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William Newsome, Jr., Vice-Chair - District 3
Dr. Chandra Varia, Member- District 2
Keith Smallwood, Member - District 4
Steve Slone, Member - District 5

Consent Agenda Item (Action Item):

Consider/Approve the memorandum of understanding between Legal Applicant UNITE SERVICE CORPS/Operation UNITE and Floyd County School System for the 2023-2024 AmeriCorps year. UNITE Service is the AmeriCorps project of Operation UNITE in partnership with other school districts and community-based organizations around the Commonwealth of Kentucky including Floyd County School System. UNITE Service Corps I funded in part by the Corporation for National and Community Service through ServeKY.

Applicable State or Regulations:

BOE Policy 01.11 General Powers and Duties of the Board.
160.345

Fiscal/Budgetary Impact:

Provide financial support for match cost of members. The district contributes \$6,300.00.

History/Background:

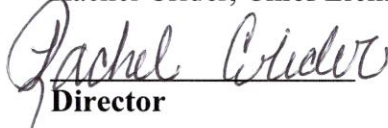
The AmeriCorps UNITE, USC Corps is a program that provides tutoring support in mathematics, (primarily grades 3-5) and drug prevention education to 4th grade and 5th grade students.

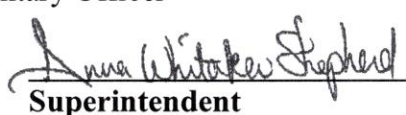
Recommended Action:

Approve MOU between Legal Applicant UNITE SERVICE CORPS/Operation UNITE and Floyd County School System for the 2023-2024 AmeriCorps year.

Contact Person(s):

Rachel Crider, Chief Elementary Officer


Director


Superintendent

Date:

May 17, 2023

UNITE SERVICE CORPS PARTNER MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING

Floyd County School System

And UNITE SERVICE CORPS of Operation UNITE

For the Corporation for National and Community Service/AmeriCorps

This agreement is entered into between Legal Applicant UNITE SERVICE CORPS/Operation UNITE and

Floyd County Schools for the 2023-24 AmeriCorps year. The parties agree to the following:

Statement of purpose:

UNITE Service Corps (hereafter referred to as USC) is the AmeriCorps project of Operation UNITE in partnership with other school districts and community-based organizations around the Commonwealth of Kentucky in the Fifth Congressional District. The Corporation partly funds UNITE Service Corps for National and Community Service (hereafter called CNCS) through Serve KY.

UNITE SERVICE Corps is a service organization that provides opportunities for adults (hereafter referred to as members) aged 18 and up to contribute to service in their community. USC members, a diverse group of individuals, serve in elementary schools providing mathematics tutoring to targeted students with a focus on improving math skills.

The Members further facilitate the “Too Good for Drugs” for all 4th-grade students in their assigned school. Members also mobilize community volunteers to assist with drug education activities, UNITE Clubs, and community projects involving the students enrolled in the program.

UNITE SERVICE CORPS Mission Statement

The mission of the UNITE Service Corps, together with the school district partners and community volunteers, is to serve the children of Eastern Kentucky by assisting the school in removing academic and non-academic barriers to higher levels of student achievement.

I. PARTNER DISTRICT ROLES AND RESPONSIBILITIES



UNITE SERVICE CORPS is the AmeriCorps project of Operation UNITE. USC is funded in part by the Corporation through Serve Kentucky.

UNITE Service Corps is an equal opportunity organization.

