\$1,509

Commitments

- An experienced and committed Supervisor.
- An environment that supports AmeriCorps culture and expectations.
- A workspace designated for the AmeriCorps Member.

Quality of Project

- Does your project meet an environmental need and have a community involvement component?
- Does your project involve environmental education for community members?
- Does your project involve hands-on restoration activities?
- Will your project engage local volunteers?

Organizational Capacity

- Is your organization a public school, nonprofit or government agency?
- Is your organization based in the State of Idaho?
- Who will be the Supervisor? Do they have the time, ability and project expertise to effectively mentor and supervise a Member?
- Do you have appropriate workspace and resources for the Member to carry out the project?

Evaluation

- How will you determine if your placement is successful?
- How will your Member succeed in achieving identified outcomes?

Sustainability

- What is your long-term plan or vision for the project?
- Who will take on the project after AmeriCorps support has ended?

Staff Displacement

AmeriCorps Member(s) WILL NOT displace or replace staff within your organization.

SPONSOR/SITE REQUIREMENTS

You must fall into one of the following categories as a sponsoring organization. Please indicate your organization type:

- ☐ 501(c)(3) community-based organization
- ☐ School, school district or educational service district
- ☐ Government agency (city, county, regional, state or federal)

Number (and type, i.e., full-time or part-time) of Member slots for which you are applying:

Contingent on funding, we will be awarded fourteen 1700-hour slots. We will consider smaller slot types, however, sites requesting 1700-hour slots will be given priority consideration. Please indicate the number and type of slot you are interested in hosting:

- ☐ 1700 hours (min 45 weeks) _____
- ☐ 1200 hours (min 32 weeks) _____
- ☐ 900 hours (min 24 weeks) _____
- ☐ 675 hours (min 18 weeks) _____
- ☐ 450 hours (min 12 weeks) _____
- ☐ 300 hours (min 8 weeks) _____

Has your organization hosted an AmeriCorps Member before? ☐ Yes ☐ No
How many years? _____

Has your organization hosted a PCEI AmeriCorps Member before? ☐ Yes ☐ No
How many years? _____

If you are selected as a sponsor, your Member will have access to which of the following resources for service activities (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Telephone/Voicemail | <input type="checkbox"/> Email address |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Office Space |
| <input type="checkbox"/> Internet access | <input type="checkbox"/> Other (please specify) |

If you are selected as a sponsor, is the site where the Member will serve accessible to people with disabilities?

☐ Yes ☐ No

If no, explain:

Our grant is predominantly focused on placing individuals in non-profit organizations whose primary service is to educate and engage community members in environmental stewardship. This is a broad topic and may include the following. Please add site-specific activities you might propose for your Member at your site.

- ☐ Resource Conservation
- ☐ Healthy Watersheds
- ☐ Growing Your Own Food/Garden Education
- ☐ Food Security
- ☐ Restoration to improve and enhance habitat
- ☐ Wildlife Conservation
- ☐ Ecology
- ☐ _____
- ☐ _____
- ☐ _____

CERTIFICATIONS

Drug-free Workplace

I certify that _____ has an active Drug-Free Workplace Policy.

Non-Discrimination Policy

I certify that _____ has an active Non-Discrimination Policy.

Acknowledgements

We understand that full-time PCEI AmeriCorps Member must serve a minimum hourly requirement in their term of service. We understand that PCEI will provide Members with required activities and trainings (such as monthly Member meetings, conferences, and required National Days of Service). These activities may take the AmeriCorps Member away from their direct service site. The number of hours will vary. but at least 50 hours could potentially be spent on required AmeriCorps related activities.

Assurances

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, has not violated a Federal criminal statute, and has the institutional, managerial, and financial capability (including funds sufficient to pay the local cash match) required to ensure proper planning, management, and completion of the project described in this application.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
- Will keep such records and provide such information to PCEI or to the Federal government with respect to the program as may be required for fiscal audits and program evaluation, including documentation of in-kind match.
- Will comply with the non-displacement rules found in section 177(b) of the National and Community Service Act of 1990, as amended (42 U.S.C. 12501 et seq.). Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps Member; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed individual; an AmeriCorps Member shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with

respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.

