



JustServe AmeriCorps
A program of Solid Ground



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2009-2010 JustServe AmeriCorps Site Placement Agreement

This contract between the JustServe AmeriCorps Program (administered by Solid Ground) and the JustServe AmeriCorps Member's project site [REDACTED] (hereafter referred to as **Sponsor Agency**), will serve as a mutual agreement for the provision of service opportunities for the AmeriCorps Member(s) assigned to provide a term of service. The JustServe AmeriCorps Member will be contracted by Solid Ground to work with the Sponsor Agency on various results-driven, direct service activities that are outlined in the Member Work Plan completed by the Sponsor Agency and approved by the JustServe staff.

This contract provides an overview of the roles and responsibilities of each of the parties involved in the JustServe AmeriCorps Program: the **Sponsor Agency** (the AmeriCorps Member's violence prevention project site); the **JustServe AmeriCorps Program** (administered by Solid Ground); and the **JustServe AmeriCorps Member**.

Purpose of AmeriCorps:

AmeriCorps is a national initiative that engages people of all ages and backgrounds in strengthening America's communities through service.

A program of the Corporation for National and Community Service (CNCS), AmeriCorps was created to: "get things done" in the community; strengthen the ties that bind our communities together; and develop the citizenship skills of AmeriCorps Members.

JustServe AmeriCorps is supported by CNCS AmeriCorps*State Competitive Grant #08AC083341.

Activities funded by this CNCS grant must provide a direct, demonstrable benefit that is valued by the community. All AmeriCorps projects must result in a specific, identifiable service or improvement that otherwise would not be provided with existing funds or volunteers, and does not duplicate the routine functions or workers or displace paid employees. Activities that do not provide a direct benefit to the community, such as clerical work or research, may be performed only in support of a direct service. However, such activities may not be the Member's primary service activity.

For a list of activities that are prohibited by CNCS under this AmeriCorps grant, please see page 4 (L.) below.

Purpose of JustServe AmeriCorps:

JustServe AmeriCorps works for a just and safe community by placing AmeriCorps Members in focused, coordinated direct service violence prevention activities.

JustServe AmeriCorps is administered by the non-profit Solid Ground, in partnership with Seattle Police Department.

In the 2009-2010 national service year, JustServe AmeriCorps will place a team of up to (34) full-time AmeriCorps Members in local community-based organizations, faith-based organizations, middle and

high schools, Seattle Police Department and other Criminal Justice System agencies throughout Seattle/King County to address the following CNCS grant objectives:

1. Provide leadership development, conflict resolution skills, service learning activities, mentoring, support groups and/or violence prevention education for youth at risk of involvement in violence and incarceration.
2. Provide crisis intervention and advocacy to victim/survivors of domestic violence.
3. Provide resource referral, mentoring and support to adults returning to the community after incarceration.
4. Support positive community service activities (as an alternative to jail time) for adult defendants with low-level misdemeanors.
5. Recruit, train and mobilize community members of all ages to get involved in violence prevention.

As a partner in the JustServe AmeriCorps Program, the Sponsor Agency agrees to:

A. Submit the appropriate Sponsor Agency match payment ("site match") to Solid Ground, no later than 30 days following the date of each invoice. Invoices will be sent on September 1st, February 1st and May 1st.

- Total number of Members to be placed at this site, for the 2009-2010 service year: [REDACTED]
- Total financial contribution from this project site, for the 2009-2010 service year: \$ [REDACTED]
- Total invoice amounts, for the 2009-2010 service year:
 - September to December 2009 (invoice sent September 2009): \$ [REDACTED]*
 - January to April 2010 (Invoice sent February 2010): \$ [REDACTED]
 - May to July 2010 (invoice sent May 2010): \$ [REDACTED]

*Please note: The September 2009 billing includes a nonrefundable portion of the annual site match of required to participate in the program (\$ [REDACTED] per Member). The remaining site match may be refunded on a biweekly, prorated basis if the Member terminates early from AmeriCorps.

- B. Participate in both segments of the JustServe AmeriCorps Site Supervisor Orientation, to prepare for the 2009-2010 national service year. This includes:
- Wednesday, May 6th, 2009 (10:00 to 11:30am)--At this meeting we will collect signed 2009-2010 Site Agreements and go over the 2009 Member recruitment and hiring process.
 - Summer 2009 (date and time TBA)--Training and discussion about cross-site collaborations and/or Member development and retention.

