



**CTEP AMERICORPS  
MEMBER CONTRACT  
FULL-TIME SERVICE TERM  
2009-2010 PROGRAM YEAR**



**I. PURPOSE**

It is the purpose of this agreement to delineate the terms, conditions, and rules of Membership regarding the participation of \_\_\_\_\_ (hereinafter referred to as the "Member") in the Community Technology Empowerment Project (CTEP), an AmeriCorps program of Saint Paul Neighborhood Network (SPNN).

**II. MINIMUM QUALIFICATIONS**

The Member certifies that he/she is a United States citizen, a United States national, or a lawful permanent resident and at least 17 years of age.

**III. TERMS OF SERVICE**

**A.** The Member's **term of service begins September 8, 2009 and ends August 31, 2010**. CTEP and the Member may agree, in writing, to extend this term of service for the following reasons:

1. The Member's service has been suspended due to compelling personal circumstances (Jury duty, short term military commitments, medical leave); or
2. The Member's service has been terminated, but a grievance procedure has resulted in reinstatement.

**B.** The Member will complete a minimum of 1720 hours of service. Even though the Corporation for National and Community Service guidelines are to complete 1700 hours, these are the minimum requirements for the CTEP program. If the Member completes the 1720 hours early, s/he cannot end their term of service earlier than August 20, 2010.

**C.** The Member understands that to successfully complete the term of service (as defined by CTEP and consistent with regulations of the Corporation for National Service), and to be eligible for the education award, s/he must:

1. Complete at least 1720 hours of service;
2. Satisfactorily complete pre-service training;
3. Take no more than four personal days of the Corps days;
4. Complete the mid-year and end-of-term performance evaluations;
5. Complete year-end exit interview; and,
6. Satisfactorily complete five civic engagement activities.

**D.** The Member understands that to be **eligible to serve a second term** of service the Member must receive satisfactory performance reviews for any previous term of service. The Member's eligibility for a second term of service with CTEP will be based on at least a mid-term and end-of-term evaluation of the Member's performance, focusing on factors such as whether the Member has:

1. Completed the required number of hours;
2. Satisfactorily completed assignments, tasks, or projects; and
3. Met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service.

The Member understands, however, that the mere eligibility for an additional term of service does not guarantee selection or placement.

#### **IV. POSITION DESCRIPTION**

The name of the Member's direct supervisor is \_\_\_\_\_. A copy of the Member's position description is attached.

#### **V. BENEFITS**

The Member will receive from CTEP the following benefits:

- A. A living allowance** paid every other week according to the payroll schedule.
1. The living allowance is taxable, and taxes will be deducted directly from the living allowance.
  2. The living allowance will be distributed biweekly by check starting on September 25, 2009. The biweekly gross amount will be \$438.46.
  3. The living allowance is not a wage and will not fluctuate based on the number of hours the Member serves in a given time period.
  4. The living allowance is payable only when the Member submits the timesheet by noon of the due date (see calendar). The timesheet must document that the Member has served at least 1 hour in the corresponding two-week period. If the Member fails to turn in their timesheet on time, their living allowance amount will be withheld until at least the following pay period once the timesheet has been submitted.
  5. If the Member serves 1720 hours but is permitted to conclude a term of service before the originally agreed upon date, the program may not provide a "lump sum" payment to the Member. Similarly, if the Member enrolls after the program's start date, the program must provide regular living allowance payments from the Member's start date and may not increase the Member's living allowance incremental payment or provide a lump sum to "make up" any missed payments.
  6. Member is required to set up a direct deposit account with SPNN in order to receive living allowance.

- B. Voluntary health benefits.** A copy of the health insurance policy is located on our website.

**C.** If applicable, and upon eligibility, a **child care allowance** will be provided by the National Association of Child Care Resources and Referral Agencies (NACCRRRA) directly to the provider. The amount of the allowance is determined by NACCRRRA. NACCRRRA will distribute this allowance evenly over the term of service on a bi-weekly basis.

