



**New Jersey  
Bonner  
AmeriCorps**



# **National Service**



# National Service Network

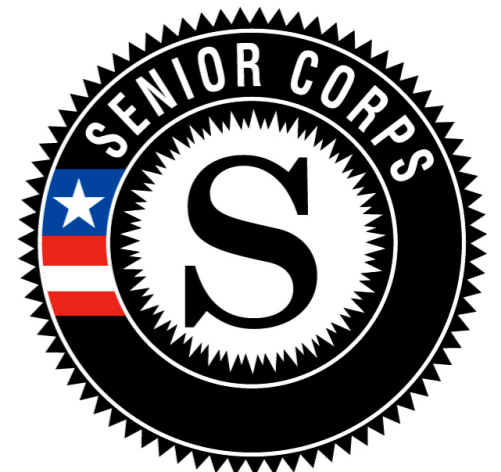
- 1930: President Roosevelt created the **Civilian Conservation Corps** (CCC) during the Depression.
- 1961: President Kennedy created the **Peace Corps**. Since then, more than 150,000 Americans have served in the Peace Corps.
- 1964: President Johnson created **VISTA** (Volunteers in Service to America), giving Americans opportunities to serve low-income communities domestically.
- 1960's: The **Foster Grandparent Program** and **RSVP** are created to enable older Americans to serve their communities.





# National Service Network

- 1990: President Bush signed the **National and Community Service Act of 1990**.
- 1993: President Clinton signed the **National and Community Service Trust Act of 1993**, creating AmeriCorps and CNCS.
- AmeriCorps serves over **2 million Americans** each year through two main streams of service:
  - AmeriCorps
  - Senior Corps





# National Service Network



**Bonner**





# What is Bonner?





# NJ Bonner Network

- Montclair State University
- Rider University
- Rutgers University - New Brunswick, Camden, Newark
- Stockton University
- The College of New Jersey
- Middlesex County College





# **AmeriCorps 101**



# What is AmeriCorps?

- **National Service Program** funded by the Corporation for National and Community Service (CNCS).
- **Federally funded**; *Locally implemented.*



Benefits the **localities** in which Members serve by meeting critical community needs.



**Mercer & Middlesex Co.**

Benefits **Members** by educating them about their community/citizenship and giving them means to continue their education.



# What is AmeriCorps?

- A program of service with **many** regulations that **must** be followed by partner organizations and Members.
- AmeriCorps members serve according to the grant application submitted to the NJ Commission.
  - *Position Description*
  - *Member Tasks & Responsibilities*
  - *Intervention Programs*







# What is AmeriCorps?

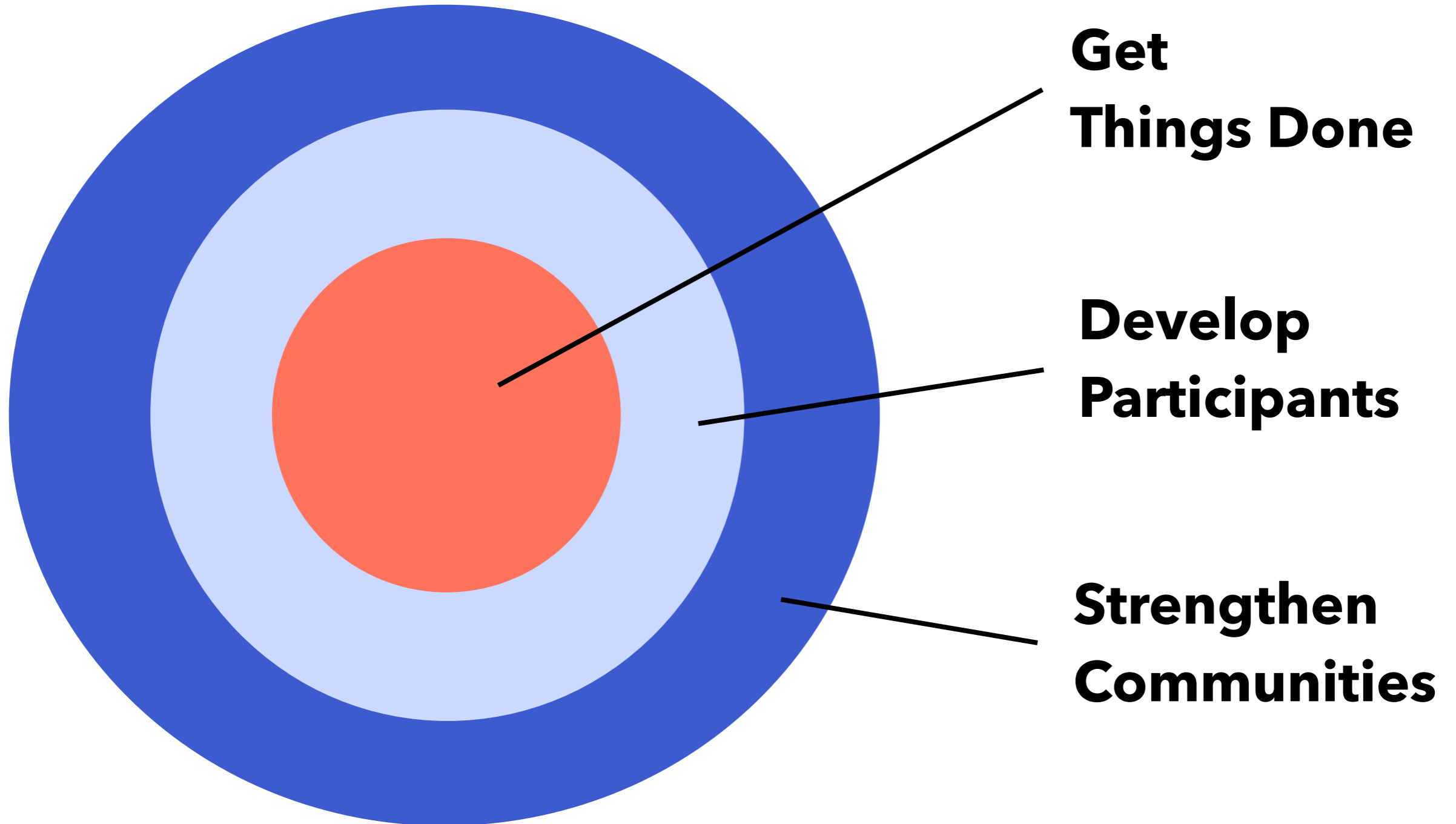
- Members complete a **Term of Service**.
- A Term of Service is a commitment of hours to **direct service and training**.
- Members receive an **Education Award** with the successful completion of their Term of Service.





