



IDPH AMERICORPS SUBSTANCE ABUSE PREVENTION PROGRAM EXIT CHECKLIST FOR SUPERVISORS & MEMBERS



For your convenience, this checklist has been prepared to help guide you through the necessary steps for a successful Term Exit. Both the Supervisor and Member should follow this checklist for quick reference and to ensure all steps are satisfactorily completed before the 30 days after the Member's last day.

Exit Checklist:

- Member completes [Civic Engagement Post-Survey online](#) (*member will need their AmeriCorps ID number. Contact the Program Director if you need this*)
- Member completes the Exit Form and Exit Survey in [My AmeriCorps](#)
 - *If the Exit Form does not appear in the member's My AmeriCorps account, contact the Program Director. (The form is automatically available 30 days before the default one year completion date. If the member's term is less than one year, the form has to be unlocked by the Program Director.)*
- Supervisor completes [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
- Member submits final timesheet
- Supervisor approves final timesheet and confirms minimum required service hours have been completed

The Program Director will certify the member's Education Award (if eligible) after the signed original End-of-Term Evaluation has been received at IDPH, the online Civic Engagement survey has been completed, MyAmeriCorps Exit form, and the final timesheet has been approved.