**D.** Members are covered by **Worker's Compensation** for treatment of service-related injuries.

**E. Since AmeriCorps service does not constitute employment, Members are not eligible for unemployment compensation benefits, regardless of exit status.** Pursuant to the AmeriCorps Provisions, Section B.11.div. (page 25) "The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for Members because no employer-employee relationship exists." In the National and Community Service Trust Act of 1993, Congress included the following provision: "(B) RULE. A participant shall not be considered to be an employee of the program in which the participant is enrolled." 42 U.S.C. 12511(17)(B). Therefore, an AmeriCorps participant is not an employee of the program for purposes of the Fair Labor Standards Act.

Further, Minnesota Economic Security law, Section 268.04 Subd. 12 (10)(d). provides that the term "employment" does not apply to service performed (d)"as part of an unemployment work relief or work training program assisted or financed in whole or in part by any federal agency or an agency of a state or political subdivision thereof, by an individual receiving such work relief or work training." The provision applies to participants who perform the services for the state of Minnesota or an instrumentality of the state, including a charitable or educational organization.

**F. Upon successful completion of the Member's term of service, the Member will receive an education award from the National Service Trust. For successful completion of a full-time term, the Member will receive an education award in the amount of \$4,725.**

- 1.** If the Member has not yet received a high school diploma or its equivalent (including an alternative diploma or certificate for individuals with learning disabilities), the Member agrees to obtain a high school diploma or its equivalent before using the education award. This requirement can be waived if the Member is enrolled in an institution of higher education on an ability to benefit basis or CTEP staff has waived this requirement due to the results of the Member's education assessment.
- 2.** The Member understands that his or her failure to disclose to CTEP any history of having been released for cause from another AmeriCorps program will render him or her ineligible to receive the education award.
- 3.** The Member understands that this Education Award will be considered earned income for federal taxes in the tax year that the member uses the award. The State of Minnesota may or may not deduct state taxes from the award depending on ongoing legislation.

**G. If the Member has received forbearance on a qualified federal student loan** (Stafford and Perkins are main examples) during the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service. The member understands that the interest that Corporation for National and Community Service pays will be considered earned income for both federal and state taxes in the year that member completes his/her service term.

**H. The Member understands that CTEP does not have a specific vacation policy** in the sense there are only a certain number of service site days that the Member can take off. Any vacation requests must be approved by the site supervisor at least two weeks prior to the vacation. CTEP approval must also be granted if the vacation is more than one week, if the Member will be missing a Corps Day, or if the Member is not on track to

completing their hours. Taking vacation at a time convenient to the site is encouraged as long as the Member is on track to completing their service hours for the year.

**I. Members can take up to **four personal days for Corps days** during the year.** Personal days are days when the member plans not to be at a Corps day for any reason, including vacation, serving at their site, or otherwise. Members do not need to give a reason for taking a personal day, but do need to let CTEP staff know by no later than 12 noon of the day prior to the training. Members can also take a half personal day if they expect to be gone only half the day.

Exceptions to this are that members may not take a personal day for Pre-Service Orientation, Group Civic Engagement Presentations (in August) and the End of Year Celebration (in August). These are required events that the member must attend unless there is an emergency.

Emergencies do not constitute personal days. Examples of emergencies are a car breaking down the same day, unforeseen accidents, sickness, funerals, or anything else that is significant and outside the control of the member. Waking up late, not sleeping well the night before, or missing a bus do not constitute emergencies. The member must explain the nature of the emergency to CTEP staff for the day not to be considered a personal day. CTEP staff may request documentation of the emergency (a doctor's note or a car repair bill for example).

## **VI. RULES OF CONDUCT**

**The following rules of conduct only pertain to when you are serving hours or representing AmeriCorps/CTEP in some way:**

**A. CTEP expects Members to:**

1. Demonstrate mutual respect towards others.
2. Direct concerns, problems, and suggestions to site supervisor or CTEP staff as soon as possible.
3. Abide by all organizational policies at their Host Site unless an alternative is agreed upon by CTEP and the Host Site.