- A. **Financial:** Provide financial support for match cost of members during the UNITE Service Corps program year August 1, 2021-July 31, 2022. Partner site contribution is **\$6300** for members serving in a full-time capacity. Funds provided to UNITE Service Corps as a restricted donation to support the expenditures of UNITE Service Corps Programs, including necessary expenditures that are outside of the provisions of 2 CFR 200, Subpart E. If total contributions exceed the total program costs incurred by UNITE Service Corps as of the end of the program year, Partner site agrees that any remainder may be carried over for the benefit of the subsequent year program:
- B. **Member Replacement:** If a member leaves the program during their term of service, that member may be replaced if they have served less than 42% (510 hours) of their commitment as stated in the guidelines from the Corporation for National and Community Service. If the member has served over 42% of their time commitment as stated in the Corporation for National and Community Service guidelines, that member cannot be replaced.
- C. **Site Supervision:** The partner site will provide site supervision where AmeriCorps members are assigned. The principal will serve as the Site supervisor. Site supervisors receive UNITE Service Corps orientation information, a site supervisor's agreement, and technical assistance from program staff. The site supervisor must review and sign the service site agreement before August 1 or before the placement of the USC member of the program year.
- D. **Site Supervisor Criminal History:** The district affirms that the employee who acts as site supervisor has a criminal history check that clears them to work as certified personnel in the school district in compliance with KRS 160.380(5) (a-c). The district maintains this documentation, which may be shared by written request and permission of their employee.
- E. **Recruitment:** Sites are responsible for recruiting potential AmeriCorps/USC members. The USC application is required as the first step in this process. USC staff conducts screenings of applicants and makes the AmeriCorps mission and goals clear before any final agreement of the applicant to enter this Americorps program. The site supervisor and/or applicable school and district staff select the candidate they prefer for their site. Final approval must come from the USC Program Director.
- F. **Civil Rights / Equal Opportunity Policy:** The Corporation for National and Community Service (CNCS) has zero tolerance for the harassment of any individual or group of individuals for any reason. CNCS is committed to treating all persons with dignity and respect. CNCS prohibits discrimination based on race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. Any such harassment, if found, will result in immediate corrective action, including removal or termination of any CNCS employee or volunteer. Recipients of Federal financial assistance, be they individuals, partner sites, programs, and/or projects, are also subject to this zero-tolerance policy. Where a violation is found and subject to regulatory procedures, appropriate corrective action will be taken, up to and including termination of Federal financial assistance from all Federal sources. Any person who believes that he or she has been discriminated against in violation of civil rights laws, regulations, or this policy or retaliation for opposition to discrimination or participation in discrimination complaint proceedings (e.g., as a complainant or witness) in any CNCS program or project, may raise his or her concerns with our Office of Civil Rights and Inclusiveness (OCRI). Discrimination claims not brought to the attention of OCRI within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. No one can be required to use a program, project, or sponsor dispute resolution procedure before contacting OCRI. If another procedure is used, it does not affect the 45-day time limit. OCRI may be reached at (202) 606-7503 (voice), (202) 606-3472 (TTY), eo@cns.gov, or through <http://www.nationalservice.gov/>. CNCS civil rights / equal opportunity requirements at <https://www.nationalservice.gov/build-your-capacity/grants/civil-rights-eo-reqs>
- G. **Member Terms of Service:** USC members are contracted to serve through Operation UNITE regardless of the



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district they serve. Members are not district employees. The definition of “participant” in the National and Community Service Act includes AmeriCorps members. Under the law, “a participant (member) shall not be considered to be an employee of the organization receiving assistance under the national service laws through which the participant (member) is engaged in service” (42 U.S.C. 12511(30)(B)). USC staff must work with site supervisors to hire, terminate, reprimand, etc. members. Any concerns about the member must be brought to the attention of the USC staff immediately. UNITE provides a grievance protocol for the member. A contract with Operation UNITE provides member workers’ compensation and other applicable insurance.

- H. **Member Criminal History:** All applicants interviewed for USC positions must agree to National Service Criminal History Check. Members must give written consent while providing a color ID. Truescreen facilitates the check. It includes the search of the Department of Justice’s Sex offender database, a search of state of service criminal history repository and from the repository of the applicant’s state of residence if different, a fingerprint-based check submitted for a national search through Fieldprint or the Kentucky State Police (IdentoGO). USC bears the cost of the search. District-initiated criminal history checks cannot substitute the NSCHC requirement. Any individual who is registered or is required to register on a sex offender registry or was convicted of murder will not be cleared to participate in the USC program, even if the school district’s policy may, under some circumstances (e.g., through an appeals process), allow.
- I. **Performance Goals:** USC members tutor 35 students in grades 3-5 in math. Students will receive a minimum of one hour per week of tutoring. USC members also teach a 10-week curriculum, Too Good for Drugs, to all students in the fourth grade. Members must also sponsor/cosponsor a UNITE Club.
- J. **Student Assignment to Members:** Members will provide pre and post-test scores; tests will be provided by USC staff. Students that receive tutoring will not have IEP goals in math. The target group will be students that can show improvement with the help of a small group or one-to-one tutoring. USC members are not trained to manage students identified with behavior disorders. USC members should not be assigned the care of students identified with or suspected of having atypical impulse control or violent behavior.
- K. **Confidentiality of Student Data:** USC uses student assessment scores to document student growth. Tutors assign students confidential IDs in USC’s report management system, America Learns. Assessment scores, instruction notes, and the time a tutor sees a student become part of the student’s confidential record. Student data is used in the aggregate to evaluate program effectiveness in meeting math growth targets. Student data is exclusively used by USC staff and evaluators.
- L. **CNCS or Serve Kentucky Requested Service:** The site will allow the USC member to participate in disaster relief/emergency response efforts as requested by Serve Kentucky and/or the USC Program Director.
- M. **Civic Engagement:** Attend, support, and promote the efforts of USC to inspire local community members to volunteer in school activities, community service, tutoring programs, drug education, and other projects of USC, including, but not limited to, UNITE coalition meetings and other UNITE programs in the service area.
- N. **Reporting:** Complete weekly, and monthly reports and two performance evaluations as well as other reports and surveys as required by USC, Serve Kentucky, and CNCS.
- O. **Meetings and Trainings:** Attend partner meetings as they are held, which will provide information regarding program policies and procedures, as well as an opportunity for an exchange of information between partners of USC. USC will reimburse the travel for required meetings and training. District-required travel for members will be the responsibility of the district. Members *are required to attend UNITE County Coalition Meetings* and will be



