



# 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 Member's last day.

### One Month Prior to Term Completion:

- Supervisor and member review member timesheets and schedule to confirm that the minimum required service hours have been/or will be completed by the member's end date.

### During Last Week of Service:

- Member and Supervisor verify all reports have been submitted and received by IDPH
  - Monthly
  - Quarterly
  - Service Project
- Member completes [AmeriCorps Training Certification](#) form. Both member and site supervisor sign and date the form. Original is mailed to the IDPH Program Director.

### Last Two Days of Service:

- 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.)*

### Last Day of Service:

- 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 12<sup>th</sup> 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 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.**