**B. Members cannot:**

1. Engage in any activity that is illegal under local, state, or federal law.
2. Engage in activities that pose a significant safety risk to others.
3. Engage in any AmeriCorps prohibited activities that include:
  - a. Any activity that attempts to influence legislation, an election or aid/ endorse a partisan political organization or candidate, or supporting a non-profit that engages in lobbying;
  - b. Voter registration drives. In addition, Corporation funds may not be used to conduct a voter registration drive;
  - c. Help or hinder union activity, contracts for services or collective bargaining agreements;
  - d. Engage in religious instruction, provide service as a part of a program that includes mandatory religious instruction or worship, engage in any

form of religious proselytization (effort to convert others to a certain faith), or construct, maintain, or operate facilities devoted to religious instruction or worship;

- e.** Organize or engage in protests, petitions, boycotts, or strikes;
- f.** Provide a direct benefit to a for-profit entity;
- g.** Participate in general fund raising efforts, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar activities designed for the sole purpose of raising capital or obtaining contributions for an organization (fundraising related to a Member's specific project is permitted as long as it is not more than 10% of the Member's total hours);
- h.** Discriminate against any person because of age, race, religion, color, disability, sex, marital status, physical condition, arrest or conviction record, drug abuse, alcohol abuse or alcoholism, developmental disability, sexual orientation, ancestry, or national origin; or
- i.** Perform clerical or receptionist duties.

AmeriCorps Members, like private citizens, may participate in lobbying, political, advocacy, religious or other AmeriCorps prohibited activities on their own time, at their own expense, at their own risk, and at their own initiative. Members may not wear AmeriCorps service gear in such instances and may not identify their participation as an AmeriCorps Member during the prohibited activity.

**4.** The Member understands that the following acts also constitute a violation of CTEP's rules of conduct:

- a.** Engage in a prohibited activity while representing CTEP and/or AmeriCorps.
- b.** Unauthorized tardiness or absences. CTEP defines unauthorized tardiness as any time a Member fails to notify CTEP staff of a delay prior to a CTEP mandatory event, which includes Corps Days, and the Member shows up more than 15 minutes after the start time of the event. Emergencies preventing attendance or ability to contact CTEP staff will be taken into consideration by CTEP. If a Member is tardy/ absent from 5 or more mandatory events even if s/he contacts CTEP staff to notify of delays, this will also constitute a conduct violation.
- c.** Repeated failure to turn in work on time, including reflections, capacity assessment survey, hand-off document, and other CTEP or site specific work.
- d.** Repeated errors on timesheets.
- e.** Repeated use of inappropriate language (i.e. profanity).
- f.** Fail to wear appropriate clothing to service assignments.
- g.** Steal or lie.
- h.** Engage in any activity that may physically or emotionally damage others.
- i.** Unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illegal drugs.
- j.** Log service hours for non-site/CTEP activities without permission of site supervisor or CTEP.
- k.** Consume alcoholic beverages or be under the influence of alcohol or any illegal drugs, including the duration of multiday AmeriCorps sponsored retreats whether or not hours are being served.
- l.** Fail to notify CTEP staff of any criminal arrest or conviction that occurs during the term of service.

- C.** For violating the above stated rules in section VI (C) CTEP will do the following:
- 1.** For the Member's first offense, CTEP staff will issue a verbal warning to the Member.
  - 2.** For the Member's second offense, CTEP staff will issue a written warning that will go in the Member's file.
  - 3.** For the Member's third offense, the Member will be suspended under the following conditions:
    - a.** A letter will be sent in writing to the Member's address as well as the Member's site supervisor stating the reason for and details of the suspension.
    - b.** During suspension, a Member cannot accrue service hours for a period of at least two weeks, and a Member would not receive a living allowance for that time period (one pay period). If the suspension occurs over two pay periods, the Member will not receive their living allowance for the second payperiod only.
    - c.** The suspension could begin immediately or on a certain day in the near future which will be decided by CTEP staff.
    - d.** After suspension, the Member will enter a probationary period for the final duration of his or her service.
  - 4.** For the fourth offense, CTEP may release the Member for cause.

**D.** If Member is not serving the level of hours needed to complete the service year, then CTEP staff will have a meeting with the Member to create a plan to catch up and complete the year. If significant progress is not made within two weeks toward the goal of completion of hours, CTEP staff may issue a warning and another meeting or conversation will occur, and then if progress has not been made within another two weeks, staff may consider a suspension and then termination if sufficient progress has not been made after the suspension.