Any projects that join the JustServe AmeriCorps Program after the dates of these meetings must complete an individual orientation with Solid Ground staff before the Member begins or continues service.

- C. Develop, write and submit a detailed Member Position Description for each AmeriCorps Member placed at the Sponsor Agency, to be approved by the JustServe AmeriCorps Program Supervisor. The Member Position Description will include: brief (one sentence) summary of the Member project; specific service activities to be completed by the Member; minimum background requirements for this position; desired skills and experience for this position; and work hours specific to this position. The Member Position Description must be completed before starting Member interviews.
- D. Develop, write and submit a detailed Work Plan for each AmeriCorps Member placed at the Sponsor Agency, to be approved by the JustServe AmeriCorps Program Supervisor. The Member Work Plan will include: Site Supervisor designated by the agency; location of service activities; work hours specific to this position; service activities to be completed by the Member within each JustServe grant objective

(specific tasks/timeline); total number of community members to be served; and AmeriCorps evaluation tools to be administered to those community members, and timeline for evaluation tasks. Work with the JustServe Program Supervisor to update the Member Work Plan throughout the year, as needed. The Member Position Description must be completed before starting Member interviews.

- E. Assist with recruitment efforts to fill the JustServe AmeriCorps Member position, following JustServe's 2009 Member recruitment timeline. This includes:
- Develop, write and submit a detailed Member Position Description and Work Plan, approved by the JustServe AmeriCorps Program Supervisor; (see C. and D. above);
 - Advertise the AmeriCorps position to your agency's contacts in the community;
 - Provide targeted recruitment outreach in the community, as needed to fill the position;
 - Work with Solid Ground staff to develop recruitment flyers and other promotional materials, as needed to fill the position;
 - Review AmeriCorps applications and interview applicants along the timeline designated by JustServe AmeriCorps Program staff;
 - Select candidates best suited to the tasks outlined in the Member Work Plan and submit hiring preferences by the deadlines designated by Solid Ground. Please note: Member slots awarded in spring 2009 are only guaranteed to the Sponsor Agency until the August 2009 deadline designated by Solid Ground. (After that date, wait listed projects may also compete to hire in that Member slot, first come first served.)
- F. Designate one person from your agency to provide regular ongoing supervision and support to the JustServe Member throughout the service year, as Site Supervisor. Work with the JustServe AmeriCorps Program Supervisor to identify the talents, strengths and skills needed by the JustServe Member and Site Supervisor, and develop strategies to ensure positive mentoring of the JustServe Member. **Please note: In order to ensure positive supervision for Members, if there are any Site Supervisor staffing changes during the AmeriCorps term, Solid Ground will re-evaluate the site placement decision.** If there are supervision concerns, JustServe AmeriCorps may relocate the Member to another site project for the remainder of the AmeriCorps service year.
- G. Provide a desk, office supplies, access to phone with voice mail, access to computer with internet/email, access to fax machine, use of copy machine and other office equipment, as needed. This desk space and equipment must be ready by the date of the Member's first visit to the site, in September 2009.
- H. Develop and provide an on-the-job Site Orientation for the JustServe Member, including a planned schedule of activities to take place during the first week(s) of Member placement. Provide additional skills training to the JustServe Member as reasonable and appropriate to ensure the success of the AmeriCorps service project.
- I. Provide a high quality service experience that includes a clear structure for the AmeriCorps Member, sufficient training and learning, and good support in line with the anti-poverty, anti-oppression and anti-racist mission, vision and principles of Solid Ground. Meet with the JustServe AmeriCorps Member on a regular basis (at least once per week) throughout the service year to provide guidance, direction, and problem solving/assistance on the Member's service activities. We recommend using this weekly supervision meeting to review the Member's progress and accomplishments since the past week, identify any resources or training needed to complete project tasks, and set specific goals for the week ahead. At this meeting, we also recommend that the Site Supervisor and Member discuss any other activities that the Member will be involved in outside the project site during the 40 hour AmeriCorps service week (for example, AmeriCorps team meetings).
- J. Provide encouragement and recognition for the JustServe AmeriCorps Member's progress and success throughout the year.