- Service activities must not duplicate routine staff functions, nor will they include administrative duties that support general organization goals, e.g., clerical, janitorial, or data entry. Administrative duties that support the project goals are allowable. If in doubt, please ask for clarification.
- Will comply with National Service Criminal History Check policy. PCEI AmeriCorps will conduct a complete background check on all Members. This policy is implemented by AmeriCorps. You may conduct your own background check, but it cannot take the place of ours. If your Member will have recurring access to vulnerable populations, (children, persons aged 60 and older, and people with disabilities) they will not be allowed to serve those populations until their check has come back and they are cleared.
- The federal law prohibits an individual from serving in national service program in four situations:

The individual refuses to consent to the criminal history check.

The individual makes a false statement in connection with the criminal history check.

The individual is registered or required to be registered as a sex offender.

The individual has been convicted of murder as defined by federal law.

- The PCEI AmeriCorps program has the discretion to decide if the results disqualify an individual from service. If your organization has particular requests for additional or alternative reasons for disqualifying an applicant for service, please write the details here:
- Will agree to have the Member's supervisor undergo a PCEI AmeriCorps Criminal History Check.
- Will comply with all other Prohibited Activities related to AmeriCorps Member service.

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program, staff and Members may not engage in the following activities:

- 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;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these 9 provisions 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 3.g. above, unless AmeriCorps assistance is not used to support those religious activities;
 - vi. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
 - vii. Providing abortion services or referrals for receipt of such services; and
 - viii. Such other activities as AmeriCorps 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-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing so.

By signing below, you certify that you agree to perform all actions and support all intentions in the Acknowledgements, Certification and Assurances sections above.

Name of Authorized Representative:

Signature: _____ Date: _____

Name and Title of Executive Director *(or whomever oversees execution of contract)*:

Signature: _____ Date: _____

FINANCIAL RESPONSIBILITIES

In-Kind Match Contributions

In order to emphasize the partnering and community support of AmeriCorps programs, AmeriCorps requires programs to obtain a certain percentage of in-kind contributions toward Members' service. This is in addition to the cash match described in the following sections.

We require each site to commit to and to provide documentation supporting:

A minimum in-kind contribution that corresponds with Member slot type (see page 3).

-AND-

A minimum of 3-5 hours per week of supervisor time toward working with PCEI AmeriCorps Member.

Allowable in-kind contributions include certain expenses a site incurs in support of the Member's service. Examples of allowable in-kind contributions for the upcoming grant year include:

- Training
- Training and service activity related costs (mileage, lodging, meals, fees, etc.)
- Supervisor Time

During the course of the year, these in-kind contributions are documented on an in-kind contribution form. The Sponsor fills out this form on a monthly basis.

Please indicate your organization's ability to meet the in-kind match requirements:

☐ Yes, we are willing to commit to providing the minimum in-kind match corresponding to Member slot type, which includes a minimum amount of supervisory time spent mentoring & supporting the PCEI AmeriCorps Member.

☐ No, we are unable to meet this in-kind match requirement. Please explain below:

Cash Match Contribution

A cash match is required to host a PCEI AmeriCorps Member. Please indicate your organization's ability to meet the following match requirements and funding source.

- ☐ \$11,000.00 per 1700-hour Member X the number of Members.
- ☐ \$7,700.00 per 1200-hour Member X the number of Members.
- ☐ \$5,500.00 per 900-hour Member X the number of Members.
- ☐ \$4,180.00 per 675-hour Member X the number of Members.
- ☐ \$2,860.00 per 450-hour Member X the number of Members.
- ☐ \$2,310.00 per 300-hour Member X the number of Members.

Are these funds:

☐ Local or state public funds? Source? _____

☐ Private funds? Source? _____

☐ Other? (Please describe) _____

It is required that we document all sources of cash match funding. ***Please provide the source of your cash match, including a list of community partners who may be providing cash or in-kind contributions toward this position(s):***

Some federal agencies can match AmeriCorps positions. If you are utilizing a federal financial source, please provide documentation from the federal agency indicating that their funding can be used as a cash match for AmeriCorps positions. The Department of Education and Department of Interior have authorized the use of their funds for the AmeriCorps cash match.

