



IDPH AMERICORPS MENTORING PROGRAM EXIT CHECKLIST FOR MEMBERS WHO RESIGN



For your convenience, this checklist has been prepared to help guide you through the necessary Exit steps for a Member who resigns from their Term. Both the Supervisor and Member should follow this checklist for quick reference and to ensure all steps are satisfactorily completed before the Member's last day.

Members who resign from their term of service without a Compelling Reason, such as injury or illness, will forfeit their Education Award

****Members who do not provide at least 2-weeks' notice and who do not complete the process outlined below will be ineligible to serve with any future AmeriCorps program****

Upon Notification of Resignation:

- Member provides letter of resignation to Supervisor.
 - Supervisor notifies IDPH Program Director immediately.
 - Supervisor emails AND mails original resignation letter to IDPH Program Director.

- Prior to last day of service, Member and Supervisor verify all reports have been submitted and received by IDPH
 - Monthly
 - Quarterly
 - Service Project
 - Mid-Term Evaluation (if applicable)

- Member submits final timesheet
 - Supervisor approves final timesheet

- Member completes the Exit Form in [My AmeriCorps](#)
 - *If the Exit Form does not appear in the member's My AmeriCorps account, contact the Program Director.*

- Supervisor begins [End-Of-Term Evaluation](#)
 - Supervisor and Member sign and date form
 - Supervisor mails original to IDPH Program Director
 - Iowa Department of Public Health
ATTN: Amanda McCurley, AmeriCorps Program Director
321 East 12th Street
Des Moines, IA 50319
 - If the Member leaves prior to signing the End-Of-Term Evaluation and does not exit out of My AmeriCorps, the Site Supervisor must make three

attempts to ask the Member to complete the End-Of-Term Evaluation and to Exit out of My AmeriCorps. These three attempts must be documented and must include all of the following:

1. Email
 2. Phone call
 3. Certified mail
- Once the Supervisor tries three unsuccessful attempts to reach the Member to sign the End-Of-Term Evaluation and for the Member to Exit My AmeriCorps, the Supervisor will then send the documented dates and types of attempts to the IDPH Program Director.