- K. Ensure that the JustServe AmeriCorps Member's service complies with the objectives, activities and timeline outlined in the Member Work Plan and is in line with the anti-racist mission, vision and principles of Solid Ground.
- L. Ensure that the AmeriCorps Member does not engage in the following activities which are prohibited by CNCS, in the course of the Member service assignment: *a)* Participating in efforts to influence legislation, including state and local ballot initiatives, or lobbying for your program; *b)* Organizing a letter writing campaign to Congress; *c)* Participating in voter registration drives; *d)* Taking part in political demonstrations or rallies; *e)* Organizing protests, petitions, boycotts or strikes; *f)* Assisting, promoting or deterring union organizing; *g)* Impairing existing contracts for services or collective bargaining agreements; *h)* Engaging in partisan political activities, or other activities designed to influence the outcome of an election; *i)* Performing religious activities, such as conducting worship services or engaging in any form of religious proselytizing; *j)* Providing a direct benefit to a business organized for profit; a labor union; a partisan political organization; *k)* Engaging in certain fundraising activities: In general, AmeriCorps Members should not be involved with fundraising efforts. However, AmeriCorps does allow some limited activities related to fundraising to the extent that such activities do not involve significant amounts of time for the Member and provide direct support to our service activities. Examples of fundraising activities that JustServe Members may perform include, but are not limited to: *a)* Seeking cash or in-kind donations for supplies needed to support the direct service activities in the Member's Work Plan—for example, getting food and drink supplies donated to an after school youth program; *b)* Writing a grant proposal to support the recruitment, training or support of community volunteers, to your violence prevention project; *c)* Securing financial resources from the community to assist in launching or expanding a program that provides direct social services to the members of the community and is delivered in whole or in part by members of a community-based organization; or *d)* Seeking donations from AmeriCorps alumni for specific service projects being performed by current Members. Members may not raise funds to cover their living allowance or an organization's general operating expenses or endowment. Additionally, Members may not write a grant to the Corporation or to any other Federal agency. Each Member may spend a maximum of **10%** of their total hours during the term of AmeriCorps service in approved fundraising activities, if documented in the Member Timecard Report.
- M. Inform the JustServe AmeriCorps Program Supervisor of any problems and/or requests to change the project direction, objectives or activities in the Member Work Plan. Work with the JustServe Program Supervisor in refining the Member Work Plan to best ensure the project's success, as needed.
- N. Be available for phone calls and meetings with JustServe AmeriCorps Program staff as needed throughout the AmeriCorps service year, to discuss the individual Member's project progress.
- O. Provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified Members.
- P. Provide adequate levels of work for the Member to be engaged in service full time (at least 40 hours per week, or additional hours if necessary to complete the AmeriCorps 1700 hours requirement by the end of the AmeriCorps service year). This full time, 40 hour/week schedule includes time spent in AmeriCorps team activities.
- Q. Work with the JustServe AmeriCorps Member to develop an Individual Hours Plan, to calculate the total number of office holidays and personal (vacation and sick) days available to the Member during the AmeriCorps term, so that the Member reaches a minimum of 1700-hours by the end date of the AmeriCorps term, serving an average of 40 hours per week. Work with the Member to update the Individual Hours Plan throughout the AmeriCorps term, as needed. Provide a copy of the Individual Hours Plan to Solid Ground staff if there are significant changes from the sample (that is included in the Member Manual and Site Supervisor Manual).