# What is AmeriCorps?

**AmeriCorps Aims to Meet 3 Different Goals:**



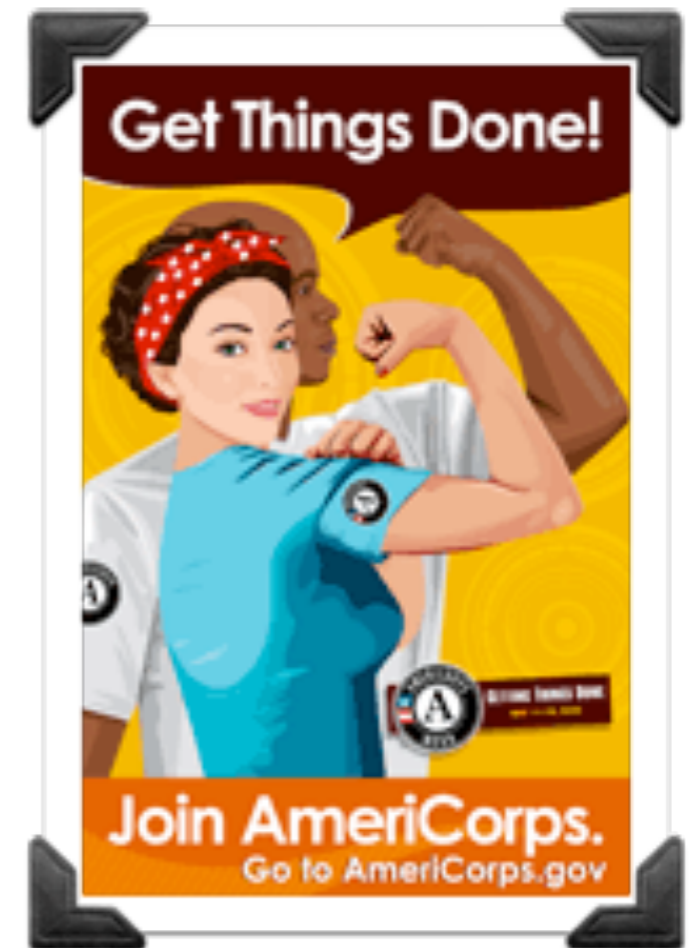


# AmeriCorps

## AMERICORPS MEMBERS DO...

*In the National Service Movement, Members are taking action and finding solutions to address community needs across the country in the following ways:*

- Educate communities about their environment
- Renovate and rebuild abandoned homes
- Provide mentoring during non-school hours
- Recruit volunteers
- Bridge the digital divide
- Assist the homeless
- Provide support to people with disabilities
- Support immigrants through a variety of human and educational services