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reimbursed for travel by USC.

- P. **Media Release:** Understands that any photograph, audio recording, video, or film taken of the operating site, in conjunction with AmeriCorps and/or CNCS and/or USC, can be used by USC consistent with the parental approval policy in the school district. The site forgoes any rights to royalties in conjunction with photographs, audio recordings, video, or film.
- Q. **Communication:** Site supervisors or principals must immediately report any professional problems, extended absences, or work-related accidents to USC program staff.
- R. **Prohibited Activities:** Ensure that members of USC will not engage or participate in any of the following while charging time to AmeriCorps and/or while wearing AmeriCorps gear.
Please see attached Prohibited Activities

II. UNITE SERVICE CORPS Roles and Responsibilities

- A. **Financial:** Provide additional financial support for the program and members through grant funds.
- B. **Site Supervision:** Provide programmatic supervision and management to ensure the quality of service, program accountability, and member support. USC Staff Crystal Smallwood, Benji Hammons, Marionette Little, and Kim Tackett.
- C. **Civic Engagement:** Support and promote the efforts of USC and its partnership with the school district to inspire local community members to volunteer in activities including but not limited to the following: school activities, community service, tutoring programs, and other projects of USC.
- D. **Performance Goals:** USC staff must review site and member progress to ensure members are on track for completion. USC staff will review reports submitted by members and site supervisors for accuracy and completeness.
- E. **Reporting:** complete weekly and monthly reports, as well as other reports and surveys as required by USC, Serve Kentucky, and CNCS. Provide copies of reports as requested to the Superintendent to communicate program information.
- F. **Meetings and Training:** Sponsor partner meetings to provide information regarding program policies and procedures, as well as an opportunity for an exchange of information between all partners of USC. Also, present additional programs as they are developed by UNITE that will benefit targeted grade levels.
- G. **Media:** Create, develop, and publish articles, videos, displays, and other forms of publicity using a variety of media outlets, promoting the mission of USC and its partners.
- H. **Communications:** Report any problems or work-related accidents to partners immediately. Present information at the school board and other relevant meetings as requested by partners.
- I. **Prohibited Activities:** Ensure that members of USC **will not** engage or participate in any prohibited activity.
- J. **Security:** Ensure that members of USC and community volunteers adhere to all safety procedures of the school district.
- K. **Confidentiality:** Ensure that members of USC and community volunteers maintain the confidentiality standard



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expected of all school district employees. Ensure that the confidentiality of referred students is maintained. Before entering the school grounds or buildings pursuant to this understanding, USC members shall receive confidentiality training required of other community volunteers.

L. Refund Policy: If a member is released from service either voluntarily or involuntarily before, and the site chooses not to remain in Partner status, UNITE Service Corps may consider issuing a refund of a portion of the Partner Site contribution **LESS** training costs, benefit costs, amount of stipend already dispersed and related costs if funds are available. Refunds are not guaranteed.

III. Amendments to this Agreement:

This agreement may be changed or revised with the written consent of both parties.