- R. Coordinate the Member's site project schedule to enable Members to attend the AmeriCorps team meetings/trainings, community service projects and retreats listed in the 2009-2010 JustServe AmeriCorps Team Activities Calendar. Members may miss up to one AmeriCorps team meeting during the service year to attend an activity at their site, if this site activity is critical to the success of the Member's JustServe site project. However, we request that sites to plan their program calendars around the dates of AmeriCorps team meetings.
- S. Review and sign JustServe AmeriCorps Member Timecard Reports by the biweekly deadlines designated by Solid Ground--verifying the hours served and service activities completed by the Member during that pay period. In general, Member Timecard Reports are due before noon on the 1st and the 16th of each month (the day following each Solid Ground pay period). For more information about Member Timecard Report deadlines and requirements, please see the JustServe AmeriCorps Member Contract.
- T. Attend and participate in JustServe Site Supervisor trainings or meetings during the AmeriCorps service year, if provided. In 2009-2010, we anticipate convening one to two mandatory Site Supervisor group meetings (one in the fall and one in the winter/spring).
- U. Write a Performance Evaluation on each assigned JustServe Member, on the due dates indicated by the JustServe Program. In the 2009-2010 service year, JustServe Member performance reviews will take place at 3 months, 6 months (only if issues were identified at the 3-month review) and at the end of the service year. Submit a hard copy of the Member Performance Evaluation signed by both Member and Site Supervisor, by the deadlines indicated by the JustServe Program. For the 2009-2010 service year, Member Performance Evaluations will be due on: *Friday, December 4th, 2009* (for the period from September to November 2009); *Friday, March 5th, 2009* (for the period from December to February 2010) and *Friday, August 6th, 2010* (for the period from March to July 2010).
- V. Write a total of three (quarterly) Site Progress Reports, based upon the approved CNCS grant objectives and activities in the Member Work Plan. One report should be completed per Sponsor Agency, including the information for all Members placed at that site. Submit the Site Report electronically by the deadlines indicated by the JustServe Program. For the 2009-2010 service year, site reports will be due on: *Friday, January 8th, 2009* (for the period from September to December 2009), *Friday, April 2nd, 2010* (for the period from January to March 2010), and *Friday, August 6th, 2010* (for the period from March to July 2010).
- W. Ensure that the Member administers all required AmeriCorps client surveys, along the timeline designated by Solid Ground.
- X. Report any job-related injuries sustained by the Member to the JustServe AmeriCorps Supervisor within 24 hours.
- Y. Inform the JustServe AmeriCorps Supervisor of any job-related problems the Member(s) may be having. If there are serious job performance concerns, the Site Supervisor should work with the JustServe Program Supervisor to address job-related concerns using the following process:
- *On the first offense:* Discuss the performance problem with the Member, and talk with the Member about your site's expectations. Explore any training/resource needs that the Member may have. Set clear, concrete goals verbally or in writing, and set a time to check in again to assess improvement. Inform the JustServe Program Supervisor (an informal phone call or email is sufficient). At this point, the JustServe Program Supervisor may issue a verbal warning to the Member.
 - *If the performance problem continues:* Discuss the continued performance problem with the Member. Restate your site's expectations and explore any unresolved training/resource needs the Member may be having. Set clear, concrete goals in writing, and set a time to check in again

to assess improvement. Inform the JustServe Program Supervisor, as above. On the second offense, the JustServe Program Supervisor may work with you and the Member to create a written agreement for improvement in their job performance (which serves as a written warning to the Member). On the third offense, the JustServe Program Supervisor may place the Member in a 2-week probationary period in which they must demonstrate improved job performance, and/or suspend the Member from your site for one or more days. If the suspension continues for more than three days, the Member will not receive living stipend compensation for the period of time in suspension. On the fourth offense, the JustServe Program Supervisor may release the AmeriCorps Member for cause (terminate the Member from AmeriCorps service) or seek to place the Member in a more appropriate service site.

Please note: If the Site Supervisor does not inform the JustServe Program Supervisor of offenses at the time that they take place, escalating disciplinary action may not be taken.

This escalation path is intended to give the AmeriCorps Member a chance to improve in their work performance, before being released from the project site and/or the AmeriCorps Program. However, there is no requirement that JustServe AmeriCorps Program staff must follow this sequence in the imposition of disciplinary actions. The JustServe AmeriCorps Program reserves the right to immediately administer any of the disciplinary actions described above, if, in the opinion of the Program Supervisor, the Member's conduct undermines the effectiveness of the AmeriCorps Program or the site project to which the Member is assigned. For the full text of the JustServe AmeriCorps Member Code of Conduct and Disciplinary Process, please see the 2009-2010 JustServe AmeriCorps Member Contract.

- AA. Comply with the regulations governing termination of an AmeriCorps Member, following the Disciplinary Process and Grievance Procedure outlined in the JustServe AmeriCorps Member Contract.
- BB. Inform the JustServe AmeriCorps Program Supervisor immediately if you become aware that the Member has been charged or convicted or any of the following, during their service term:
- If the Member is convicted of a violent felony, possession, sale or distribution of a controlled substance or has engaged in gross misconduct during the term of AmeriCorps service, the Member will be immediately released from the JustServe AmeriCorps Program for cause.
 - If the Member is officially charged with a violent felony or with the sale or distribution of a controlled substance during the term of AmeriCorps service, the Member will immediately have his/her term of service suspended, without a living allowance and without receiving credit for hours missed. If the Member is found not guilty or if the charge is dismissed, the Member may be reinstated into AmeriCorps service. If an AmeriCorps Member who has been cleared of such charges is unable to complete his/her term of service within the AmeriCorps service year, he/she may accept a pro-rated education award as long as he/she has completed at least 15% of his/her term of service.
 - If the Member has been convicted of a first offense of possession of a controlled substance during the term of AmeriCorps service, the Member will immediately have his/her term of AmeriCorps service suspended, without a living allowance and without receiving credit for hours missed. If convicted of a first offense, the Member may resume service by enrolling in an approved drug rehabilitation program. If convicted of a second or third offense, the Member may resume service only upon successfully completing a rehabilitation program. If the Member is reinstated after enrolling in or completing rehabilitation, the Member will not receive back living allowances or credit for any service hours missed, and the Member must make up missed hours in time to complete the 1700 hours requirement by 7/31/09.

