



PCEI AMERICORPS PROGRAM

Name:
Site Name:
Date:

Exit Checklist

- Complete all hours and service time required.
- Notify PCEI AmeriCorps staff when service and final hours are completed and logged by you and your supervisor.
- Complete online Americorps exit form and notify PCEI AC staff so that we can do our part of the form.
- Complete PCEI AmeriCorps exit interview questionnaire.
- Understand that health insurance coverage is terminated on your date of exit.
- Submit final evaluations (Self Evaluation, Evaluation of Site, and Site Evaluation of Member. (These forms can be found here: <http://www.pcei.org/ameriCorps/forms/>)
- Submit final Great Story (make it GREAT!!! And/or select one you've already written to be submitted into your final file folder for CNCS.)
- Submit final Site Report Questionnaire.
- Submit final In Kind report.
- Submit any other paperwork or assignments due.