



## Member Exit Instructions

- ✓ AmeriCorps\*State member exit paperwork is due to WSC/WRC Program Coordinators **within 5 business days** after the member's term date.
- ✓ As A Project/Primary Site Supervisor you are responsible to check for completeness, legibility and accuracy.
- ✓ Please scan and email all completed, signed exit forms in one packet to the WSC/WRC Program Coordinator.

### REQUIRED FORMS (please see instructions to follow):

Type of Exit	All Timesheets Submitted and Approved	CNCS Exit Form	WSC Exit Evaluation	Member Reflection (optional)	Life After AmeriCorps Survey & Alum Registration (online)	Project /Primary Site Supervisor Memo	Member Resignation/ Letter/Memo	Member Pro-Rated Ed Award Request	Supporting Documentation
Standard, end of scheduled term	X	X	X	X	X				
Early exit, non-compelling, for cause, member quits	X	X	X		X	X	X		
Early exit, non-compelling, for cause, project decision	X	X	X		X	X			X
Early exit, compelling - pro-rated award requested by both Project/Primary Site Supervisor and member	X	X	X	X	X	X		X	X
End of term, not enough hours, compelling - pro-rated award requested by both Project/Primary Site Supervisor and member	X	X	X	X	X	X		X	X
End of term, not enough hours, non-compelling; no pro-rated award requested	X	X	X	X	X	X			

## **FORM INSTRUCTIONS:**

**Please scan and email all signed forms to your WSC/WRC Program Coordinator and keep the originals on site in your member files, unless noted otherwise.**

### **MEMBER TIME REPORTED**

- All time sheets must be submitted by the member and approved by the Project/Primary Site Supervisor.
- The amount of the member's final stipend will be based on their exit date. The stipend will be pro-rated based on days served within the pay period.

### **CNCS NATIONAL SERVICE TRUST EXIT FORM**

- Part 1 - Member completes, signs and submits the CNCS National Service Trust Exit form to their Project/Primary Site Supervisor.
- Part 2 – This section will be completed by WSC Staff. Leave it blank.
- Email the signed completed form to the WSC/WRC Program Coordinator and keep the original in the member file.

### **WSC EXIT EVALUATION FORM**

- Project/Primary Site Supervisor completes and signs the evaluation form.
- If unsure of the total service hours, leave this section blank. WSC will complete it.
- If the member is exiting early, the last two questions (about completed assignments and meeting performance criteria) should be answered based on what was reasonably expected to be completed up to the date of exit. Answering no to these questions means the member did not perform satisfactorily, which will prevent them from enrolling in an AmeriCorps program in the future.
- Provide a copy of the completed exit evaluation form to the member.
- Obtain member signature to document receipt of a copy. If member signature cannot be obtained, contact your WSC/WRC Program Coordinator and document steps taken to obtain a signature.
- Email the signed completed form to WSC/WRC Program Coordinator and keep original in the member file.

### **MEMBER REFLECTION (optional)**

- Discuss reflection options with your team and/or individual member(s).
- Review the reflection with your member.
  - If the reflection is written, keep the original in the member's file and email the reflection to WSC.
  - If the reflection is not written, the Project/Primary Site Supervisor must submit a memo to the WSC with the exit paperwork describing the reflection activity; including specific information related to What? When? How?

## **MEMBER EXIT SURVEY and ALUMNI REGISTRATION**

- Upon exit, each member is required to complete the survey, however it is not required that they answer all questions.
- The survey also includes the option for members to register as a WSC/WRC alum, so they can receive program information, updates and notice of events they can participate in.
- Members can complete the survey online:
  - Washington Service Corps: <https://www.surveymonkey.com/r/exitsurvey17>.
  - Washington Reading Corps: <https://www.surveymonkey.com/r/666ZZRF>.
- Members may also want to register with the AmeriCorps Alums organization: <http://www.americorpsalums.org>.

## **PROJECT /PRIMARY SITE SUPERVISOR MEMO**

- If an AmeriCorps member did not complete their term of service for reasons other than a compelling personal circumstance, the Project/Primary Site Supervisor must submit a memo to the WSC Program Coordinator that includes:
  - Why the member is exiting the program early,
  - The member's official exit date,
  - Acknowledgement that the member is aware that they are not eligible for a pro-rated education award because they did not fully complete service requirements.

## **MEMBER RESIGNATION LETTER/MEMO**

- When a member chooses to leave their service assignment early, a resignation letter or memo is required. The resignation should include:
  - Notice of last day they will serve (end date),
  - The reason(s) they are choosing to exit their service, and
  - Acknowledgement that they understand they will not be receiving an education award (if they are not requesting one for compelling reasons as outlined below).

## **PRO-RATED EDUCATION AWARD REQUEST:**

Members may be eligible for a pro-rated education award if a compelling personal circumstance keeps them from meeting their minimum service requirements, including the 1,700 hours. Compelling circumstances are those beyond the member's control, such as a serious illness or military obligation. These circumstances do **not** include enrolling in school or obtaining employment (see the Member Service Agreement for more information on compelling personal circumstances). The WSC will consider a request for a pro-rated education award with the following documentation:

- Copy of a memo from the member to the Project/Primary Site Supervisor that includes:
  - The personal and compelling circumstance which requires their early exit from the project including the end date of the member's service.

- A request for a pro-rated education award based on otherwise successful completion of the program.
- Supporting documentation, such as a letter from their doctor. This documentation must also include information regarding how long the member would be unable to perform their service assignment.
- A letter from the Project/Primary Site Supervisor supporting or opposing the member's request and the reasoning for that recommendation.
- All other exit paperwork.

Project/Primary Site Supervisor must maintain the signed originals of all related documentation requesting a pro-rated education award in the member file. They must also scan and email all of the signed documentation to the WSC Program Coordinator.

#### **NATIONAL TRUST & EDUCATION AWARD INFORMATION:**

For detailed information about the Segal AmeriCorps Education Award, members can visit: <http://www.nationalservice.gov/programs/amicorps/alumni/segal-amicorps-education-award>.

Members can access their education award by using the MyAmeriCorps online system at: <https://my.americorps.gov/mp/login.do>.

Members may call the National Service Trust at: **1-888-507-5962** for general information about how to access their education award.