



What's Inside:

- ◇ Overview
- ◇ Host Site Agreements
- ◇ Host Site Personnel
- ◇ Financial Responsibilities
- ◇ Assurances
- ◇ Program Support and Implementation
- ◇ Training and Technical Assistance
- ◇ Termination of Agreement
- ◇ Attachments
 - ◇ Technology Access
 - ◇ Host Site Application

Host Site Contact

This agreement is between the Keystone SMILES Community Learning Center, Inc., and Crawford Central School District
 (HOST SITE)

Host Site AmeriCorps Program Contact Name Mr. Kurt Meader

email kurt.meader@craw.org

Mailing Address: 1216 South Main Street Meadville PA 16335

Telephone #: 8147247073

Business Office Contact: Mr. Mr.Guy O'Neil

Business Contact Email guy.oneil@craw.org

Mailing Address: ; , 11280 Mercer Pike Meadville PA 16335

Telephone #: 8147243960

Number of AmeriCorps Positions Awarded

(To be completed by Keystone SMILES AmeriCorps Office)

Types of Positions	Full Time ED Award 1700	Half-Time ED Award 900	Reduced Time Half ED Award 675	Quarter-Time ED Award 450	Minimum Time ED Award 300
Positions to be awarded:	4	0	0	QT School Year - Yes _____	
				QT Summer - 0	

Please Note: It has always been SMILES requirement to place a minimum of **2 positions per host site** to keep with AmeriCorps program's "corps" design.
 Please Note: All original host site AmeriCorps position requests for 2017-2018 were included in the 2017-2018 SMILES AmeriCorps grant application, which comes with a financial cash commitment for . When host sites reduce the number of positions from their original request it forces us to have to find matching funds somewhere else and also deters us by meeting the 100% enrollment requirement. We thank you for your continued support to the AmeriCorps Program.

Overview

Keystone SMILES AmeriCorps enters into this agreement with this HOST SITE, pursuant to the Edward M. Kennedy Service America Act, 2009. The purpose of this program is:

- to develop leaders, with a lifelong commitment to the ethic of service,
- to develop members through member development training/CERT, Service Learning, 1 day PSO Pre-Service Training and 3 Early Service Training
- to strengthen the HOST SITE'S capacity to address critical but unmet needs in volunteer recruitment, social, behavioral, and academic engagement needs through National Service program opportunities **without displacing or supplanting employees.**
- and to build a network of citizen service.

As a designated CNCS grantee recipient, Keystone SMILES Community Learning Center Inc. in collaboration with the HOST SITE, will be responsible for assisting in recruitment and selection of eligible persons who can be enrolled as AmeriCorps members to achieve a defined set of performance objectives. (The grant funded **objectives are approved by the Corporation for National and Community service** and identified by the HOST SITE as a need for academic success. The **AmeriCorps grant program and fiduciary requirements are the responsibility of Keystone SMILES Community Learning Center, Inc.** The state supervisory and administering agent for the Corporation for National and Community Service is PennSERVE, The Governor's Office for Citizen Service, of the Pennsylvania Department of Labor and Industry.

Host Site Agreements:

Approved Host Site agrees:

- a] To assist in the recruitment and selection of individuals to serve. It is the expectation of CNCS that programs have 100% enrollment by the end of September to ensure the selected applicant can attend the Keystone SMILES EST Training at the beginning of October. Member slots may be redistributed to other eligible HOST SITES on the wait list;
- b] To send at least one representative to all HOST SITE meetings sponsored by Keystone SMILES AmeriCorps, three to four times per year;
- c] Members are not eligible to serve under the direct supervisor unless the direct supervisor attends Keystone SMILES AmeriCorps required annual training;
- d] To make appropriate HOST SITE staff available for interviews, pre-service orientation and site visits by Keystone SMILES AmeriCorps' staff and interested applicants;
- e] The host site agrees to follow all federal, state and local regulations and policies required by the AmeriCorps Program. Direct supervisor's clarifications of provisions will be provided by Keystone SMILES AmeriCorps.
- f] To ensure members participate in quarterly web-based reporting system and submit Quarterly Service Data reports necessary **to meet performance measures and funding requirements in the Keystone SMILES AmeriCorps grant provisions;**
 - ⇒ Data collected will provide information regarding the number of students tutored, their progress, the number of volunteers and service-learning participants generated and the number of hours spent serving and learning; as well as requiring members to complete and submit performance measurement rubrics or scores from standardized tests. Performance measurement tools are determined by the organizational approved grant objectives under which each member serves. The HOST SITE identified the member's services in the HOST SITE APPLICATION, and verified its willingness to conduct the type of performance measurement required by Keystone SMILES AmeriCorps.

