



## Annual Site Staff Checklist

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### Monthly

- ☐ Timesheets due: 15<sup>th</sup> and end of the month | Paydays: 5<sup>th</sup> and 20<sup>th</sup> of every month.
- ☐ [Lunch and Learns on Teams](#) | 1<sup>st</sup> Wednesday of the month @ 11:30 a.m. and 3 p.m.
- ☐ Check to make sure members are [on track to complete their minimum required hours](#).
  - The site must provide 40 hours of service a week and work with the member to arrange alternative service during site closures (including school breaks).

### Recruitment and Enrollment Checklist

- ☐ Actively promote your position until filled. ([See Policy 161](#))
- ☐ Review applications weekly and notify applicants about the status of their application within 10 days.
- ☐ Make an offer to your preferred candidate.
- ☐ [Begin the enrollment process](#) once your candidate accepts your offer.

### September/October (depending on member start date)

- ☐ Complete member site specific onboarding.
- ☐ Review [Member Service Agreement](#) and Position Description Form with member.
- ☐ Complete required Washington Service Corps trainings (assigned in LMS by WSC staff)
- ☐ Review local support and state cash benefit programs such as [SNAP](#) with member.
- ☐ Put up "[Serving Here](#)" and "[Prohibited Activities](#)" posters.
- ☐ Washington Service Corps Member Orientation (2 days in October, prescheduled).
- ☐ [Get set up in TimeTracker](#) so you can complete timesheets
- ☐ Make a Difference Day (4<sup>th</sup> Saturday in October)

### December

- ☐ Complete required AmeriCorps/On3Learn trainings (December 15)
- ☐ [Member Story of Service](#) due in TimeTracker (December 15)
- ☐ Q1 Report Due in [America Learns](#) (December 15)

### January

- ☐ MLK Jr. Day of Service (3<sup>rd</sup> Monday in January)
- ☐ [Member Evaluation 1](#) – emailed to SMSC (January 31)

### March

- ☐ Member Story of Service Due (March 15)
- ☐ Q2 Report Due in [America Learns](#) (March 15)

### April

- ☐ Earth Day of Service (April 22, sites may host events on alternate dates)

### May

- ☐ [Member Evaluation 2](#) – emailed to SMSC (May 31)

### June

- ☐ Member Story of Service Due in TimeTracker (June 15)
- ☐ Q3 Report Due in [America Learns](#) (June 15)

### August

- ☐ Member Story of Service Due in TimeTracker (August 31)

### September

- ☐ Q4 Report Due in [America Learns](#) (September 15)

### Notify your WSC/WRC Coordinator right away if —

- Your primary or secondary staff changes.
- There are any changes to the member's activities, schedule, or service site.
- You have a disciplinary issue with your member.
- Your member quits.
- Your member misses or will miss more than 4 days of service in a row.
- Your member is injured while serving.