As a partner in the JustServe AmeriCorps Program, the JustServe AmeriCorps Program staff at Solid Ground agrees to:

- A. Provide full-time JustServe AmeriCorps Members with a living stipend of \$1,036 per month (pre-tax), a total of \$11,400 over the 11-month term of service.
- B. Provide healthcare benefits for full-time Members if they are not otherwise covered by a healthcare policy.
- C. Provide limited childcare benefits for full-time JustServe Members, if income eligible under CNCS rules and the Member does not have other childcare benefits.
- D. Provide limited transportation assistance to full-time Members, in the form of up to (2) books of one-zone or two-zone King County Metro bus tickets each month. (Project sites are welcome to provide additional travel benefits to Members.)
- E. Certify Member eligibility for receipt of the AmeriCorps Educational Award upon completion of the full 1700-hour term of AmeriCorps service. Review requests for Release for Compelling Personal Circumstances and pro-rated AmeriCorps Education Award, from Members who are unable to complete the full 1700 term of service due to illness or other conditions that are beyond the Member's control (as described in the JustServe AmeriCorps Member Contract). If the Member is eligible for Release for Compelling Personal Circumstances, JustServe AmeriCorps Program staff will request a pro-rated AmeriCorps Education Award from CNCS for the Member.
- F. Assist sites in providing reasonable accommodation to the known mental or physical disabilities of otherwise qualified Members. (This includes: applying to CNCS for funding to cover costs for reasonable accommodation.)
- G. Provide general orientation and information to Sponsor Agencies about AmeriCorps, Solid Ground and JustServe AmeriCorps policies and requirements. This will include: Hosting two Site Supervisor Orientation meetings before the start of the AmeriCorps service year—one on Wednesday, May 6th, 2009 and the other later in the summer 2009, date and time to be announced by May 2009; a printed Site Supervisor Manual; and access to downloadable JustServe AmeriCorps reporting forms on the Solid Ground website.
- H. Direct and assist in the overall coordination of the recruitment of Members, including: posting the JustServe AmeriCorps opportunity on the national AmeriCorps application website and Solid Ground website; and working with project sites and other Solid Ground national service staff to coordinate community outreach presentations and develop and distribute flyers and other Member recruitment materials.
- I. Conduct interviews with local and national AmeriCorps applicants, to assess general eligibility for JustServe AmeriCorps Member positions. As applicants pass JustServe's general Member interview, Solid Ground will forward AmeriCorps applications on to Site Supervisors from May 2009 until the team is filled. When sites identify a top ranked applicant, Solid Ground will coordinate background checks and reference verifications and offer Member positions to applicants. Solid Ground will also collect required documents and paperwork to enroll new Members into JustServe AmeriCorps before the JustServe AmeriCorps Team Orientation begins in September 2009.
- J. Provide general orientation and information to Members about AmeriCorps, Solid Ground and JustServe AmeriCorps policies and requirements. This will include: Providing a copy of the JustServe AmeriCorps Member Contract and this Site Contract by the time of the Member enrollment; hosting a 32-hour Orientation at the start of September 2009 for the full AmeriCorps team, which includes an overview of CNCS, Solid Ground and JustServe AmeriCorps mission, vision, goals, objectives and policies; coordinating JustServe team attendance at the Statewide AmeriCorps Launch, in Fall 2009; ongoing training on how to administer AmeriCorps program

evaluation tools (client surveys) as needed throughout the service year; printed Member Manual; and access to downloadable JustServe AmeriCorps reporting forms on the Solid Ground website.