IV. Authorization:

Floyd County Schools and USC hereby acknowledge by their signatures that they have read, understood, and agree to the terms of this document. This agreement is in effect for the 2023-24 school year.

OPERATION UNITE

Signature on file at Operation UNITE Date: _____

Nancy Hale, CEO of Operation UNITE

UNITE SERVICE CORPS

_____ Date: _____

Crystal Smallwood, USC Program Director

Floyd County Schools

_____ Date: _____

Anna Shepherd, Superintendent of Floyd County Schools



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PROHIBITED ACTIVITIES

§ 2520.65

1. The member is expected to, always while acting in an official capacity as an AmeriCorps member:

- i. Demonstrate mutual respect towards the UNITE SERVICE CORPS Program Staff, UNITE SERVICE CORPS program, other AmeriCorps members, and his/her assigned site.
- ii. Follow directions of the UNITE SERVICE CORPS Program Staff and on-site supervisor(s).
- iii. Direct concerns, problems, and suggestions to the Program Staff to be addressed by the Program Staff; Verbal complaints will not be addressed until submitted to the Program Staff in writing or by email.
- iv. Ask questions of or assistance from the UNITE SERVICE CORPS Program Staff at any time.

2. At no time may the member (while charging time to the AmeriCorps Program):

- i. Engage in any illegal activity under local, state, or federal law.
- ii. Engage in activities that pose a significant safety risk.
- iii. Charge the UNITE SERVICE CORPS for any expenditure without prior approval from the UNITE SERVICE CORPS Program Staff. Reimbursements from the UNITE SERVICE CORPS for travel expenditures via designated carpools by UNITE SERVICE CORPS AmeriCorps members are restricted to travel to UNITE SERVICE CORPS training/meetings, as approved by UNITE SERVICE CORPS Program Staff. Members must carpool to all UNITE SERVICE CORPS training with other members in the county they serve or a surrounding county unless prior arrangements have been made.
- v. Prohibited Activities: At no time may the member, while charging time to the AmeriCorps Program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65)

(1) Attempt to influence legislation.

(2) Organize or engage in protests, petitions, boycotts, or strikes.

(3) Assist, promote, or deter union organizing.

(4) Impair existing contracts for services or collective bargaining agreements.

(5) Engage in partisan political activities or other activities designed to influence the outcome of an election to any public office.

(6) Participate in or endorse events or activities likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.

(7) Engage in religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious instruction or worship, construct or operate facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship or engage in any form of religious proselytization.

(8) Provide a direct benefit to—

(i) A business organized for profit.

(ii) A labor union.

(iii) A partisan political organization.

(iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

(v) An organization engaged in the religious activities described in paragraph (g) of this section unless Corporation assistance is not used to support those religious activities.

9) Conduct a voter registration drive or use Corporation funds to conduct a voter registration drive.

(10) Provide abortion services or referrals for receipt of such services.

(11) **Supplantation.** Corporation assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive Corporation support. This condition will be satisfied for any program if the aggregate non-Federal public expenditure for that program in the fiscal year that support will be provided is not less than the previous fiscal year.

(12) **Nonduplication.** Corporation assistance may not be used to duplicate an activity already available in a program's locality. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

(13) **Non-displacement.** An employer may not displace an employee or position, including partial displacements such as reduction in hours, wages, or employment benefits, because of the use by a such employer of a participant in a program receiving Corporation assistance.

An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.

A service opportunity will not be created under this chapter that will infringe on the promotional opportunity of an employed individual.

A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that an employee would otherwise perform as part of the assigned duties of such employee.

A participant in any program receiving assistance under this chapter may not perform any services or duties or engage in activities that will supplant the hiring of employed workers; or our services, duties, or activities concerning which an individual has to recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.



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A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any:

- Presently employed worker.
- Employee who recently resigned or was discharged.
- Employee subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
- Employee who is on strike or who is being locked out.

(14) **Fundraising.** § 2520.

--AmeriCorps members may raise resources directly to support your program's service activities.

(A) Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

- Seeking donations of books from companies and individuals for a program where volunteers teach children to read.
- Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
- Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.
- Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization.
- Seeking donations from alumni of the program for specific service projects being performed by current members.

(B) AmeriCorps members may not:

- Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment.
- Write a grant application to the Corporation or any other Federal agency.

(C) § 2520.45. Ten Percent Limitation. An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities described in § 2520.40.

