

Missouri-Specific Program and Application Requirements

The Missouri Community Service Commission has developed a number of policies related and applicable to AmeriCorps*State programs and Members. These policies were developed to increase the overall quality of AmeriCorps programs in Missouri, and to support and maintain the identity of AmeriCorps as an effective, high-quality program nationwide. In many cases, these policies exceed the minimum standards required by the Corporation for National and Community Service. All programs funded through the Missouri Community Service Commission are required to comply with the policies summarized below.

Program Start and End Dates

All programs must begin between August 1st and September 30th. All programs must end by September 30th of the following year and must submit final reports by October 15th of that year.

Member Term of Service

Members may begin their terms of service on August 1st and must end by August 31st of the following year.

Volunteer Recruitment

Programs must engage in volunteer recruitment and management. A minimum of 5 volunteers must be recruited for every MSY that a program has, and there must be an **average** of 4 hours served per volunteer. Therefore, a program with the minimum 5 MSY would need to recruit a total of 25 volunteers who would serve a total of 250 volunteer hours.

First Aid, CPR, Citizenship and Emergency Response Training

More than three years before September 11, 2001, the Missouri Community Service Commission recognized the importance of increasing the number of Missourians with the training and knowledge necessary to survive and assist others in emergency situations. Each AmeriCorps program funded through the Missouri Community Service Commission is required to insure that 100% of AmeriCorps Members receive First Aid training, citizenship training, and CPR certification before the end of their term of service and that at least 75% of Members also participate in some form of Emergency Response training. This requirement will be reflected as an Output performance measure.

AmeriCorps Identity Requirements

The Corporation for National and Community Service encourages, but does not require programs to identify themselves, their service sites or their Members as a part of the AmeriCorps National Service network. However, the Missouri Community Service Commission, with the overwhelming support of its current sub-grantees, will continue to require all AmeriCorps programs receiving funds through this Commission to consistently identify all Members, program materials

and service sites with the AmeriCorps name and logo whenever and wherever appropriate. Monitoring of this will be conducted during routine site visits.

Participation in Regional and Statewide Events and Meetings

The Joint Cross-Program Training Plan (JCPTP) focuses on maximizing opportunities for staff and participants in all AmeriCorps, AmeriCorps VISTA, Learn & Serve America and Senior Corps programs to collaborate and network both locally and statewide. The JCPTP is the Commission's plan for providing training and assistance to AmeriCorps and other National Service programs in Missouri. Events and meetings included in this plan are:

- Program Director's Training (June): Program directors are required to attend this three-day training session that covers rules, regulations, reporting requirements, supervising Members, training and technical assistance. New programs are required to attend an additional day for orientation.
- Financial Management Training (August): Fiscal officers and program directors are required to attend this one-to-two-day training session that covers financial management and reporting requirements.
- Show-Me Service Training (October): Designed as a statewide AmeriCorps "Kick-Off" event, these annual conference attendees include Members, supervisors, directors, and staff. Training will be focused on mandatory and other requirements for AmeriCorps Members.
- Missouri Service Day (April): An annual event bringing together staff and participants from National Service programs at the Capitol Complex in Jefferson City. The focus of this event is on citizenship and advocacy. Visits to local legislators are encouraged. This event also includes a training event that focuses on post-service opportunities and plans for Members titled "Life After AmeriCorps."
- AmeriCorps Week (May): A weeklong recruitment and recognition event designed to bring more Americans into service, salute AmeriCorps Members and alums for their powerful impact, and thank the community partners who make AmeriCorps possible.
- Missouri AmeriCorps Program Directors meetings: Held quarterly around the state, these meetings provide an opportunity for program staff to network and share best practices.
- Administrative Costs: (Section III) Applicants **MUST** include an additional 5% of the overall federal share as a separate Administrative Cost line item.