

AmeriCorps Member Check In Call

Bureau of Substance Abuse,
Iowa Department of Public Health



Call Reminders

- Instructions on using Zoom
- Details needed between now and the two-day training
 - More details about the project will be provided at the training
- New program for IDPH



Forms

- Make sure all forms have been completed
 - Background checks
 - Member Service Agreement
 - Position Descriptions



Registration Completed

- My AmeriCorps portal
- lowagrants.gov (to complete timesheets)
 - Commission has to approve – can take up to 72 hours



Timesheets

- Completed every two weeks in lowagrants.gov as soon as you begin service
 - Should reflect the actual hours worked
- Instructions to be provided this week along with the due date/payment schedule
- Your Site Supervisors will need to review and approve



Member Time

- **Full-time member** agrees to serve a minimum of 1,700 hours within one full year. This will take an average of 40 hours/week over a 42.5 week period.
- **Half-time member** agrees to serve a minimum of 900 hours within one full year. This will take an average of 20 hours/week over a 45 week period.



Uniforms

- Wear gear with the AmeriCorps logo include during your service
- Talk with your Site Supervisor about purchasing uniforms (t-shirts, hoodies, polos)



Requirements

- Per the RFP:
 - Sustainability
 - Capacity building
 - Mentor recruitment
 - Substance abuse prevention services
 - Day of service
 - Documentation of these services



IDPH Project Expectations

Per the RFP:

- Follow the current edition of MENTOR's "Elements of Effective Practice" as required by the Iowa Mentoring Partnership
- Are certified or will be certified within the first contract year by the Iowa Mentoring Partnership



IDPH Project Requirements

- Assist each program in **creation of a Sustainability Plan** with support from IDPH via trainings, meetings and templates.
- Work to **recruit 150 new mentors** (at least five per funded host-site).
- **Create and facilitate 90 trainings** (3 per host-site) focused on substance abuse prevention education to at least 500 participants.



Meetings/Trainings

Required Training:

- Two-day orientation training for AmeriCorps members
 - Please complete Doodle Poll!
- Substance Abuse Prevention Skills Training for the AmeriCorps member
- Training on citizenship, communication, life after AmeriCorps, volunteer management, disaster response



Meetings/Trainings

Optional Training:

- Iowa Prevention Conference during each year of service
- Iowa Non-Profit Summit during each year of service



Meetings/Trainings

Required Meetings:

- Two, one-day contractor meetings for members and site supervisors
 - Doodle Poll to decide on dates/times
- Monthly AmeriCorps Member Check-In Calls
 - Day of the week/week that works best



Resources

- AmeriCorps
 - <http://www.nationalservice.gov/programs/ameri-corps/join-ameri-corps>
- IDPH AmeriCorps webpage
 - Coming soon!
- [Branding and messaging requirements](#)
 - Checklist on page 9



Questions?

