



Palouse-Clearwater Environmental Institute



PRE-SERVICE PAPERWORK

(Name of Member)

Please use this checklist to ensure all paperwork is completed and sent.

Files may be sent via the following methods:

- 1) Secure drop box link: <https://dropsecure.com/>. You can send up to 10 files at a time.
- 2) Scan and email your documents to jhofmann@pcei.org,
- 3) Mail via USPS to Joan Hofmann, Placement Coordinator (see address in footer).

- Member Contract (Agreement of Participation)
- AmeriCorps Enrollment Form (3 pages)
- Emergency Notification (Medical Release Waiver)
- Media Release and Permission to Release Information
- AmeriCorps Health Plan Options Form and Proof of Insurance if applicable
- Documentation of Childcare Enrollment (if applicable)
- Documentation of Loan Forbearance or Waiver
- High School Diploma or Self-Certification
- CPR Certification Eligibility Forms (if applicable)
- Criminal Background Check Authorization Form
- AmeriCorps Application (You will complete this online, on the my.americorps.gov website. Application will be automatically sent to us.)
- AmeriCorps Application Certification form
- Education Award Eligibility Agreement
- W-4 Form (must have authentic, written signature but can be scanned and emailed, or sent through this link: <https://dropsecure.com/>)
- I-9 Form (must have authentic, written signature but can be scanned and emailed, or sent through this link: <https://dropsecure.com/>)
- Personnel Information Form
- Deposit Authorization Form

All documentation must be complete and in your file by the start date of your service, as required by the Corporation for National and Community Service (CNCS.)

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