**E.** Under the Drug-Free Workplace Act, you must immediately notify CTEP staff in writing of any criminal drug convictions for a violation occurring in the workplace or during the performance of project activities no later than 5 days after the conviction. CTEP staff will take appropriate action against the Member, up to and including termination, or require the Member to satisfactorily participate in an approved drug abuse assistance or rehabilitation program.

**F. Sexual Harassment Policy:**

- 1.** CTEP prohibits sexual harassment from CTEP staff or Members towards any individual connected to the Member's year of service, including site staff, clients and volunteers; and other CTEP Members and staff. Sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature as to which a.) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or the receipt of CTEP related services; b.) submission to or rejection of such conduct by an individual is used as a basis for employment or service decisions affecting the individual; or c.) such conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile working environment.
- 2.** A CTEP Member should immediately report any inappropriate behavior to a site supervisor, the CTEP Program Director, or SPNN Executive Director;

whomever the individual is more comfortable talking to.

**3.** CTEP will not tolerate any retaliation or intimidation against a Member who makes a report or complaint.

**4.** CTEP will investigate any claim of harassment. If it is determined that a violation of this Guideline has occurred, the incident will result in disciplinary action, up to and including dismissal.

**G.** The Member understands that he/she could be either suspended or released for cause in accordance with paragraphs (B), (D), (E), and (F) of section VII of this agreement for committing certain egregious acts during the term of service including, but not limited to: being convicted or charged with a violent felony, possession, sale, or distribution of a controlled substance. If the Member is found not guilty or the charge is dismissed, the Member may resume his/her term of service. The Member, however, will not receive back living allowances or credit for any service hours missed. For possession of a controlled substance, if, the Member demonstrates that he/she has enrolled in an approved drug rehabilitation program, the Member may resume his/her term of service. The Member will not receive back living allowances or credit for any service hours missed.

**H.** Injuries related to service must be reported to CTEP staff for worker's compensation insurance determination as soon as possible after the injury.

**I. Jury Duty Commitments:**

CTEP allows the Member to serve on a jury without being penalized for doing so. During the time the Member serves as jurors, s/he will receive hours for a normal work day, and will not affect benefits such as living allowance, health care coverage and, if applicable, child care coverage regardless of any reimbursements for incidental expenses received from the court.

**J. Military Reserve Commitments:**

Generally, the Reserves of the U.S. Military require reservists to serve one weekend a month plus 12 to 15 days a year (hereafter referred to as the two-week active duty service). To the extent possible, CTEP seeks to minimize the disruption in the Member's AmeriCorps service as a result of discharging responsibilities related to their reservist duties. If the Member has a choice of when to fulfill their annual two-week active duty requirement, s/he should do so when it will not disrupt their AmeriCorps service.

In instances where the dates of active duty conflict with AmeriCorps service, the Member will be granted a leave of absence for the two-week period of active duty service in the Reserves. The Member may not receive time-off for additional Reserves-related service beyond the two-week active duty service. No AmeriCorps service credit is earned for the once-a-month weekend service in the Reserves.

CTEP will credit the Member for AmeriCorps service hours during their two weeks of active duty service in the Reserves if it occurs during their AmeriCorps service. The Member will receive credit for the number of hours s/he would have served during that period had there been no interruption. For example, if a full-time Member is signed up to serve 30 hours of AmeriCorps service one week and 40 hours of AmeriCorps service on the following week, she or he would receive 70 hours of AmeriCorps service credit for

the two weeks of active duty service regardless of the actual number of hours served in the Reserves.

Reservists in the U.S. Armed Forces receive compensation for their mandatory two weeks of active duty service. The compensation regulations governing the Army and Air National Guard may vary by state. CTEP will continue to pay the living allowance and provide health care and childcare coverage for the two-week period of active duty.