Host Site Agreements (cont.)

g] To only place members in their host site serving in activities approved by Keystone SMILES AmeriCorps Corporation for National and Community Service application performance measures described in the member's service description. Any changes to activities must be pre-approved by Keystone SMILES AmeriCorps and updated in the member's service description.

h] To release members from HOST SITE responsibilities when necessary to attend all required trainings and participate in the webinars or service days provided by Keystone SMILES AmeriCorps and identified by CNCS and Keystone SMILES AmeriCorps program.

⇒ National Day of Service and Remembrance September 11th

⇒ AmeriCorps State required activity, one per year.

Date to be announced by PennSERVE.

⇒ MLK day of service, January 18th

⇒ AmeriCorps Awareness Week Event—March

⇒ Must attend one of the Progressive Agriculture Days on either May 18th or May 25th.

⇒ Exit and Life After AmeriCorps events on 7/16/18, 7/31/18, 8/15/18

i. To ensure adequate and safe service environments for the member (s) with the understanding that Keystone SMILES AmeriCorps is NOT liable for incidents that occur at HOST SITES due to negligence or unsafe conditions.

j. To ensure AmeriCorps branding is supported per the policies of the Corporation for National and Community Service, PennSERVE, The Governor's Office of Citizen Service, and the Keystone SMILES AmeriCorps program identifying members as National Service participants and participating agency. This includes members wearing their Keystone SMILES AmeriCorps ID badges daily in addition to agency ID if required and host site placing AmeriCorps serving signs / logo in a prominent place for identification in each building where members are providing services. Keystone SMILES AmeriCorps can provide the digital logo, if needed.

k. To identify members as Keystone SMILES AmeriCorps members serving at HOST SITE in written communication and publications promoting programs and services provided by members, (i.e. John Smith is a Keystone SMILES AmeriCorps member serving at Laurel School District)

l. To provide Keystone SMILES AmeriCorps with the opportunity to disseminate information to school personnel and the student body, upon need.

m. To provide mileage reimbursement for any travel members are required to use a personal vehicle as part of the service assignment required by the HOST SITE.

n. To ensure AmeriCorps members do not transport students/clients in personal vehicles.

o. To ensure AmeriCorps members do not drive agency vehicles without written consent from Keystone SMILES AmeriCorps program /host site and is identified in the service description. Written request must be submitted to Keystone SMILES at beginning of program year to ensure it is placed in the member position description.

p. To ensure AmeriCorps members have access to all web sites and their sub-pages which are listed on Attachment A of this document.

q. Attachment B - The Host Site application submitted by their organization and its contents are part of this agreement.

Host Site Personnel

- a] To provide daily supervision and maintain open communication with member(s) and Keystone SMILES AmeriCorps' staff members during site visits or through the ticket system available to HOST SITES on the Keystone SMILES AmeriCorps web site.
- b] To identify and authorize personnel to electronically approve OnCorps timesheets to **ensure the accurate, timely submission** of AmeriCorps member timesheets verifying accurate and supervised service hours weekly .
- c] Sites will provide computers for members to clock in using the uAttend timekeeping system if a member does not have the ability to use their smartphone.
- d] For the safety of the AmeriCorps member the Host Site agrees to have a supervisor on-site at all times while AmeriCorps members are serving.
- e] To identify and authorize personnel to accompany member(s) who have access to children, persons age 60 and older, or individuals with disabilities who do not meet PennSERVE requirements for un-accompaniment. Accompaniment must be documented and the accompanying party must sign off on the member timesheet, in addition to the personnel noted above if not the same person. Keystone SMILES AmeriCorps staff will inform the HOST SITE once requirements have been met and accompaniment may cease if applicable.
- f] To provide projects, tasks, and assignments throughout the year of service that allow for leadership development opportunities for member(s) and ensure the appropriate schedule is served to meet the at least the minimum number of hours required for each member to secure his / her education award;
- g] To provide member(s) orientation at the HOST SITE'S organization, including mission, structure, personnel policies, and procedures; appropriate staff meetings, retreats and training events;
- h] To complete the AmeriCorps provided online performance mid term and final evaluations for all member(s) regardless of term completion.
- i] To notify Keystone SMILES AmeriCorps' staff immediately with any problems or concerns regarding the member(s) or their service. Keystone SMILES AmeriCorps coordinators are available to assist in resolving such challenges;
- j] To include Keystone SMILES AmeriCorps in the development of any performance action plan implemented to improve and/or correct the performance of member(s);
- k] To understand the regulation, if for any reason, a member(s) withdraws or is released from the HOST SITE or Keystone SMILES AmeriCorps, Keystone SMILES AmeriCorps cannot replace the member if more than 30% of their hours have been served as pursuant to the federal regulations of the National Community Service Act.
- l] To ensure, AmeriCorps members are not to be used for driving agency vehicles to transport youth.