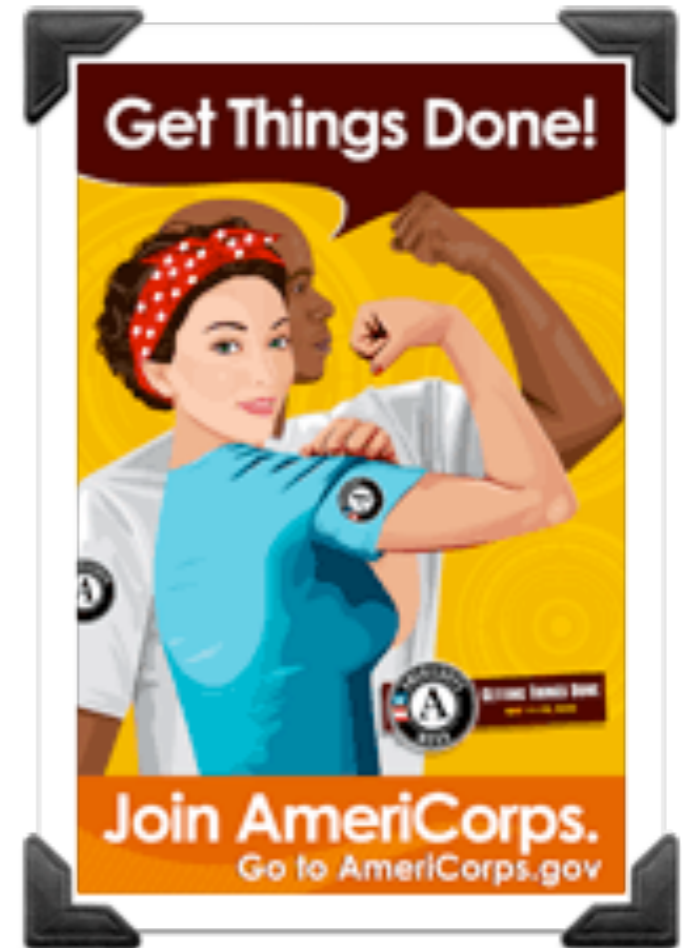




# AmeriCorps

## AMERICORPS MEMBERS **DO NOT...**

- Perform a job
- Work in a job program
- Participate in an internship
- Provide free labor
- Become a staff builder

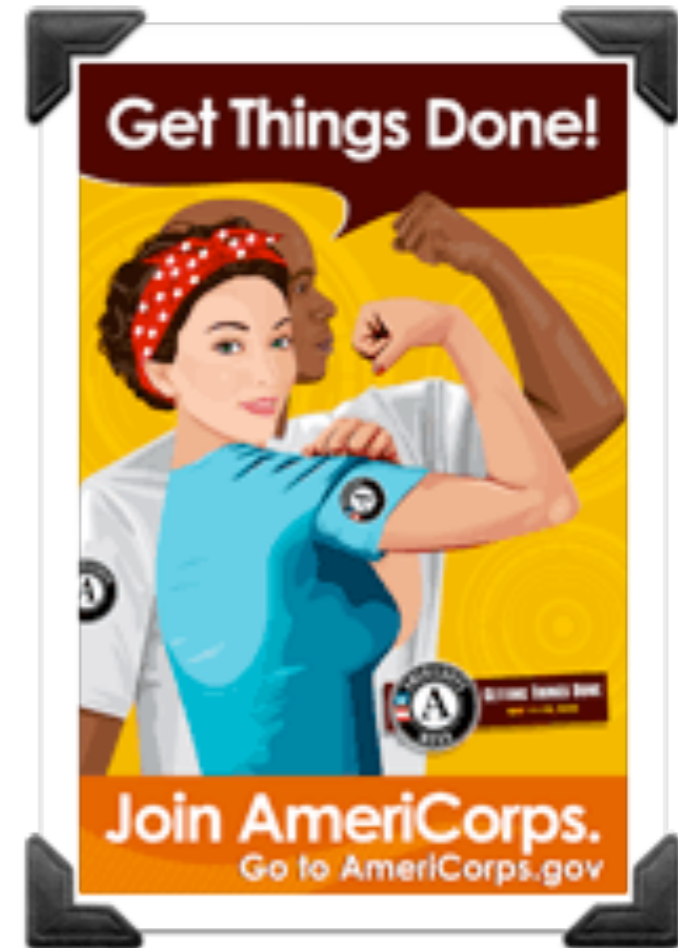




# AmeriCorps

## AMERICORPS MEMBERS **DO NOT...**

- Perform only clerical work
- Answer phones
- Perform janitorial duties
- Supervise other Members
- Manage paperwork or financial issues

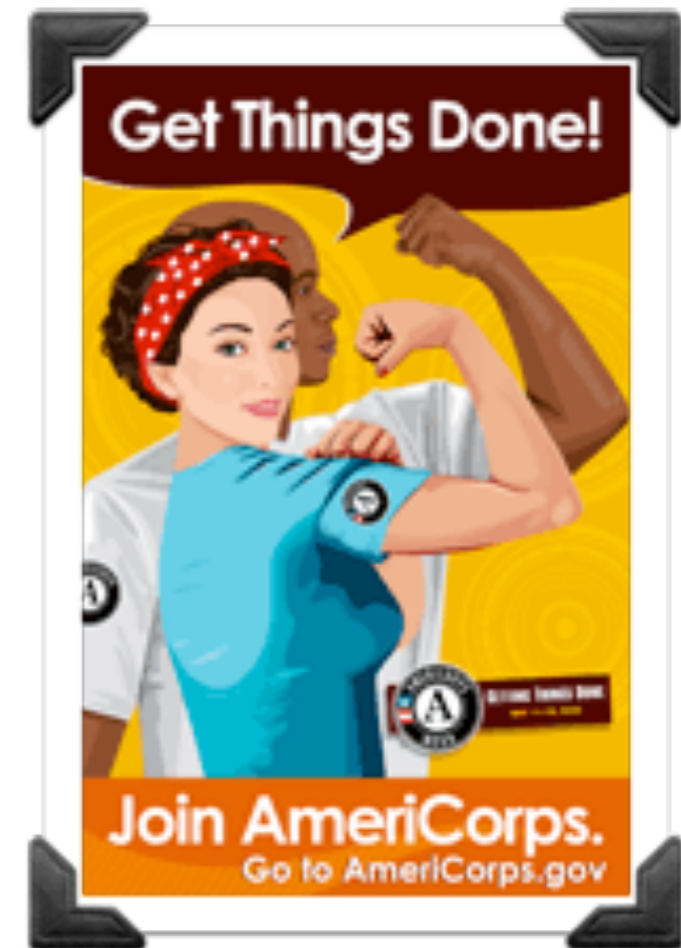




# AmeriCorps

## Common Myths: (& Vocabulary to use!)

- Individuals who serve in National Service Programs are referred to as **Members**; they are **not volunteers, participants, or employees.**
- AmeriCorps members **serve**; they do **not "work."**
- Members receive a **Living Stipend**; they do **not** receive a **"salary"** or **"wage."**







# Practice

**Try to introduce yourself!**

"Hello, my name is \_\_\_\_\_."