If the Member is called to active duty in the armed forces:

1. In the event that the Member who serves in the reserves is activated for indefinite military service, and if the Member has *not* received credit for the required two-week active duty service during the Member's current AmeriCorps term, then the Member should receive service hour credit, and health care and childcare coverage for the first two weeks of the active duty period.
2. Upon receiving the full two-week service hour credit and health care and childcare coverage, the Member may choose to suspend his/her term of service with the understanding that, depending on the length of the activation, a vacant AmeriCorps slot at the same (or a similar) program may not be available.
3. Generally, CTEP will ensure that the slot for the Member on suspension will remain unencumbered during the period of leave, and is not refilled, or expired for a period of two additional years after the period of extenuating circumstances ends, for a maximum total suspension of up to four years. This policy will apply to any period of suspension that is a result of a Member leaving the program for military service that began on March 20, 2003, or later. The Corporation will consider extension of the suspension period for more than four years on a case by case basis.

## **VII. RELEASE FROM TERMS OF SERVICE**

- A.** The Member understands that he/she may be released for the following two reasons:
1. For cause, as explained in paragraph (B) of this section; or
  2. For compelling personal circumstances as defined in paragraph (C) of this section.
- B.** CTEP will release the Member for cause for the following reasons:
1. The Member has dropped out of CTEP without obtaining a release for compelling personal circumstances from CTEP staff;
  2. During the term of service the Member has been convicted of a violent felony or the sale or distribution of a controlled substance;
  3. The Member has committed a fourth offense in accordance with paragraph (E) of section VI of this agreement;
  4. The Member has committed any of acts six through eleven of paragraph (C) of section VI of this agreement;
  5. Any other serious breach that in the judgment of the CTEP Program Director would undermine the effectiveness of CTEP.
- C.** CTEP may release the Member from the term of service for compelling personal circumstances if the Member demonstrates that:
1. The Member has a disability or serious illness that makes completing the term impossible;

2. There is a serious injury, illness, or death of a family member, which makes completing the term unreasonably difficult or impossible for the Member;
3. The Member has Military service obligations;
4. The Member has accepted an opportunity to make the transition from welfare to work; or
5. Some other unforeseeable circumstance beyond the Member's control makes it impossible or unreasonably difficult for the Member to complete the term of service, such as a natural disaster, a strike, relocation of a spouse, or the non-renewal or premature closing of a project or CTEP.

**D.** Compelling personal circumstances do not include leaving CTEP:

1. To enroll in school;
2. To obtain employment, other than in moving from welfare to work; or
3. Because of dissatisfaction with CTEP.

**E.** If the Member discontinues his/her term of service for any reason other than a release [for compelling personal circumstances], as described in paragraphs (B), (D), and (E), the Member will cease to receive the benefits described in paragraph (A) of section V and will receive no portion of the education award or interest payments. If the Member is released for cause midway through a payperiod, it is CTEP's discretion whether the Member will be paid their final paycheck.

**F.** If the Member discontinues his/her term of service due to compelling personal circumstances as described in paragraph (C) of section VII of this agreement, the Member will receive a prorated amount of the education award only if they have completed a minimum of 15% of their required service hours.

## **VIII. GRIEVANCE PROCEDURES**

**A.** The Member understands that CTEP has a grievance procedure to resolve disputes concerning the Member's suspension, dismissal, or evaluation by the program.

**B.** The Member understands that, as a participant of CTEP, he/she may file a grievance in accordance with CTEP's grievance procedure, outlined below:

In the event that informal efforts to resolve disputes are unsuccessful, the Member may seek resolution through the following grievance procedures. These procedures are intended to apply to service-related issues, such as assignments, evaluations, suspensions, or release for cause, as well as issues related to non-selection of Members, and displacement of employees, or duplication of activities by AmeriCorps.

### **1. Optional Alternative Dispute Resolution (ADR)**

ADR is available, but must be selected within 45 days of the underlying dispute. If an aggrieved party chooses ADR as a first option, a neutral party designated by CTEP will attempt to facilitate a mutually agreeable resolution. The neutral party must not have participated in any previous decisions concerning the issue in dispute.

ADR is confidential, non-binding, and informal. No communications or proceedings of ADR may be referred to at the grievance hearing or arbitration

stages. The neutral party may not participate in subsequent proceedings.