Please note:

The Sponsor organization will be responsible for paying their total required cash match within 30 days of invoicing, which occurs shortly after the enrollment period. In the event that a Member terminates early, the host agency, in most cases, is not eligible for a refund. Some exceptions will apply and will be reviewed on an individual basis.

If a Member terminates before they have completed 30% of their term (measured in service hours), the Host Site may be able to refill this position with a new Member, and more often than not for a lesser term. Under these circumstances, there may be the opportunity for some reimbursement depending on the timing of the exit and the enrollment of the new Member.

Placements terminated due to the sponsoring organization being out of compliance will not be refunded.

Sponsor Organization Name: _____

Signature: _____ Date: _____

Printed Name and Title:

APPLICANT PROPOSAL NARRATIVE

Directions: Answer the questions below in the order they appear. Limit narrative to six pages, single spaced 12 pt. font.

If you are requesting more than one Member, and if the service activities are the same for each requested position, please note that at the beginning of this section of your narrative. If the service activities are different, please submit responses to the following in 2 separate documents.

Organizational Capacity

1. Describe your organization's mission and long-term vision.
2. Describe your organization's history and qualifications for successfully planning and executing this project.
3. Describe the population you serve.

Member Development and Support

1. **Orientation:** Please provide a brief explanation of your plan for orienting your Member to your organization and the community.
2. **Supervision:** Who will provide weekly mentoring and supervision? What makes this person qualified to do so?
3. **Space:** Describe the space your Member will occupy. Where is the supervisor in relation to their workspace? Who else will occupy space near the Member?
4. **Recruitment:** AmeriCorps Program staff will assist in the recruitment of a qualified candidate(s) for your position(s). However, what recruitment tools or channels will you employ to recruit qualified candidates for your position(s)?
5. **Onboarding:** What is the plan for orienting your Member to the organization and communities you serve?
6. **Retention:** How will you resolve problems that occur on the job, encourage your Member to complete their entire term and prevent Member dropout?
7. **Risk Management:** What are your safety procedures? How they will be communicated to your Member?
8. **Professional Development:** What professional experiences will your Member gain from this position?
9. **Training:** PCEI AmeriCorps will provide some training, such as Pre-Service Orientation, core skills training, and the Serve Idaho Conference, as well as periodic team "meetings" which will cover topics such as citizenship skills, conflict resolution, civic engagement/service learning, etc. Host sites will provide ongoing, site-managed tutor and/or mentor skill training. Please briefly

describe what additional types of training you plan to provide for your Member throughout the year of service. Please describe how you will document the Member's increased confidence and skill set developed through training provided at your site. (For example, Member performance evaluations, self-reports by Members following training/conference, and so on.) Would any of those trainings be available to other Members?

Quality of Project

1. Describe the compelling community need your program will address and why it is not presently being addressed within your current program. Provide sources of statistics.
2. How will being awarded an AmeriCorps Member address this need?
3. How is the proposed AmeriCorps project not a current or former staff position?
4. PCEI AmeriCorps' goal is for AmeriCorps Members to engage their communities in positive and beneficial environmentally focused practices. Members will do this through education and hands-on opportunities and experience. It is our priority to conduct this work through Civic Engagement and Service Learning. Please describe how you will support the use of Civic Engagement and Service Learning activities by your AmeriCorps Member.
5. During the first month of the placement, you and your selected Member will be required to develop a timeline, which includes project goals, activities and desired outcomes. Please provide a very general timeline. This will be a working document and details and changes can be made as the placement continues.