Financial Commitments

- a] To provide cash match to Keystone SMILES Community Learning Center Inc. for support of the Keystone SMILES AmeriCorps program year.
- b] AmeriCorps match dollars cannot be federal funds unless written approval* is given by the federal agency and a copy is submitted to Keystone SMILES. If Federal funds are being used, the following information must be provided:
Federal Dept: _____;
Federal Agency: _____
CFDA # _____
- c] Programs will be invoiced for their grant cash match in July, per their host site application request which is due by August 31, 2017. Please note: this is not a fee for service.
- d] To provide in-kind documentation of space or supplies associated with the implementation of the Keystone SMILES AmeriCorps program in a designated amount if necessary during the term of this agreement not to exceed \$1,000 per member serving at the host site.
- e] If, for any reason, the relationship between the member(s) and the HOST SITE is terminated, the member (s) term of service must be reassigned or terminated if an appropriate site cannot be secured or personal compelling circumstances are applicable.
- f] Member replacements will be implemented if timelines fall within the guidelines of the Corporation for National and Community Service.

Assurances for Prohibited Activities

Mandated by National Legislation

- a] By this Agreement the HOST SITE verifies members will not be performing work of vacated jobs, no jobs will be lost, no present employees will be replaced, and no hours of current employees will be reduced as a result of member(s) service to HOST SITE; nor may the HOST SITE displace a volunteer already providing services to the HOST SITE
- b] The HOST SITE verifies activities provided by member(s) do not duplicate an activity that are the same or substantially equivalent to activities provided by a State or local government.
- c] The HOST SITE understands the member(s) is prohibited from engaging in or conducting any activities of a religious nature, including religious instruction, worship services or proselytizing during service hours and agrees to take appropriate steps to assure compliance;
- d] The HOST SITE understands the member(s) is prohibited from promoting or deterring union organization during service hours and the member(s) must not violate the Hatch or Federal Anti-lobbying Acts, and agrees to take appropriate steps to assure compliance;
- e] The HOST SITE understands the member(s) is prohibited from participating in or endorsing events and activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
- f] The HOST SITE will not discriminate against a member on the basis of race, color, religious creed ancestry, union membership, age, sex, sexual orientation, national origin, non-job related handicap or disability, nor political affiliation;
- g] The HOST SITE will comply with all Federal and State statutes relating to this Agreement.

Keystone SMILES AmeriCorps Program Support and Implementation

- a] Keystone SMILES will provide yearly trainings,/meetings for Host Sites and direct supervisors to ensure all personnel are informed and current with changes in regulations and policies concerning the AmeriCorps program.
- b] Keystone SMILES AmeriCorps staff will recruit and provide assistance in recruitment for Host Sites.
- c] Keystone SMILES will promote via the web-site, advertisements, and other publications information concerning positions available for participating Host Sites.
- d] Member(s) will receive on-going training and support from Keystone SMILES AmeriCorps' staff to achieve approved goals and objectives of projects.
- e] Member (s) will receive compensation and benefits, including the post-service benefit and worker's compensation insurance, as outlined in the benefits and responsibilities of the member manual.
- f] Member(s) will be eligible to receive a post-service education award upon successful completion of all AmeriCorps requirements including their minimum hours of service, required reports, training and other documentation required by the National Service Program and Keystone SMILES AmeriCorps.
- g] Member(s) are covered by and subject to HOST SITE's Policies of Nondiscrimination and Affirmative Action and Sexual Harassment.
- h] To provide site visits to service sites for program and administrative support services.

Training and Technical through Keystone SMILES AmeriCorps Program

- a] Training and technical assistance, designed to enhance leadership, organizational and technical skills including web-based service learning coursework and service specific training, will be provided for member (s).
- b] Certified AmeriCorps members with teaching degrees may earn Act 48 credits for approved training hours through a local approved Act 48 provider.
- c] Member(s) and HOST SITE personnel will participate in a pre-service and early service trainings to ensure all host site participants are aware of the federal and state regulations and requirements for a successful program term of service.
- d] Added to the First Aid, CPR certification training will be CERT (Citizens Emergency Response Team).
- e] Members are required be released each year to participate in a Disaster Simulation Day in early June.
- f] Keystone SMILES will provide host sites with HOST SITE AmeriCorps pen drives with polices, PowerPoints, and other information to ensure a successful program.

