1. MEMBER RECRUITMENT
   a) Guide to Member Recruitment
   b) Strategies & Tools for Member Recruitment
   c) Recruiting People with Disabilities
   d) Creating a Service Opportunity Listing in My AmeriCorps Portal
   e) CNCS Guidelines for Member Recruitment & Selection
   f) Frequently Asked Questions

2. MEMBER DEVELOPMENT
   a) Overview of Member Development
   b) New Member Orientation
   c) Missouri-Specific Member Development
   d) Life After AmeriCorps
   e) Member Development: Online Resources

3. CRIMINAL RECORD CHECKS
   a) National Service Criminal History Checks 101
   b) NSHC Requirements and Definition of Terms
   c) Steps to Clear Individuals
   d) Criminal Background Check Clearance Letter Guidance
   e) Criminal Background Check Clearance Letter
   f) NSCHC Alternate Search Procedure
   g) Pre-Approved Alternative Search Procedures
   h) NSCHC Vendor Guidance
   i) NSCHC FAQs (refer to on-line ‘RESOURCES’)

4. MEMBER BENEFITS
   a) Living Allowance
   b) Education Award
   c) Loan Forbearance
   d) Healthcare Coverage
   e) Child Care Benefits
5. MEMBER MANAGEMENT
   a) Member Enrollment
   b) Identity and Citizenship Verification Process
   c) Member Slots (Conversion & Refill)
   d) Member Terms of Service (Suspension, Reinstatement, Transfer, Term Limitations)
   e) Member Performance Evaluation
   f) Member Exit

6. TIMEKEEPING
   a) Member Timesheets
   b) Program Staff Timesheets

7. MEMBER FILES
   a) Section I - Member File Checklist
   b) Section II - Member Application
   c) Section III - Enrollment Form
   d) Section IV - Parental Consent Form
   e) Section V - Member Contract
   f) Section VI - High School Diploma/GED/Certification
   g) Section VII - Media Release
   h) Section VIII - Change of Status/Change of Term Documentation
   i) Section IX - Form I-9
   j) Section X - Proof of Citizenship
   k) Section XI – NSOPW
   l) Section XII – State/FBI Checks – Documentation
   m) Section XIII – Health Insurance
   n) Section XIV – Child Care Enrollment
   o) Section XV – Federal W-4 Form
   p) Section XVI – State W-4 Form
   q) Section XVII – W-2 Form
   r) Section XVIII – Loan Forbearance Request
   s) Section XIX – Training Documentation
   t) Section XX – Performance Evaluations
8. OVERSIGHT/MONITORING
   a) Request for Reimbursement Form
   b) Desk Review Reimbursement Approval Form
   c) Programmatic Risk-Based Assessment Form
   d) AmeriCorps Program Site Visit Monitoring Tool
   e) AmeriCorps Program Site Visit Self-Evaluation

9. MCSC POLICIES & PROCEDURES
   a) Program Management
      ▪ National Service Criminal History Checks
      ▪ Member Contracts
      ▪ Prohibited Activities
      ▪ Anti-Lobbying
      ▪ Reporting Deadlines
      ▪ Program Modification Request Requirements
   b) Financial Management
      ▪ Member Living Allowance
      ▪ Unemployment Insurance
      ▪ Mileage Reimbursement
      ▪ Reimbursement for Meals and Lodging
      ▪ Purchasing Equipment with Federal Funds
      ▪ Budget Modification Request Requirements
   c) Member Management
      ▪ CPR and First Aid Certification
      ▪ Member Slot Conversion Policy
      ▪ Exiting a Member Prior to Completion of Service
      ▪ Jury Duty for AmeriCorps Members
      ▪ Armed Forces Reserves for AmeriCorps Members
   d) Records Storage and Retention
      ▪ OnCorps Reports – General Use
      ▪ OnCorps Reports – Timesheet Entry and Approval
Electronic Storage of Member Files
Records Retention Policy
e) Competitive Grant Applicant Selection
   ▪ Competitive Grant Applicant Selection Criteria

10. MCSC STAFF DIRECTORY

11. PROGRAM ASSIGNMENTS

12. RESOURCES – listed on the MCSC website at www.movolunteers.org
   a) 2013 AmeriCorps Online Links and Resources
   b) Terms and Conditions for AmeriCorps State and National Grants
   c) AmeriCorps Healthcare FAQs
   d) AmeriCorps State & National Policy FAQs
   e) Segal AmeriCorps Education Awards FAQs
   f) National Service Criminal History Check FAQs
   g) Missouri State Highway Patrol- Reference Manual for Fingerprint Based Identification
   h) AmeriCorps Program Timeline
   i) Common Mistakes (Member Assignment Listings)
   j) Member Listings Checklist
   k) Minimum Requirements for Member Listings