

Effective: June 1, 2015
Revised: September 1, 2019
Cancels: WSC Policy #9



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POLICY/PROCEDURE

Focus Area:
Site and Member Services

See Also: Member Service Agreement

POL – 121

ENSURING SERVICE ACTIVITIES ARE ALLOWABLE

This Policy/Procedure applies to the selection of all Washington Service Corps (WSC) AmeriCorps members, including Washington Reading Corps (WRC) and any other AmeriCorps project area managed by WSC.

Members may not engage in or accrue service hours for any AmeriCorps prohibited activities while in service. Prohibited activities are listed in the Member Service Agreement and at the end of this policy/procedure.

PROCEDURE:

1. Sponsoring Organization Ensures Project is Aware of Prohibited Activities

- a. Ensure the member, site staff and other employees at the service site are aware of the prohibited activities.
- b. Ensure that WSC/WRC signage is placed in a public area that displays service and prohibited activities.
- c. Ensure the member performs all service activities within the state of Washington. The WSC Director may waive this requirement for emergency disaster relief efforts of other AmeriCorps or WSC sanctioned service activities.
- d. Ensure that all service activities of the member are allowable.
- e. Ensure that all service activities of volunteers recruited and/or managed by the member are allowable.
- f. Ensure that any fundraising activity by the member:
 - i. Provides direct support to a specific service activity of the WSC project.
 - ii. Falls within the program's approved objectives.
 - iii. Is not the primary activity of the program.
 - iv. Does not exceed 10% of the total hours served.
- g. Ensure direct service activities address the focus area and goals addressed in the approved application for the project.

- i. Direct service provides a direct, measurable benefit to an individual, group or community.
- ii. Direct service is working with people to make a change, or performing activities that are involved in making a change.
- iii. Depending on the focus area and goals of the project, direct service activities might include:
 1. Outreach, training, tutoring, recruiting volunteers, assisting clients in accessing community resources, and providing disaster relief services.

2. Member and Site Staff Ensure All Service Activities are Allowable

- a. Ensure regular service activities are reflective of the position description form.
- b. Post the Prohibited Activities at each service site location.
- c. Do not engage in prohibited activities listed in the Member Service Agreement during service hours or while representing AmeriCorps or WSC.
- d. Only engage in fundraising activities that comply with the Member Service Agreement.
- e. Ensure service activities of member-recruited (and/or managed) volunteers are allowable and not prohibited.

3. WSC Monitors Projects to Ensure Service Activities are Allowable

- a. Evaluate projects through desk reviews, onsite monitoring and other visits to help ensure all service activities are allowable
- b. Provide technical assistance to sponsoring organizations, site staff and members.

4. Prohibited Activities Include

CNCS prohibited activities:

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;
6. 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;
7. 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;
8. Providing a direct benefit to—

- a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. 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
 - e. An organization engaged in the religious activities described in paragraph (7) of this section, unless Corporation assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
 10. Providing abortion services or referrals for receipt of such services;
 11. Such other activities as the Corporation may prohibit;

Additional WSC prohibited activities:

1. Organizing a letter-writing campaign to Congress which includes a request for funding or legislation;
2. Participating in activities that pose a significant safety risk to participants;
3. Preparing any part of a grant proposal or performing other fundraising functions to help the program achieve its match requirements, or to pay the program's general operating expenses; and
4. Fundraising, unless under the following circumstances: if it provides direct support to a specific service activity, falls within the program's approved objectives, is not the primary activity of the program, and does not exceed 10% of the total hours served for any Member.

Individuals may exercise their rights as private citizens and may participate in the above activities on personal time, at personal expense, and under their own initiative. The WSC, WRC, and AmeriCorps logos must not be worn while doing so.