If ADR is chosen by the aggrieved party, the deadlines for convening a hearing and a hearing decision, 30 and 60 days respectively, are held in abeyance until the conclusion of ADR. At the initial session of ADR, the neutral party must provide written notice to the aggrieved party of his or her right to request a hearing. If ADR does not resolve the matter within 30 calendar days, the neutral party must again notify the aggrieved party of his or her right to request a hearing. At any time, the aggrieved party may decline ADR and proceed directly to the hearing process.

## **2. Grievance Hearing**

An aggrieved party may request a grievance hearing without participating in ADR or, if ADR is selected, if it fails to result in a mutually agreeable resolution. The aggrieved party should make a written request for a hearing to the Program Director. A request for a hearing must be made within one year after the date of the alleged occurrence. At the time a request for a hearing is made, CTEP should make available to the aggrieved party information that it relied upon in its disciplinary decision.

CTEP will arrange for one or more pre-hearing conferences at a time mutually convenient to the parties. Pre-hearing conferences are not a substitute for a hearing. They are intended to facilitate a mutually agreeable resolution of the matter to make a hearing unnecessary or to narrow the issues to be decided at the hearing. The format of the pre-hearing conference may be flexible, involving meetings with one party at a time and/or with both parties together. Pre-hearing conferences are conducted by the Program Coordinator. The hearing will be conducted by the CTEP director. The person conducting the hearing may not have participated in any previous decisions concerning the issue in dispute. A hearing must be held not later than 30 calendar days after the filing of the grievance, and a written decision must be made no later than 60 calendar days after filing.

## **3. Binding Arbitration**

An aggrieved party may request binding arbitration if a grievance hearing decision is adverse or if no decision is made within 60 days of the filing of the grievance. The arbitrator must be independent and selected by agreement of the parties. If the parties cannot agree on an arbitrator, the Corporation for National and Community Services' Chief Executive Officer will appoint one within 15 calendar days after receiving a request from one of the parties.

An arbitration proceeding will be held no later than 45 calendar days after the request for arbitration, or no later than 30 calendar days after the appointment of an arbitrator by CNCS's CEO. An arbitration decision will be made no later than 30 calendar days after the commencement of the arbitration proceeding. The cost of arbitration will be divided evenly between the parties, unless the aggrieved party prevails, in which case CTEP will pay the total cost of the proceeding as well as the prevailing party's attorney's fees. If grievance was made concerning placement of a Member, placement must not be made unless consistent with resolution of grievance.

**IX. ADDITIONAL BENEFITS**

**A. Health Insurance Benefit:** All AmeriCorps Members serving in a full-time capacity, must be covered by health insurance, and are eligible to receive health insurance coverage through their AmeriCorps program. There will be no monthly premium charge to Members, however, a co-pay, deductibles, and any other payments as outlined in the health insurance policy, will be the responsibility of the Member.

**The \$100 deductible charge for the health plan and the \$25 deductible charge for the dental plan will be reimbursed by CTEP if the Member presents a copy of the bill to CTEP staff showing the deductible costs. CTEP can only reimburse these charges if the bills are submitted to CTEP staff before the member has completed service.**

A Member is covered by this insurance only while actively serving in the AmeriCorps program. This will begin with the Member's first day of training, and ends the last day of the Member's final month of service.

The program will provide further information about the health insurance, including the full policy information. Questions about health care coverage should be directed to CTEP Program Directors Joel Krogstad or Libby Caulum.

If a Member is already covered by another health insurance plan, s/he may decline coverage by completing the attached waiver form and returning it along (if needed) with a copy of the current policy ID card, to the person listed above.

<p><b>Please select one:</b></p> <p><input type="checkbox"/> I am accepting the health insurance coverage provided by CTEP Americorps.</p> <p><input type="checkbox"/> I am declining the health insurance coverage provided by CTEP Americorps. I have filled out the attached health care waiver indicating that I am covered by another plan, and have submitted a copy of the ID card from my current health insurance policy.</p> <p><input type="checkbox"/> I am declining the health insurance coverage provided by CTEP Americorps. I am not eligible.</p> <p style="text-align: right;"><b>Initial &amp; Date</b> _____</p>
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**B. Child Care Benefit:** If the member qualifies, a childcare allowance will be provided by the National Association of Child Care Resources and Referral Agencies (NACCRRA) directly to the Member's child care provider.