I am a NJ Bonner AmeriCorps Member  
serving at [Organization]

as the [Position Title]."

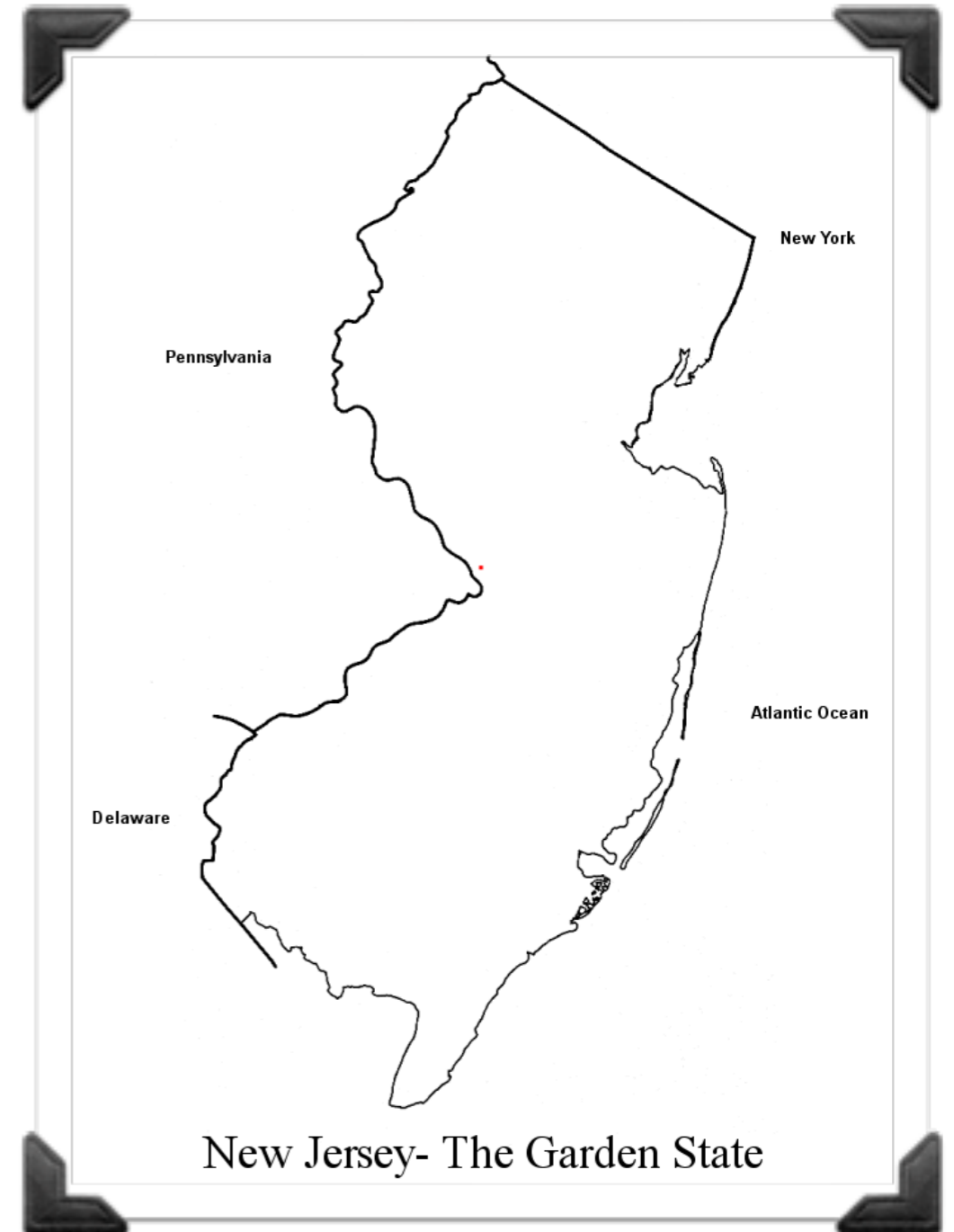
**New Jersey  
Bonner AmeriCorps**



# New Jersey AmeriCorps

## In New Jersey:

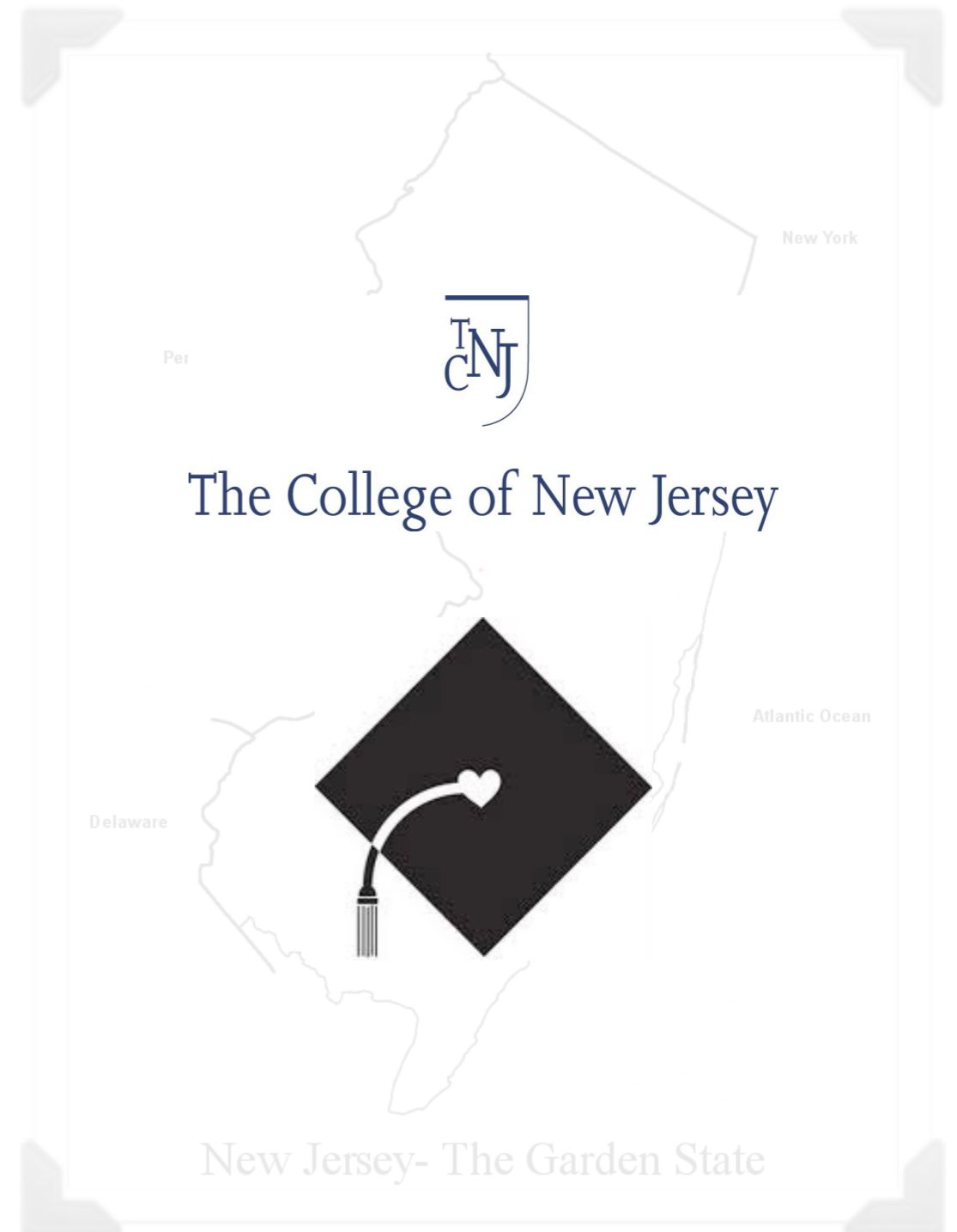
- Funded by the **Corporation for National and Community Service** (CNCS).
- Administered by the **New Jersey Commission on National and Community Service**, which is housed in the Department of State.
- The State Commission is currently working with 17 **programs**.
- There are over 800 **AmeriCorps members** serving in all areas of New Jersey.





# NJ Bonner AmeriCorps

- Administered by The **Bonner Foundation** in partnership with **The College of New Jersey**.
- Offered at on **college campuses** and at **community partner organizations**.







# NJ Bonner AmeriCorps

## Campus Programs (2):

- Rutgers University - New Brunswick
- The College of New Jersey

## Community Partners (6):

- Arm in Arm
- Elijah's Promise
- HomeFront
- Jewish Family and Children's Service of Mercer County
- Mercer Street Friends
- Trenton Area Soup Kitchen



# NJ Bonner AmeriCorps

## Focused Issue Areas:

*In alignment with CNCS Strategic Initiatives:*

- **Economic Opportunity:** Job Skill Training, ESL, GED Prep
- **Education:** Literacy and College Access
- **Healthy Futures:** Food Security