(15) Such other activities as the Corporation may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the above activities. Individuals may exercise their rights as private citizens and participate in the activities listed above on their initiative, non-AmeriCorps time, and using the Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.



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AmeriCorps-UNITE Service Corps 2023-2024 Member Position Description

AmeriCorps UNITE Service Corps (USC) is administered by Serve Kentucky (Serve KY) and funded by AmeriCorps, the Agency. This AmeriCorps position provides a monthly living allowance (paid every two weeks) and a year-end Segal Education Award upon completion of service. The USC member will provide tutoring support in mathematics for grades 3-5 and teach all 4th graders the “Too Good for Drugs” curriculum. Each member must have a minimum of 35 targeted math students. Members will recruit volunteers and seek opportunities for community support of drug prevention education and USC programs. They will participate in and lead service projects and assist with UNITE Clubs, healthy life skills, and civic education provided by AmeriCorps.

Service Title

AmeriCorps Member as a Mathematics and Prevention Education Tutor, USC

Service Location

An assigned elementary school within the Fifth Congressional District

Term of Service

September 4th, 2023-July 31st, 2024, service year. Weekly Schedule Monday – Friday, Daily Schedule 7:30- 4:00 (hours may vary depending on the site, based on the typical school day).

Member must make up missed hours to stay on track to obtain the 1200 hours by the end of the service term.

Key Responsibilities (Essential/Required)

- Works with assigned students as a mathematics tutor using an evidenced-based test for mathematics approved by the USC Program Director. Members tutor grades 3-5 (primarily) with a minimum target of 35 at-risk students performing below grade level in any area of mathematics.
- Maintains accurate and confidential records of student progress and member service activities. Records must be submitted to the USC program director or assigned USC staff on a weekly basis.
- Provides drug prevention education to all 4th-grade students in assigned school using the “Too Good for Drugs” curriculum.
- School staff and the USC member will identify 35 students to tutor in mathematics using the USC-selected, evidence-based screening tool.
- Attend the monthly UNITE coalition meeting within their district and collaborate with the coalition to provide drug education for parents and students in the school community
- Assists in establishing or continuing an existing UNITE Club in the school. If the school has a current UNITE Club sponsor, the USC member is expected to assist the club advisor with club meetings, activities, and responsibilities.
- Will conduct three speaking engagements with at least three organizations about drug education and prevention activities in the school district.
- In the event of an absence or a sudden illness, the member shall notify the site supervisor **and** USC program staff as soon as possible.
- Will recruit volunteers to assist with drug education activities in the school and district.



AmeriCorps



- Will complete disaster management training and be ready to work when natural disasters occur in their service region.
- Assist other elementary schools in the district to establish a UNITE Club for intermediate students, if applicable.
- Members are required to support, recruit, and publicize Operation UNITE events such as On the Move and WISE.

Required Training

- Orientation (AmeriCorps 101, Prohibited Activities, Member Service Agreement Contract Requirements)
- Too Good for Drugs (TGFD) Curriculum Training
- Training hours shall not exceed more than 20% of member contract hours

Desired Member Traits

- Is a citizen, national, or lawful permanent resident alien of the United States.
- Is at least 17 years of age at the commencement of service.
- Has obtained a high school diploma or its equivalent (or agrees to obtain a high school diploma or the equivalent, with support from the Program, before using an Education Award).
- Has satisfied the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.
- Must provide information to establish eligibility and complete a National Service Criminal History Check as outlined in 45 CFR 2522.202.

Desired Member Skills

- Ability to travel independently
- Technology – Have access to and use email, basic Microsoft, and Google Suite, scan documents, and use video conferencing programs.
- Capacity to manage multiple tasks and meet deadlines and expectations.
- **Other conditions:** When the member is not in contact with vulnerable populations, planning time will be provided. Occasional overnight travel is required for program training. Occasional travel to required program meetings.

Reports to

Principal/site supervisor, USC Program Director, USC Program Staff.

Evaluation

- Formal evaluations are conducted by site supervisors twice per year. The site supervisor and the member sign these formal evaluations; the evaluations are uploaded and stored in America Learns.
- Informal evaluations are conducted weekly by staff and site supervisors through weekly logs and timesheets. Weekly timesheets are signed, submitted, and stored in America Learns.



