



SITE AGREEMENT

AmeriCorps Student Fellows Program

2022-2023 Civic Leadership & Engagement Corps

You are being asked to serve as a supervisor for a student participating in **Washington Campus Coalition for the Public Good's (WACC) 2022-23 Civic Leadership & Engagement Corps AmeriCorps program.**

By participating in this program, your student will be eligible to receive an AmeriCorps Education Award of **\$1,374.60** (for 300 hours of service) or **\$1,718.25** (for 450 hours of service) while they are completing their practicum, internship, work study, or other service experience.

STUDENT: *Please fill in your name & Institution & email this form & your AmeriCorps Student Fellow Application, including your internship or work study description, to your supervisor.*

Student Name

Institution

SUPERVISOR: *Please complete the following:*

Supervisor & Site Information

Site Name (organization):

Site Location (address):

Supervisor Name:

Supervisor Title:

Supervisor Email:

Supervisor Phone:

Please designate a backup supervisor in case you are unavailable:

Secondary Supervisor Name:

Secondary Supervisor Title:

Secondary Supervisor Email:

Secondary Supervisor Phone:

Please carefully review the Responsibilities & Acknowledgments and sign on page 2.



Responsibilities & Acknowledgments

As the Supervisor, I agree to:

- Participate in a required self-guided online orientation (approximately 30-60 minutes, link to be sent by WACC staff)
- Provide adequate training for student to perform the service activities detailed in their project and position description (see their application)
- Assure my organization has liability insurance that covers the student while they serve at the site
- Monitor and support student's timely completion of required deliverables including timesheets and progress report data outputs (2x/month) and one final progress report at end-of service
- Complete an end-of-service evaluation for the student (template provided by WACC)
- Carefully review the [Member Service Agreement](#) and ensure student is compliant with AmeriCorps terms and conditions regarding prohibited activities (beginning on page 11; signing of this form will happen just before enrollment)
- Participate in check-in and monitoring activities with CLEC staff, as needed
- Communicate any issues or concerns regarding the student with the Program Director in a timely manner: amy.brown@wwu.edu
- Designate and get up to speed a secondary supervisor if I am unable to fulfill the responsibilities listed above (listed above). I will notify WACC staff immediately if there is a change in supervision.
- I have reviewed and approve the student's application (if changes, please have the student re-submit their application to amy.brown@wwu.edu for final approval)

I agree to serve as the supervisor for this student and agree to abide by all WACC and AmeriCorps policies and procedures.

Supervisor Signature

Date

Supervisor Name

Supervisor Title

Questions? Contact the AmeriCorps Program Director at: amy.brown@wwu.edu

Washington Campus Coalition for the Public Good is an Equal Opportunity/Affirmative Action enroller of AmeriCorps service volunteers. Members of ethnic minorities, disabled veterans, veterans of the Vietnam era, recently separated veterans, persons of disability, and/or persons aged 40 and over are encouraged to apply. WACC only enrolls U.S. citizens, U.S. naturalized citizens, or lawful permanent residents of the United States. All new members must show service eligibility verification as required by the U.S. Citizenship and Immigration Services and must satisfy the National Service Criminal History Check eligibility criteria by 45 CFR 2540.202.

***Thank you for supporting your student's service to your community through
Washington Campus Coalition for the Public Good's CLEC AmeriCorps program!***