  - Emergency Food Assistance
  - Referrals to Aide Programs
  - SNAP Applications
  - Urban Community Gardens
  - Nutrition Education

# **Preparing for 2018-2019**



# Living Allowance and Education Award

Term of Service	Min. # of Hours	Ed Award	Living Allowance
<i>Full Time</i>	<b>1700</b>	<b>\$5,920</b>	<b>\$20,000- \$24,000</b>
<i>Half Time</i>	<b>900</b>	<b>\$2,960</b>	<b>\$11,000- \$13,000</b>
<i>Min. Time</i>	<b>300</b>	<b>\$1,252.91</b>	<b>\$2,500</b>

- **3 options for Living Allowance**
- **Received only upon successful completion of term**
- **May be used to pay qualified educational expenses**
- **May be used to repay qualified student loans**
- **Taxed** in the year in which it is used





# Education Award

## How to use your Education Award:

**Segal AmeriCorps Education Award** can be used towards:

- Educational Costs at eligible post-secondary educational institutions and trade schools
- Repay qualified federal student loans

**AmeriCorps Fact:** Since 1994, more than **1,000,000** AmeriCorps members have received over **2.4 billion in Education Awards**



# Education Award

Members will need to access the My AmeriCorps portal by logging in at [my.americorps.gov](https://my.americorps.gov). On the site, members can:

- Access their Education Award Voucher
- View their balance
- Apply for interest accrual or loan forbearance