Commitment to Support Our Communities

1. Volunteer Engagement: We ask that host sites find some way of involving Members in the process of recruiting, training and/or organizing volunteers at the host site, perhaps by training volunteers in sustainable planning methods or enlisting them in helping with project site events and activities. How will volunteers from the community be involved in supporting this project?
What is the plan for recruiting and engaging volunteers representing the diversity of your community?
2. Community Service: It is required by our grant that all AmeriCorps Members are involved in developing community resources by planning, coordinating, participating and/or facilitating a few community service projects throughout the year (number of projects depends on length, and timing of term). Members are required to participate in MLK Day, AmeriCorps Week, and Idaho at Play. To what extent do you see your site contributing or participating in these kinds of community service projects?
3. List potential and/or current partnerships within your community with which your Member may develop contacts and collaboration on projects.

Sustainability

1. PCEI AmeriCorps expects your project to be sustained beyond the Member's term of service. How does this project fit into your organization's strategic plan?
2. How will the Member's major activities contribute to the sustainability of the project?
3. What is the organizational plan for sustaining the project in the future without the support of an AmeriCorps Member?

Evaluation

1. What are potential project activities?
2. Who will directly benefit from each major project activity?
3. What evaluation tools will be used to measure the success of each activity?

Performance Measurement

PCEI expects sponsors to assist Members in meeting certain project outcomes. Members will be responsible for tracking and submitting reports to PCEI on a regular basis. You will be expected to assist Members in completing these forms. (See Performance Measure section on page 16.) We will provide questionnaires quarterly to aid in this process.

PERFORMANCE MEASURES

If your organization is awarded with a Member, our expectation is that your goal will be to achieve the deliverables you propose below, thus contributing to our proposed outcomes.

Each Member will be required to track and report on their performance throughout their service term, so it is not only important to be realistic with the goals you propose, but also to develop a strategy early on by which your Members can collect the data successfully and accurately. There are strict parameters for data collection required by our funders. We will provide you with documentation that explains the process. Please don't hesitate to contact us should you have questions or concerns about your proposed outcomes.

VOLUNTEERS ENGAGED

1. **Number of new volunteers leveraged over course of member's service:**
2. **Estimate the number of returning volunteers:**
3. **Estimate number of volunteer hours:**
4. **Tools and instruments used to capture this data:**

COMMUNITY MEMBERS EDUCATED AND ENGAGED IN ENVIRONMENTAL STEWARDSHIP

PCEI AmeriCorps Program proposed Output/Intervention: AmeriCorps members will interact with a total of 3000 people through approximately 100 community level projects during the course of the service year, in order to educate and engage them in environmentally conscious practices.

- Proposed instruments to count numbers of individuals: Sign-in sheets, including first and last names so that duplicate counts are avoided.
- PCEI AmeriCorps Program proposed Outcome: **1500 of the 3000 individuals will show a change in behavior or intent to change behavior in this area.**
- Proposed instruments to count numbers of individuals with intent to change behavior: Pledge Cards (PCEI staff will assist you in designing appropriate and allowable instruments.)

Your Site Specific Goals (please estimate here):

1. **Total number of community members AmeriCorps Member will educate (Output):**
2. **Number of Environmental Education activities delivered (ex. presentations, classes, outreach events, meetings etc.):**
3. **Number of community members that will show intent to change behavior (Outcome):**
4. **Instruments used to capture this data (Class Roster or Sign-in Sheets that include first and last names in order to weed out duplicates):**

POSITION DESCRIPTION

Host sites must develop member position descriptions that provide for meaningful service. The host site must ensure that each member has sufficient opportunity to complete the required number of hours to qualify for a post-service education award. In planning for the member's term of service, the host site must account for holidays, school breaks and other time off, and must provide each member with sufficient opportunity to make up missed hours. PCEI AmeriCorps program staff will work with host sites in regard to missed hours.

The information you provide is essential for recruiting diverse, qualified candidates. We encourage you to make it compelling and detailed. Please use the headings below to assist you in putting together your position description. (We have completed the sections specific to the PCEI AmeriCorps Program.)

If you are requesting multiple positions slots, please submit separate position descriptions for each position you are requesting, unless the service position activities are exactly the same, then note that and only provide one.