TRAINING REQUIREMENT FOR HOST SITES

Host sites are required to schedule a monthly AmeriCorps member meeting at their host sites in which all AmeriCorps members of that site must participate. Keystone SMILES AmeriCorps staff will utilize these meetings as scheduled for host site visits.

Attachments:

Attachment A: Technology Access: The host site must agree to the following and to provide AmeriCorps member's access to the following sites and their sub-pages in order to participate in the Keystone SMILES AmeriCorps Program.

~~Keystone SMILES AmeriCorps Positions must be linked to the host site Website for recruitment listed as "Other Opportunities" on the Host Sites Employment Opportunities Page~~

Keystone SMILES AmeriCorps Website: -

Provides access to all links below as well as member forms, calendars and announcements.
<https://www.smilesamericorps.org>

OnCorps - AmeriCorps member access to timesheets

<https://secure.oncorpsreports.com/>

Go To Webinar - Access to monthly/bi-monthly webinars

<https://global.gotowebinar.com>
<http://joinwebinar.com/>

GMAIL - Access to the Keystone SMILES AmeriCorps Webmail

<https://mail.google.com/>

OSTickets - Access to Keystone SMILES Trouble Tickets for member and their supervisors to submit any questions and/or concerns

<https://www.smilesamericorps.org/scripts/ost/>

Wufoo Forms - Access to surveys Keystone SMILES uses to collect information from Americorps members and host site contacts

<https://keystonesmiles.wufoo.com/>

Google Docs - Access to forms created by Keystone SMILES to collect information from AmeriCorps members and host site contacts
<https://docs.google.com>

Attachment B: Copy of Host Site Application

Attachment C: Copy of Host Site Assurances

TERMINATION OF AGREEMENT

Failure to abide by the terms of the AGREEMENT may result in termination of this AGREEMENT and immediate removal of the corps member (s) from the HOST SITE.

ONGOING YEARLY CRITERIA

Each year, the Corporation for National and Community Service and PennSERVE, update their regulations which Keystone SMILES must abide by. Each host sites must sign off and agree to the annual criteria for participation as a Keystone SMILES' Host Site. This criteria will outline the member requirements for acceptance, ethic of service, training and other program requirements and changes to previous program year.

Agency /School Authorized Personnel:

By Signing below, the host site understands and agrees to the terms of this agreement.

Authorized Agency/School Personnel

Title of Authorized Signature

Authorized Signature

Date

Technology Access Authorized Personnel:

By Signing below, the host site's authorized technology personnel listed below agrees to the technology access guidelines listed in Attachment A

Authorized Technology Personnel

Title of Technology Personnel

Signature of Technology Personnel

Date

Keystone SMILES CLC Authorized Personnel:

Joyce A. Fosdick
*Joyce A. Fosdick, Executive Director, Keystone SMILES
Community Learning Center*

8-24-17
Date

Attachment A Keystone SMILES AmeriCorps Access to Technology:

The host site must agree to provide AmeriCorps member's access to the following sites and their sub-pages in order to participate in the Keystone SMILES AmeriCorps Program. Please forward this form to the person in charge of website access at your site.

Keystone SMILES AmeriCorps Positions must be linked to the host site Website for recruitment listed as "Other Opportunities" on the Host Sites Employment Opportunities Page

The following is a list of websites AmeriCorps members must have access to throughout their entire term of service.

Keystone SMILES AmeriCorps Website: - Provides access to all links below as well as member forms, calendars and announcements.

<https://www.smilesamericorps.org>

OnCorps - AmeriCorps member access to timesheets

<https://secure.oncorpsreports.com/>

Uattend—Online timekeeping system to track members daily attendance.

<https://v2.trackmytime.com>

Go To Webinar - Access to monthly/bi-monthly webinars

<https://global.gotowebinar.com>

<http://joinwebinar.com/>

GMAIL - Access to the Keystone SMILES AmeriCorps Webmail

<https://mail.google.com/>

OSTickets - Access to Keystone SMILES Trouble Tickets for member and their supervisors to submit any questions and/or concerns

<https://www.smilesamericorps.org/scripts/ost/>

Wufoo Forms— Access to surveys Keystone SMILES uses to collect information from Americorps members and host site contacts

<https://keystonesmiles.wufoo.com/>

Google Docs - Access to forms created by Keystone SMILES to collect performance measure data, information from AmeriCorps members and host site contacts

<https://docs.google.com>