# Education Award

- Members can earn up to the **equivalent of 2 full time** education awards
- Taxable upon use
- You have up to **7 years** to use your award
- Can be divided up to use at different times or at different schools/loans
- Can be used outside of the United States
- Under certain circumstances, the award can be transferred







# Education Award

- Loans backed by the Federal Government under Title IV of the Higher Education Act (does NOT include PLUS loans)
- Federal loans under Title VII or VIII of the Public Health Service Act
- May also be used to repay a student loan that was made to you by a state agency, including state institutions of higher education







# Education Award

- Title IV School is an institution that processes US Federal student aid, such as Stafford loans
- You can search Title IV Schools on the Federal Student Aid website
- Currently there are over 6,000 Title IV schools and programs eligible





# Education Award

- The Cost of Attendance for a degree or certificate program at a Title IV School
  - Tuition, Books, Supplies, transportation, Room and Board, etc.
- Non-degree courses such as workshops offered by Title IV Schools
- Courses or Training programs authorized under the Montgomery G.I. Bill and Post 9/11 G.I. Bill
- Current educational expenses that were incurred after you became an AmeriCorps Member





# Education Award

- Taxed in the year you use your Education Award (only on the amount used)
- Tax also relates to the interest paid
- These parents must be included as income when filing your taxes
- If your education award and interest payments total more than \$600 in a calendar year, CNCS will send you an IRS Form 1099 to be used when preparing your tax return







# Loan Forbearance and Interest Accrual

- **Loan Forbearance**

- AmeriCorps members may be eligible to postpone repayment of the qualified student loans.
- Only the loan holder can determine your loan's eligibility and approve a request for forbearance
- Apply by logging into My AmeriCorps account

- **Interest Accrual**

- While loan is in forbearance, interest continues to accrue.
- If you successfully complete your term of service the National Service Trust will pay all or a portion of the interest that accrued during service period





# Education Award

- [My AmeriCorps Portal](#)
- [Corporation for National and Community Service Page on Education Award](#)
- [List of Matching Schools](#)
- [FAFS Process for Getting a Better Offer](#)





# Education Award

## Partial Education Award Guidelines:

- **Members must complete at least 15% of their service hours to be eligible for a pro-rated Education Award if he or she exited the program due to compelling personal circumstances.**
  - These are reasons **BEYOND** the member's control, such as **personal illness** or the **death of an immediate family member**. **Documentation is required.**

# **Prohibited Activities**



# Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or performing activities supported by the AmeriCorps program or the Corporation, staff and members **may not**:

- Attempt to influence legislation;
- Organize or engage in protests, petitions, boycotts, or strikes;





# Prohibited Activities

- Assist, promote, or deter union organizing;
- Impair existing contracts for services or collective bargaining agreements;
- Engage in partisan political activities or other activities designed to influence the outcome of an election to any public office;



# Prohibited Activities

- Participate in or endorse events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;





# Prohibited Activities

- Engage in religious instruction, conduct worship services, or provide instruction as part of a program that includes mandatory religious instruction or worship. Nor may they:
  - construct, operate, or maintain facilities devoted to religious instruction or worship
  - engage in any form of religious proselytization, such as prayer or preaching



# Prohibited Activities

Provide a direct benefit to:

- A business organized for profit;
- A labor union;
- A partisan political organization;





# Prohibited Activities

- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; and
- Any other activities as CNCS may prohibit.



# Prohibited Activities

## PLEASE NOTE:

AmeriCorps Members **may not** engage in the above activities **directly** or **indirectly** by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above.



# Prohibited Activities

- Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, not on AmeriCorps time, and using non-CNCS funds.
- **Individuals should not wear the AmeriCorps logo while doing so.**



# Non-Duplication/Displacement

- May not **displace an employee or position**, including partial displacement such as reduction in hours or wages
- May not **displace a volunteer**
- May not **infringe in any manner on the promotional opportunity** of an employed individual
- May not perform any **services or engage in activities** that would otherwise be **performed by an employee**
- May not perform any services or duties, or engage in activities, that:
  - Will **supplant the hiring of employed workers**; or
  - Are services, duties, or activities with respect to which an individual has **recall rights** pursuant to a collective bargaining agreement or applicable personnel procedures.
- May not perform services or duties that have been performed by or were assigned to any:
  - **Presently employed** worker;
  - Employee who recently **resigned or was discharged**;
  - Employee who is subject to a **reduction in force or who has recall rights** pursuant to a collective bargaining agreement or applicable personnel procedures;
  - Employee who is **on leave** (terminal, temporary, vacation, emergency, or sick); or
  - Employee who is **on strike or who is being locked out**.





# Fundraising

## Allowable Fundraising Activities:

- Members may raise resources in support of their service activities
- No more than 10% of hours may be spent on fundraising activities

## Prohibited Fundraising Activities:

- Members cannot fundraise for their own living allowance
- Members cannot raise funds for operating expenses or endowment
- Members cannot write a grant application to any Federal agency



# Member Management

## Member Grievances:

- Members should always address questions, concerns, and complaints to the [Site Supervisor](#) and/or the [Campus Director](#).
- If a [Foundation employee](#) is contacted by a Member in regards to a particular concern, complaint, etc., we will notify the Site Supervisor and/or Campus Director.



