



CAREER ADVISERS 2016-2017



Request for
Application to Host
Future in Action
AmeriCorps Members

2016-2017



2016-2017 Request for Applications to Host Future in Action AmeriCorps Members

The Idaho Department of Labor's Future in Action AmeriCorps program (FIAA) invites Idaho School Districts and Charter Schools to apply to host Future in Action AmeriCorps members by becoming a FIAA Host Site for the upcoming 2016-2017 program year. Host Sites will receive full-time AmeriCorps members to serve as College and Career Advisers for students grades 8-12 at your school from mid-October, 2016 – mid-October 2017. *All Member placements and FIAA Program activities are contingent on AmeriCorps funding.*

Submission Guidelines

Intent to Apply

Applicants must submit an Intent to Apply. The Intent to Apply must be received Sept. 21, 2016, at 5 p.m. MT. Please follow this link: https://www.surveymonkey.com/r/2016_Intent. The Intent to Apply will request that you provide the following information:

District Name

Potential Host Site Name(s)

Primary Contact Person – Name, Title, Email, Phone

Number of AmeriCorps Members requesting

Application Submission

- Please complete the Host Site Application form.
- Email a pdf of the Host Site Application form to idahocis@labor.idaho.gov.
- Mail three (3) hard copies to:

Sara Scudder, CIS Administrator and FIAA Program Director
Idaho Department of Labor
Idaho Career Information System
317 W Main St.
Boise, ID 83735

Application Deadline

The deadline for receipt of Host Site Applications is 5 p.m. MT on Sept. 30, 2016.

Host Site Selection Process

Host sites will selected on a non-competitive, first-come, first-serve basis.

Questions?

If you have any questions about the application process please contact Idaho Career Information System at (208) 334-3705.



Notification

A Site Selection Committee will review all applications for compliance. Notification of selection will be made by Oct. 1, 2016. Selected Host Sites will receive additional instructions in regards to next steps at that time.

What is AmeriCorps?

AmeriCorps is a National Service movement with roots in the Peace Corps and the Civilian Conservation Corps (CCC). AmeriCorps provides thousands of Americans of all ages and backgrounds with an opportunity to address pressing community needs by completing a year of service. In exchange for their service, AmeriCorps members receive a moderate living allowance and an education award.

Nationwide, there are hundreds of AmeriCorps programs providing service to communities in the areas of Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures and Veterans and Military Families. AmeriCorps programs are funded by the Corporation for National and Community Service (CNCS) and in Idaho, they are supported by the Serve Idaho Commission.

Future in Action AmeriCorps Program Overview

In the summer of 2016, the Idaho Department of Labor received a grant from CNCS and Serve Idaho to administer the Future in Action AmeriCorps Program to help increase the number of rural, low-income students who are prepared to enter and succeed in postsecondary education. This includes two- and four-year degree programs as well as career technical certificate programs. The program aims to create a school-wide college-going culture and provide targeted services to assist students and families with high school-to-college and career transitions. AmeriCorps members will be embedded in 20 rural, low-income schools throughout Idaho and will work collaboratively with guidance counselors and other school staff to assist students in grades 8 - 12 and their families to increase academic aspirations and raise college and career awareness.

Host sites will recruit, support and supervise full-time AmeriCorps members.

FIAA staff will provide training and professional development opportunities, including an initial AmeriCorps Orientation as well as access to Collaborative Counselor Training Initiative modules: academic advising, financial aid and college applications and building college-bound culture within the school. These trainings will take place throughout the year, through a combination of regional trainings, webinars and/or conference calls.

2016-2017 Member Service Activities

The 2016-2017 FIAA program activities include:

Activity 1: Academic, Career and Financial Aid Advising: Members will provide assistance on coursework selection (secondary and postsecondary), course of study choices, dual credit and advanced opportunity options, college major selection, assessment advising or interpretation of scores or assistance with placement tests; help students identify which colleges or programs they are eligible for based on GPA and test scores; help students identify career choices, career planning, internships and national service or career interests; assist students in using Web-based resources including NextSteps.idaho.gov and Idaho Career Information System.



Members also will assist students with understanding and navigating the complexities of financial aid, including providing hands-on assistance with the Free Application for Federal Student Aid (FAFSA) and scholarship applications.

Activity 2: Communication and Parent/Family Advising and Engagement: AmeriCorps members will set up texting and social media outreach to serve as event reminders for students, as well as emails and announcements to parents. Text messaging notifications will be provided by a third party organization in the form of a “blast” message to protect student privacy and increase communication efficiency. Members may provide assistance to parents or guardians on their student's college choices, college planning, financial aid planning, etc. Members will host family nights at their schools to engage and connect with parents about the child's future.