The Member is eligible for child care benefits if s/he:

1. Is a serving in a full-time capacity;
2. Is the parent or custodian of a dependent under 13 years of age who resides with her/him;
3. Needs child care in order to participate in the AmeriCorps program;
4. Is not receiving child care from another available source at time of acceptance into the program; and,
5. Has a family income that does not exceed the state's income eligibility guidelines.

Members are not eligible to receive childcare benefits through AmeriCorps while they are receiving other childcare subsidies.

The program will provide further information on childcare allowance upon request. Questions and problems with coverage should be directed to CTEP Program Directors Joel Krogstad or Libby Caulum.

**Please select one:**

I may qualify for the childcare allowance and am interested in learning more about this benefit.

I am not interested and/or I do not qualify for the childcare allowance.

**Initial & Date** \_\_\_\_\_

**X. PUBLICITY RELEASE**

CTEP is committed to furthering the discussion and growth of national service in the public realm. As such, “identifying information” (information that can be used to identify a particular Member or alumnus, i.e. name, photograph and/or likeness, or statements attributed to a specific Member) of Members and alumni may be used in newspapers, television, publications, radio, and in any other print, electronic, or web-based publicity materials. The following policies define the guidelines for using identifying corps member’s information.

**A.** CTEP will obtain written approval (*which is indicated below*) from the Member or alumnus before identifying information or attributed statements are used in publication. If the Member is under 18 years of age at time of publication, written consent of the parent or legal guardian will also be secured.

**B.** Member and alumni statements or quotations that are provided anonymously and/or published anonymously do not need to be approved by the Member/alumnus.

**C.** By initialing the below acknowledgement and signing of this Member Contract, the Member is approving the future use of his/her identifying information or attributed statements in publications.

**Please select one:**

\_\_\_\_\_ I agree to allow CTEP Americorps, ServeMinnesota, the Corporation for National and Community Service, and any other organization authorized by CTEP Americorps, to use my name, statements by me, any photographs and/or likeness of me at any time during my term of AmeriCorps service, or thereafter, without prior approval. I acknowledge that I will not receive compensation for the use of such materials, and I hereby waive any and all claim to any such compensation.

\_\_\_\_\_ I refuse to allow CTEP Americorps, ServeMinnesota, the Corporation for National and Community Service, and any other organization to use my name, any photograph and/or likeness of me at any time during my term of AmeriCorps service, or thereafter, without prior approval. I acknowledge that it is my responsibility to avoid appearing in any photographs taken during my term of service.

**Initial & Date** \_\_\_\_\_

**XI. VIEWING MEMBER FILE**

CTEP staff keep a Member File for each Member in a protected location which contains a Member’s application, criminal background check, references, signed Member contract, documentation of any disciplinary action, performance reviews, and proof of identity. Any medical documentation related to a disclosed disability is kept in a separate locked medical file and is not part of the Member File. Only CTEP Program Directors and the Executive Director of SPNN have access to this information. The Member can arrange an appointment up to once a year (including once the Member has completed the program) with CTEP staff to view their Member file and make copies of anything they wish.

**XII. AMENDMENTS TO THIS AGREEMENT**

This agreement may be changed or revised only by written consent by both parties.

**XIII. AUTHORIZATION**

The Member and CTEP hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement. (If the Member is under the age of 18 years old, the Member’s parent or legal guardian must also sign)

AmeriCorps Member	CTEP Program Director	SPNN Executive Director
<i>Name</i>	<i>Name</i>	<i>Name</i>
		<i>Mike Wassenaar</i>
<i>Signature</i>	<i>Signature</i>	<i>Signature</i>
<i>Date</i>	<i>Date</i>	<i>Date</i>
<i>Parent/Legal Guardian (if under 18 years of age)</i>		
<i>Date</i>		

**Community Technology Empowerment Project (CTEP) AmeriCorps**  
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