# Member Management

## Disciplinary Steps: A Four-Step Process

- 1) Verbal Warning
- 2) Written Warning
- 3) Suspension (without pay)
- 4) Release for Cause

**\*Document, document, document\***



# Member Management

## Suspension/Leave:

### For Compelling, Personal Circumstances:

- Injury or illness of AmeriCorps member
- Injury, illness, or death of a family member

### For Cause:

- Disciplinary procedure
- Member charged with violent felony or sale or distribution of a controlled substance
- Member convicted of possession of a controlled substance



# Member Management

## Suspension/Leave:

During a period of suspension:

- May not receive a **living allowance**
- May not accrue **service or training hours**





# Member Management

## Release:

### For Cause

- Member **does not receive** any portion of the education award or interest accrual benefits
- Member **must disclose** on future AmeriCorps applications

### For Compelling, Personal Circumstances

- Member receives a **pro-rated award** if he or she has completed 15% or more of the contracted hours
- Member has the **primary responsibility** for demonstrating compelling, personal circumstances
- Program must **document** compelling, personal circumstance



# Member Management

## Cause Circumstances Include:

- Disciplinary reasons
- Member dissatisfaction with the program
- Employment
- School
- Convicted of a felony
- Convicted of the sale or distribution of a controlled substance



# Member Management

## Compelling Personal Circumstances:

- Member's disability or serious illness
- Disability, serious illness, or death of a participant's family member
- Military service obligations
- Opportunity to make the transition from welfare to work
- Conditions attributable to the program or otherwise unforeseeable such as a natural disaster, strike, relocation of a spouse, or the non-renewal or premature closing of a project or program



# BWBRS HOUR LOGS

## Bi-weekly Hour Logs:

- Must be completed in **BWBRS** and signed by the Member and the Site Supervisor **every two weeks**
- **Training vs. Service** hours (20% vs. 80%)
- **Fundraising** hours (10%)
- **Signature dates** on hour logs (Member, Site Supervisor, Foundation)
- **Changes** to Hour Logs
- Members will be **suspended** if hour logs are not completed



# Member Evaluation

- **Midpoint Evaluation** (at half-way mark for 900 and 1700 hour Members only)
  - January 2019
- **End of Term Evaluation** (at conclusion of service for all Members)
  - August 2019



# Enrollment



# Enrollment Workbooks

## Completing Enrollment Workbooks:

- [Enrollment Workbooks](#)
  - Only use black or blue ink
  - Initial any cross outs or over-writes
- Confirm Position Description
- Verify Criminal History Background Checks
  - Staff Accompaniment Form
- 2018 W-4 Form

# **Performance Measure Training**



# Performance Measures

## Education

### (College Access at Rutgers)

- **Output:** # of students who start a CNCS-supported education program
- **Outcome:** # of students entering post-secondary institutions
- **Outcome:** # of students with improved academic performance in literacy or math

## Job Preparedness/Adult Education

### (Elijah's Promise / TASK)

- **Output:** # of individuals receiving/completing job training & other skill development services
- **Outcome:** # of individuals receiving their High School Equivalency Diploma
- **Outcome:** # of individuals who are placed in a job



# Performance Measures

## Food Security (Elijah's Promise)

- **Output:** # of individuals receiving support, services, education and/or referrals to alleviate long-term hunger.
- **Outcome:** # of individuals with a reported increased knowledge on accessing hunger-alleviating services or support as a result of CNCS-supported services.





# Performance Measures

## Education

- **Services Provided Directly:** *only consider individuals who were engaged in services directly provided by a Member*
- **Start in:** *students enrolled in the education program at the beginning of the of the program; counts may be updated if the number of participants increases*
- **Improvement Academic Performance:** *improved demonstration of skill/ knowledge at post-test compared to pre-test \*\**
- **Improvement:** *the threshold for "improvement" is half of a grade level \*\**
- **Entering Post-Secondary Institutions:** *student who will be matriculating as a full-time or part-time student in a two-year or four-year college/ university.*





# Performance Measures

## Job Preparedness/Adult Education

- **Services Provided Directly:** *only consider individuals who were engaged in services directly provided by a Member*
- **Job training:** *occupational skill training activities delivered such as Adult / GED education, Adult ESL education, soft skills training for workplace preparation.*
- **Placed in a Job:** *individual who was served by the AmeriCorps Member is hired in a new job as a result of job training or placement services provided; individuals may have already been previously employed.*



# Performance Measures

## Job Preparedness/Adult Education

Job Preparedness Log									
Performance Measure	Q1: 9/1/2017 - 12/31/2017	Q2: 1/1/18 - 3/31/2018	Q3: 4/1/2018 - 6/30/18	Q4: 7/1/18 - 8/15/2018	Total	Instructions:			
O2: Number of economically disadvantaged individuals receiving job training or other skill development services.						Record individuals receiving services in Columns D & E.			
OUTCM48846: Number of individuals received GED/HSE diploma						Record Individuals who receive their GED or High School Equivalency Diploma in Column G. Provide documentation that will confirm their achievement.			
Number of individuals who received a job placement						Record individuals who receive a job as a result of CNCS-supported services in Column H.			
Campus/Community Partner	Enter Name Here								
Person Completing Log:	Enter Name Here								
Reporting Period/Quarter:	Enter Reporting Period/Quarter Here								
						<b>OUTCOME DATA ANALYSIS</b>			
Date Enrolled	Quarter	Client Name (First and Last Name OR Initials)	Description of Job Skill Training	Date Completed	Received GED/HSE?	Placed in a Job?	Served by (Name of AmeriCorps Member)		Site
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>					