PCEI AmeriCorps Program

The mission of the Palouse-Clearwater Environmental Institute (PCEI) is to increase citizen involvement in decisions that affect our region's environment. PCEI has a 36-year history of "connecting people, place & community".

The goals of our organization are:

- To encourage sustainable living, provide experiential learning, and offer opportunities for serving in our community, while actively protecting and restoring our natural resources;
- To promote the ecological health and social welfare of the Palouse-Clearwater region;
- To actively participate in the conservation, preservation, and restoration of environmentally sensitive lands, natural areas, and unique ecosystems;
- To provide forums for the free exchange of views in matters of concern to the public; and
- To inform and educate the public on issues of importance to the sustainable future of the Palouse-Clearwater region thus promoting a well-informed, active and concerned citizenry.

The PCEI AmeriCorps Program provides leadership and professional experiences to AmeriCorps members by partnering with local organizations to complete projects that engage members of their communities in environmental education activities and hands-on restoration activities that serve to improve and enhance the health of our natural surroundings.

Position Tagline: (ex. Teach kids about the environment in beautiful McCall, Idaho!)

Position Title: (Please create a title for the position.)

Project Sponsor: (Name of your organization.)

Service Description/Position Summary: (Please write a summary of your Member's primary role in your organization, this should be a narrative that can include bullet points– 2000 characters or less).

Member Activities/Duties: Please give specifics as to what your AmeriCorps member will do during their service term – 1000 characters or less).

Requirements: (The below bullet points are the requirements of the PCEI AmeriCorps Program. Please list additional requirements specific to your site.)

- Must be at least _____ years of age. (for AmeriCorps, members must be at least 17.)
- Must be U.S. citizen, national or lawful permanent resident.
- Must possess high school diploma or equivalent, or commit to earning one prior to receiving award.
- Must be fluent in English.
- Must be able to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through PCEI.
- Must complete and submit all necessary PCEI AmeriCorps paperwork and reports in a timely manner.
- Must commit to and attend and complete all PCEI AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Must wear AmeriCorps uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
- Must have a cooperative manner and the ability to serve as part of a diverse team.
- Must have regular and reliable attendance and dependability.
- AmeriCorps members can enroll in multiple terms of service that add up to the value of two full-time education awards. You can also serve additional terms but will not receive an additional education award.

List Member Qualifications and/or Required/Preferred Skills here:

Member Benefits Include

- A taxable, monthly living allowance \$_____ for a _____-hour/____month term.
- Upon successful completion of a term of service, eligible members receive an education award in the amount of \$_____ that can be used to repay qualified student loans or

for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.

- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable.)
- Basic medical insurance for those who qualify.
- Childcare allowance for those who qualify.
- Professional development, trainings and networking opportunities.
- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals and conduct all activities in full accessible settings.
- Write in site site-specific benefits here.

Project Location and/or Transportation Needs: (Write in any site specifics here)

Dates of Service: Full-time: ___ months, between September 2023 and August 2024 (These dates are TBD).

The Palouse-Clearwater Environmental Institute AmeriCorps host site selection is contingent upon continued funding from AmeriCorps.

I have read the attached instructions, provisions and requirements of a PCEI AmeriCorps host site and agree to perform all actions and support all site responsibilities listed in the site provisions and requirements attachment.

Name of Supervisor:

Signature: _____

Date: _____

Name and Title of Executive Director (or whomever oversees execution of contract):

Signature: _____

Date: _____

For general questions about AmeriCorps, PCEI or our recruitment process, please contact:

Courtney Warner, AmeriCorps Placement Coordinator
Palouse-Clearwater Environmental Institute
P.O. Box 8596, Moscow ID 83843
208-882-1444 (phone)
courtneywarner@pceiamericorps.org
<http://www.pcei.org>

PCEI is an equal opportunity employer and does not unlawfully discriminate on the basis of Ethnicity, race, age, gender, gender identification, gender expression, sexual orientation, national origin, income, educational background, work experience, appearance, relationship or family status, political affiliation, religion, or the presence of any sensory, mental or physical disability. If you believe that you or others have been discriminated against, or if you want more information, please contact us.