- K. Monitor and evaluate the Member's progress towards achieving the objectives outlined in the Member Work Plan.
- L. Conduct a minimum of two site visits per year to the Sponsor Agency, including one at the start of the service year in September/October 2009.
- M. Provide advice, technical assistance and consultation to the JustServe AmeriCorps Member, Site Supervisor and/or the Sponsor Agency when requested.
- N. Act as mediator when necessary between the JustServe AmeriCorps Member and Site Supervisor.
- O. Provide a sample Individual Hours Plan for the Member and Site Supervisor to calculate the total number of office holidays and personal (sick and vacation) days available to the Member during the AmeriCorps term--to reach the 1700-hours requirement by the end date of the AmeriCorps term, serving an average of 40 hours per week. A copy of this sample Individual Hours Plan will be included in the Member Manual and the Site Supervisor Manual.
- P. Provide updates on the total service hours completed by the Member to date, as needed throughout the service year.
- Q. Work with each Member to develop a plan for their professional and personal growth.
- R. Meet individually with JustServe Members for ongoing support and mentoring, as needed.
- S. Provide and coordinate ongoing training, networking, teambuilding, leadership development and community service opportunities for the JustServe AmeriCorps Members, as a team.
- T. Facilitate opportunities for Members to work together on group projects, in the AmeriCorps Team Orientation, ongoing team meetings, corps committees, retreats and service projects throughout the service year.

As a partner in the JustServe AmeriCorps Program, the JustServe AmeriCorps Member agrees to:

- A. Provide a minimum of 1700 hours of service over the AmeriCorps term (an 11 month period, starting on September 2nd, 2009 and ending on July 31st, 2010) committing to serve an average of at least 40 hours per week.
- B. Satisfactorily complete assignments, projects and tasks in a timely manner as directed, and adhere to the Member Work Plan developed by Solid Ground and the Sponsor Agency.
- C. Turn in signed, completed Timecard Reports twice each month, by the deadlines designated by Solid Ground (by noon on the 1st and the 16th of each month - the day following each pay period). For more information about Member Timecard Report deadlines and requirements, please see the JustServe AmeriCorps Member Contract and Member Manual.
- D. Work with the Site Supervisor to develop an Individual Hours Plan, to calculate the total number of office holidays and personal (vacation and sick) days available to the Member during the AmeriCorps term--to reach the 1700-hours requirement by the end date of the AmeriCorps term, serving an average of 40 hours per week. Work with the Site Supervisor to update the Individual Hours Plan throughout the AmeriCorps service year, as needed. Provide a copy of the Individual

Hours Plan to JustServe program staff if there are significant changes from the sample (that is included in the Member Manual, Site Supervisor Manual and Solid Ground website). Keep making steady progress toward the 1700 hours requirement throughout the AmeriCorps term.

- E. Abide by the regulations governing the JustServe AmeriCorps Program, as written in the Member Contract.
- F. Comply with the Sponsor Agency's staff policies (including, but not limited to: dress code, code of conduct, work hours, client confidentiality, use of agency equipment, etc.) as appropriate.
- G. Meet with the Site Supervisor (at least weekly) and the JustServe Program staff and Team Leaders (throughout the AmeriCorps service year) to provide feedback and status reports on project activities, request guidance and assistance with problem solving, and accept direction and support on the objectives and activities listed in the Member Work Plan.
- H. Participate in the JustServe AmeriCorps Team Orientation, which takes place at the start of September 2009.
- I. Participate in the JustServe AmeriCorps team meetings, from September 2009 to July 2010 (specific dates listed in the Member Team Activities Calendar).
- J. Participate in the fall 2009 and spring 2010 JustServe AmeriCorps team overnight retreats.
- K. Participate in at least three group community service projects with the AmeriCorps team—including the CNCS National Days of Service in October 2009 (Make a Difference Day), January 2010 (MLK Day) and April 2010 (National Volunteer Week).
- L. Lead and participate in at least one of the JustServe AmeriCorps team committees, to enrich the service experience of the JustServe AmeriCorps team. We will create the 2009-2010 JustServe AmeriCorps team committees as a group, at the start of the national service year. Committees from past service years included: Anti-Oppression/Liberation Committee; MLK Day Service Project Planning Committee; Publications Committee; Overnight Retreat Planning Committee; Graduation Event Planning Committee; Social Committee; Self Care Committee; and Team Photographer.
- M. Work with the JustServe AmeriCorps Team Leaders and a small group of other JustServe AmeriCorps Members to plan, coordinate, host, facilitate and evaluate at least one of the AmeriCorps team meetings during the year.

I understand and agree to comply with the roles and responsibilities listed above.

Site Supervisor(s), Sponsor Agency	Printed Name	Date
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JustServe AmeriCorps Member(s)	Printed Name(s)	Date
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JustServe AmeriCorps Program Supervisor, Solid Ground	Tera Oglesby Printed Name	Date
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