**Assess every Quarter.**

**Completed each quarter by individual Members.**

**Take into account only those individuals served directly by Members.**



# Performance Measures

## Food Security

- **Services Provided Directly:** *only consider individuals who were engaged in services directly provided by a Member*
- **Unduplicated:** *only consider individuals who are receiving services by a Member for the first time during that specific quarter.*
- **Support, Services, Education and/or Referrals:** *Emergency food assistance, referrals to aide programs, assistance with Food Stamp applications, Education around Urban gardening, Urban Gardening harvesting, Nutrition Education, Budgeting Assistance*
- **Increased Knowledge in Accessibility:** *Individuals being served will complete a survey to assess their increase in knowledge on the availability and ability to acquire safe and nutritious foods in their community.*







# Performance Measures

## Food Security

	H	I	J	K	L	M	N	O	P	Q	R		
1													
2	<b>Instructions:</b>												
3	<i>Record in B-C Columns, factor in household/family size as unduplicated individuals receiving services.</i>												
4	<i>Utilize Survey Data Collection Log, Record individuals served and those who have taken the survey in Column R.</i>												
5													
6													
7													
8													
9													
10	<b>PROVIDED</b>			<b>EDUCATIONAL SUPPORT PROVIDED</b>									
11	<b>Service: SNAP Application Assistance</b>	<b>Service: Gardening</b>	<b>Service: Budgetting</b>	<b>Education: Other Aide Programs</b>	<b>Education: SNAP</b>	<b>Education: Gardening</b>	<b>Education: Budgeting</b>	<b>Education: Nutrition</b>	<b>At least 3 Educational Services?</b>	<b>Completed Survey (Yes/No)</b>	<i>Register who has completed a survey based on the completion of 3 educational services, if surveys are being administered during</i>		
12		<i>Record harvested produce yields here, if applicable, and where the food was distributed</i>											
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													

5.2

Surveys administered vary dependent on services provided!

Count a client for H11 once the individual has completed/attended at least 3 educational services.

6.

7.

Completed each quarter by individual Members.

Take into account only those individuals served directly by Members.



# Reporting Tips

- Pay careful attention to **definitions** related to the population served
- Pay careful attention to parameters for **completion**
- Provide **accurate** and **unduplicated** counts served directly by AmeriCorps Member
- Strong Narratives with **measurable** outputs/outcomes
- Consistently report and describe performance measure
- Describe meaningful points AmeriCorps member is making at your site
- Reporting will include: [NJ Bonner AmeriCorps Wiki](#)
  - [Survey Monkey](#)
  - Activity Report Cover Sheet - *on wiki*
  - Log (Excel Data Spreadsheet) - *on wiki*



# Reporting Tips

## Use Data in Narratives:

- Reporting as story telling
- Tell the story of your program 'actuals' - the successes and the areas for improvement
- Identify the key storylines
- Use data to answer the questions:
  - What progress are we making on the project and performance measures?



# Progress Reporting

## 18-19 Progress Report Due Dates:

<b>Quarter</b>	<b>Reporting Period</b>	<b>Progress Report Due Date</b>
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<b>Q1</b>	<b>9/1/2018 - 12/31/2018</b>	<b>12/14/2018 at 5 PM</b>
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<b>Q2</b>	<b>1/1/2019 - 3/31/2019</b>	<b>4/01/2019 at 5 PM</b>
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<b>Q3</b>	<b>4/1/2019 - 6/30/2019</b>	<b>6/28/2019 at 5 PM*</b>
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<b>Q4</b>	<b>7/1/2019 - 8/16/2019</b>	<b>8/16/2019 at 5 PM</b>
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# **Member Expectations**





# Member Expectations

- Mandatory One-On-One Check-Ins
- Mandatory Attendance at Monthly Trainings/ NJ State Commission Sponsored Events
- Signing off on BWBRS Hours every two weeks
- Maintain consistent communication with

AmeriCorps Program Staff

**Communication Protocol:** Should you expect to miss a training, or event, you have to provide a **2 week** notice to program staff of that absence or else it will be **unexcused**.

**Three unexcused absences will result in a suspension from the program.**



# Member Expectations

## Attendance Protocol:

Should you expect to miss a training or event, you have to provide a **2 week** notice to program staff of that absence or else it will be **unexcused**.

**3 unexcused absences =**

**Disciplinary Actions**



# Mandatory Meeting Schedule

## Monthly Trainings for 2018-2019:

<b>Fall 2018</b>	<b>Spring 2019</b>	<b>Summer 2019</b>
<b>October 17, 2018</b>	<b>February 20, 2019</b>	<b>June 19, 2019</b>
<b>November 14, 2018</b>	<b>March 20, 2019*</b>	<b>July 17, 2019</b>
<b>December 12, 2018</b>	<b>April 17, 2019</b>	<b>August 14, 2019*</b>
<b>January 16, 2019</b>	<b>May 15, 2018</b>	



# Mandatory NJ Events

## NJ State Events for 2018-2019:

**October 31, 2018**

**AmeriCorps Launch  
Location: New Brunswick Hyatt**

**January 21, 2019**

**MLK National Day of Service  
Location: TBD**

**March 22, 2019**

**Career Day (Tentative Date)**

**June 11, 2019**

**End of the Year Event (Tentative)**