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.

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