MEMBERS ASSIGNMENT LISTINGS CHECKLIST

When uploading member assignment listings, follow this checklist to ensure all required information is entered for timely approval. Please allow 48 – 72 hours for review.

I. Are Prohibited Activities listed in the description?  
   Yes ☐ No ☐

II. Do Member Duties and Service Description sections provide a day-to-day activity and responsibility description about what the members will be doing?  
    Yes ☐ No ☐

III. For full time members, does the Program Benefits section include:
   - Education award upon successful completion of service?  
   - Stipend or Living Allowance?  
   - Childcare assistance if eligible?  
   - Health Coverage?  
    Yes ☐ No ☐

IV. For part or minimum time members, does the Program Benefits section include:
   - Education award upon successful completion of service?  
    Yes ☐ No ☐

V. For part or minimum time members, does the Service Description or title indicate the amount of hours the position requires (to clarify positions that are less than full time serving in a full-time capacity)?  
   Yes ☐ No ☐

VI. Are the Program Start/End Dates and Accepting Applications dates updated? Note that approved member assignment listings will not show in the Portal until the first date under “Accepting Applications.”  
    Yes ☐ No ☐

VII. Is the Age Requirement section completed? To control for age discrimination, upper age limit must be 99 and above or None for non-Youth Corps programs.  
    Yes ☐ No ☐
VIII. Is there an appropriate modification comment?  

Yes ☐  No ☐

IX. Is the appropriate bubble clicked when asked at the top of the screen, “Do you want to make this listing available now”?  

Yes ☐  No ☐

For additional information, please contact your CNCS Program Officer.