Member Benefits

- The total living allowance for 2023-24 is **\$14,000** for a full-time (TQ MSY), 1200-hour member. The member will receive the same prorated amount of living allowance for each pay period, regardless of the number of hours served during that period. A minimum of two hours must be served weekly. Payments will be made bi-weekly.
- Healthcare coverage, if applicable
- Childcare coverage if the member qualifies.
- Education award of **\$4,826.50** for full-time, 1200-hour members. Half and quarter-time slots will receive their respective percentage of the full-term award.
- Professional development training (professional employment skills, soft skills, etc.), mental health awareness activities
- Student loan forbearance and interest payments if the member qualifies.

Prohibited Activities

45CFR § 2520.65: While charging time to the AmeriCorps program, members accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities, and the grantee may not use grant funds to support the following activities:

- 1) Attempting to influence legislation.
- 2) Organizing or engaging in protests, petitions, boycotts, or strikes.
- 3) Assisting, promoting, or deterring union organizing.
- 4) Impairing existing contracts for services or collective bargaining agreements.
- 5) Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- 6) Participating in or endorsing events or activities likely includes advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- 7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization.
- 8) Providing a direct benefit to—
 - i. A business organized for profit.
 - ii. A labor union.
 - iii. A partisan political organization.
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or a substantial amount of lobbying except that nothing in these nine provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in section (7.) above, unless CNCS assistance is not used to support those religious activities; and
- 9) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive.
- 10) Providing abortion services or referrals for receipt of such services; and
- 11) Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the above activities. Individuals may exercise their rights as private citizens and participate in the activities listed above on their initiative, non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.



Nondiscrimination

- The program seeks to include participants and staff from local communities - including different races and ethnicities, socioeconomic backgrounds, educational levels, generations, genders, and individuals with disabilities – unless necessities establish justification(s) otherwise.
- Pursuant to relevant state and federal laws, it is the Commonwealth of Kentucky's policy to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy, or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information.

AmeriCorps Member

Date



National Service Affiliation and AmeriCorps Identity
2023-2024 Service Site Supervisor Agreement
UNITE Service Corps

The resource provided, the member, should be referred to as AmeriCorps members and, when referencing the program, must explicitly state that it is an AmeriCorps program.

Introduction and Purpose of Agreement

The intent is to better understand the program by providing information about AmeriCorps. The AmeriCorps person you place should be referred to as a member, not an employee. They serve; they do not work. They receive a living allowance, not a wage.

Site Name: _____

Address: _____

Site Supervisor: _____ **Title:** _____

AmeriCorps Staff: Crystal Smallwood, Program Director; Benji Hammons, Program Manager.
Marionette Little, Program Staff Assistant; Kim Tackett, Program Staff Assistant

Program Description: This AmeriCorps position provides a living allowance (paid every two weeks) and a year-end education award upon completion of service to the UNITE Service Corps (USC). The USC program provides tutoring support in mathematics (grades 3-5) and drug prevention education to 4th-grade students in each member-assigned school. Student engagement must be limited to grant guidelines, third–fifth grade. Members will recruit volunteers and seek opportunities for community support of drug prevention education and AmeriCorps programs. They participate in and lead service projects and assist with UNITE Clubs, healthy life skills, and civic education provided by AmeriCorps. Members will attend Coalition meetings.



Duties and Responsibilities: The site supervisor must have a statement from the board of education stating that they have been through and passed a criminal background check to clear them to be with a vulnerable population. The site will provide a daily sign-in and out system for the AmeriCorps member. It is important that someone on-site monitors and can verify that the AmeriCorps member is in or isn't in the building. The site supervisor will mentor the AmeriCorps member and provide training, support, and instruction unique to the site. The sign-in account of attendance should match what is reported and approved on their time sheet. Member time sheets are to be completed by the member and either approved or rejected by the site supervisor each week. Each member should be provided with a school email address. The member should have access to a computer in your building and adequate workspace. The site must have AmeriCorps branding displayed.

Benefits to Site: The site will access a program that provides curriculum and resources to enhance student learning and substance use prevention education. The USC member will have access to other possible funding that may benefit the school.

Duration and Financial Commitment: The matching cost is **\$6300**. Due October 15, 2023. The program starts on September 4, 2023, and runs until June 30, 2023. However, the member has a year to complete service from their start date. No member will begin service until September 4, 2023.

Evaluating and Reporting: The site supervisor will complete a mid-term and final performance review. Mid-term will be due before winter break, and the final will be before the end of the school year. A sign-in and out sheet for the member will be in place with a school secretary or designated office staff. This is a requirement from the state office. As you would for staff, the site supervisor will be the first line for correction. If the behavior repeats, please let the AmeriCorps UNITE staff know, and action will be taken. For math, members will give an evidence-based screener for the pretest baseline within the first week of service. The post-test will be administered before spring break. The member will also give the Too Good for Drugs pretest to all students in 4th grade within the first ten days of school. Sites will allow sufficient time to collect, verify, and analyze data before placing it in the America Learns program. The school will keep paper copies of testing materials and tracking sheets for five years. The member will collect and clearly mark the files with a shred/destroy date. No records must be stored if they are done electronically and entered into the America Learns Program (a software management system).

Meetings and Training: Members will attend partner meetings to provide information regarding program policies and procedures and an opportunity to exchange information between all partners of USC. The member will also present additional programs as they are developed by Operation UNITE that will benefit targeted grade levels. The member will attend the monthly coalition or equivalent meeting for their community.

Tele Service: During natural disasters or virtual instruction, members should be instructed to help with online instruction, assist with food distribution, assist in the family resource center, or operate a help desk for parents.



Prohibited Activities: Ensure that members of USC will not engage or participate in any of the following while charging time to AmeriCorps and/or while wearing AmeriCorps gear.

1. Writing or assisting in any reports, proposals, or other grants to benefit another program in competition with the USC AmeriCorps program;
2. Assigning activities that would result in displacement for a paid worker or are normally done by a paid worker.
3. Engaging in any political activities;
4. Organizing protests, petitions, boycotts, or strikes.
5. Promoting, deterring, or assisting in union activities;
6. Providing religious instruction, conducting worship service, or engaging in any religious activity as part of their duty as an AmeriCorps member;
7. Providing direct service to any for-profit organization or entity.
8. Serving as secretarial support for any Operating Site.
9. Providing supervision for bus and lunch duties.

AmeriCorps State and National is issuing further guidance on the prohibited activities of providing abortion services and referrals.

Providing abortion services is limited to the following:

1. Performing abortions.
2. Being present in the room during an abortion in support of the woman or the procedure.
3. Obtaining or providing medications to induce a medical abortion.

Referrals for abortion services are limited to:

1. Scheduling or arranging for an abortion-related appointment, including any pre-procedure appointment required by law to obtain an abortion.
 2. Providing or organizing transportation for patients to obtain an abortion when the AmeriCorps member or assigning staff member has prior knowledge that the purpose of the visit is to obtain an abortion.
 3. Accompanying or providing translation services for patients obtaining an abortion.
 4. Providing counseling or support before or during the procedure, including explaining what the procedure will be like, explaining what's required to obtain an abortion in a given state, explaining or obtaining signed abortion consent forms from clients interested in abortions, negotiating fees or insurance coverage for a particular abortion, or other activity that promotes or encourages an abortion.
 5. Providing information such as the name, address, website, telephone number, or other relevant factual information (such as whether the provider accepts Medicaid, etc.) about an abortion provider.
 6. Promoting or encouraging abortion as a method of family planning.
- 45CFR § 2540.100(e)-(f).



(e) Nonduplication

Corporation assistance may not be used to duplicate an activity already available in a program's locality. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

(f) No displacement

- 1) An employer may not displace an employee or position, including partial displacements such as reduction in hours, wages, or employment benefits, because of the use by such employer of a participant in a program receiving Corporation assistance.
- 2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- 3) A service opportunity will not be created under this chapter that will infringe on the promotional opportunity of an employed individual.
- 4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that an employee would otherwise perform as part of the assigned duties of such employee.
- 5) A participant in any program receiving assistance under this chapter may not perform any services or duties or engage in activities that—
 - i. Will supplant the hiring of employed workers; or
 - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- 6) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
 - i. Presently employed worker;
 - ii. Employee who recently resigned or was discharged;
 - iii. Employee subject to a reduction in force or must recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
 - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - v. Employee who is on strike or who is being locked out.

Authorization:

I hereby acknowledge, by my signature, that I have attended the training, read, understood, and agree to the terms of this document. This agreement begins on September 4, 2023, and continues until June 30, 2024.

Site Supervisor Signature

Date: _____

UNITE Service Corps Staff Member Signature

Date: _____