Activity 3: Summer Melt Program and Summer Exploration: Members will help college-intending students: determine cost of attendance; make sense of financial aid award letters; understand tuition bills and required deposits; identify and budget for expenses (i.e. health insurance, textbooks, meals); register for and attend orientation; make appointments to receive required immunizations; take placement tests; complete housing forms; register for classes; arrange for transportation; and access and navigate online college portals. Members will organize a physical visit or virtual visit to a college campus. They may organize one-on-one experiences where a student spends a day on a college campus with an undergraduate student seeing typical college life. Members may coordinate youth apprenticeship opportunities, volunteer work experience, service learning, and job shadowing or internship opportunities.

Activity 4: Student Life and College and Career Workshops: Members will provide workshops to students on topics such as secondary school success, college awareness and general elements of college readiness such as study skills, self-monitoring, goal-setting, time management and problem solving, with no more than 20 students per staff member (counselor, teacher or the AmeriCorps member). Members will coordinate business education activities for students such as guest speakers for classroom/auditorium, community events and/or career day/career expos and business site tours.

Activities may be conducted in one-on-one settings, small group settings (two - seven students), large group settings (eight-20 students) and large presentations (>20). These activities are designed to provide a high level of career and college development support.

2016-2017 Program Performance Measures

Host Sites should develop member performance plans which support reaching the overall 2016-2017 FIAA program goals listed below:

Activity 1: Academic, Career and Financial Aid Mentoring: Members will provide 30 minute to two-hour sessions each week to students for 180 school days in a variety of group sizes and settings with students.

- 240 12th grade students will complete the FAFSA application.
- 240 12th grade students will complete one College application.
- 400 students complete one scholarship application.



- 200 students awarded one scholarship.
- 240 students take one AP or Dual Credit class.
- 1,400 students will have a Personal Learning Plan.
- 1,400 students complete an Interest Assessment in CIS.

Activity 2: Communication and Parent/family advising and engagement: Members will provide 20 parent nights a year, 15 “blast” text messages a year and one informative email a month to parents/families.

- 10 personalized text messages during the school year
- 5 personalized text messages during the summer
- 12 parent emails during service year
- 20 PA announcements per year
- 20 Parent Nights

Activity 3: Summer Melt program and summer exploration: Members will hold Individual check-in sessions with students five times per week for 16 weeks of summer. Session will run 30 minute to 1 hour.

- 184 12th grade students attend a summer melt mentoring session
- 20 college visits
- 200 students complete a work-based learning experience.

Activity 4: Student Life and College and Career Workshops. Members will hold workshops in both classroom and afterschool settings for 180 school days. Workshop will run between 30 minutes and two hours.

- 20 FAFSA Nights
- 40 College and/or Career Fairs

In order to align with CNCS strategic plan, FIAA will work toward the following federal reported goals:

- FIAA expects at least 800 students will attend one FIAA program-supported core activity task equating to one hour of direct contact with an FIAA member.
- FIAA expects at least 400 students will participate in at least one FIAA program-supported core activity task from each of the programs core areas: academic, career and financial mentoring; communication and parent/family advising and engagement; summer melt program and summer exploration; and student life and college and career workshops.
- Forty-six 12th grade students who complete the FIAA program enter a post-secondary institution in the fall following graduation.
- 230 students who complete the FIAA program show a positive and significant change in their education aspirations and postsecondary education is seen as a reality.

Outcomes and performance measures of the FIAA Program align with performance measures of the Near Peer Mentor and Gear Up Program models. See the NextSteps websites Educator resources page for specifics.



AmeriCorps Members

AmeriCorps members who serve may come from your community, state or anywhere around the country and will serve full time (minimum of 1,700 hours). Experience levels range from recent college grads to retired professionals. Members are different ages, genders, races, cultures and come from different socioeconomic backgrounds, yet all of them share the dedication and commitment of giving something back to the community and the mission of “getting things done.”

AmeriCorps Member Benefits:

- A modest living allowance of \$12,350;
- An end-of-service education award of \$5,645;
- Basic Health Coverage; and
- Most training and travel cost covered

Days of Service

During their year of service members will participate in Idaho@Play as well as three approved service activities for National Days of Service to include: Martin Luther King Jr. Day, AmeriCorps Week and Global Youth Service Day.

Prohibited Activities

The Corporation for National and Community Service prohibits AmeriCorps members from engaging in certain activities during service and training hours. Individuals may exercise their rights as private citizens and may participate in these activities on their initiative, on non-AmeriCorps time, but should not associate such activities with the AmeriCorps program. Questions regarding permissible activities should be directed to FIAA Program staff.

The following are prohibited activities for members while charging time to the AmeriCorps:

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts or strikes;
- c. Assisting, promoting or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;



- h. Providing a direct benefit to —
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in paragraph g. above, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as CNCS may prohibit.

Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative and on non-AmeriCorps time. The AmeriCorps logo should not be worn while doing so.

Host Site Requirements

Hosting an AmeriCorps member is a unique opportunity for schools to increase capacity and meet community needs while providing a meaningful service and development experience for the AmeriCorps member. The following requirements are necessary for both members and Host Sites to maximize the benefits of an AmeriCorps member placement.

General Requirement

- Be an Idaho school or Charter school with students enrolled in grades 8-12.
- Be designated with a locale code of 41, 42 or 43 by the National Center for Education Statistics.
- Be considered low income using either of the following definitions:
 - Has a free or reduced lunch rate of 50 percent or higher as reported by the Idaho State Department of Education; or
 - Meeting and participating in the Community Eligibility Provision (CEP) from the United States Department of Agriculture Food and Nutrition Service's Health, Hunger-Free Kids Act of 2010.

Supervision and Mentoring

Select at least one site supervisor per AmeriCorps member. Provide daily supervision and mentorship. Site supervisor requirements:



- Preferably a school guidance counselor, CTE teacher, or school administrator.
- Pass a background check including NSOPW, state and federal fingerprint-based FBI criminal history check. The Corporation for National and Community Service (CNCS) requires a fingerprint-based FBI criminal history check for members working with vulnerable populations, (ie: children 17 years of age or younger, persons age 60 or older, or people with disabilities.)
- Develop the member's work plan with realistic objectives and timelines.
- Meet with member one-on-one for a minimum of one hour each week to review activities, discuss performance and track progress toward member service goals.
- Be available on an as-needed basis to help clarify activities and answer questions for both the AmeriCorps member and FIAA program staff.
- Mandatory in-person attendance for site supervisor at two-day Pre-Service Orientation in Boise.
- Mandatory completion of three Collaborative Counselor Training Initiative's (CCTI) modules: academic advising; financial aid and college applications; and building college-bound culture within the school.
- Participation in monthly conference calls with FIAA Program staff.
- Acclimate host site to the AmeriCorps program.

Training

Provide a comprehensive orientation to the host site and community needs the member's activities will address.

Project Support

- Provide the member with a well-defined position that has clear goals and objectives, fits within the Host Site's college and career advising model, addresses the identified community need(s) and provides success measurement criteria.
- Provide a designated room to serve as the "College and Career Lab." Designated space to include adequate work space, office equipment, tools and materials needed for member performance. The member should have reasonable access to a desk, telephone, internet, copier, fax machine or scanner and computer.
- Allow AmeriCorps Members to participate in Idaho@Play as well as three approved CNCS service activities for National Days of Service to include: Martin Luther King Jr. Day, AmeriCorps Week and Global Youth Service Day.
- Include Serve Idaho and AmeriCorps logos on Host Site website.

Recruitment and Selection

- Play an active role in conducting outreach to recruit a member for the site.
- Schedule and conduct interviews with at least three applicants. Sites are encouraged to consider all qualified individuals with disabilities and with diverse backgrounds.
- Submit top applicant(s) to FIAA Program staff by specified deadline.



Reporting

- Complete and submit evaluation of member performance during the service year using the form provided.
- Report in-kind match on a monthly basis by specified deadlines using the forms provided.
- Assist members with the evaluation and tracking tools necessary to complete FIAA Program monthly reports.
- Review and approve member's monthly reports and weekly timesheets by specified deadlines.
- Report immediately to FIAA Program staff any work-related accidents.
- Report immediately to FIAA Program staff and document any concerns regarding unsatisfactory performance of the member. Disciplinary and/or termination process is determined by the AmeriCorps program provisions.
- Report immediately to the FIAA program staff if the AmeriCorps member is convicted of any drug violation occurring in the workplace or during performance of any program project, in accordance with the Drug-Free Workplace Act.

Cash and In-Kind Match

Both a cash match and in-kind match will be required to host AmeriCorps member(s) for the 2016-2017 school year.

- Cash Match per AmeriCorps member is based on number of students grades 8-12 enrolled at the Host Site(s). Cash match tiers are:
 - 1-100 students = \$4,500
 - 101-274 students = \$6,500
 - 275-474 students = \$8,500
 - 475+ = \$10,500

College and Career Advising Funding may be used to meet cash-match requirements. Use of these funds to host an AmeriCorps member must be referenced in your district's Continuous Improvement Plan with progress report due the Office of the State Board of Education by Oct. 1, 2016. An example reference is provided below: *In order to supplement our college and career program model [list name of model], we plan to use a portion of our College and Career Advising Funds as cash-match toward supporting a full-time volunteer awarded through a grant program sponsored by the Idaho Department of Labor.*

- In-Kind Match per member = \$7,500.
In-kind match to include the value of site supervisor time spent directly supervising the member, developing or providing training for the member, use of existing classroom space or equipment; purchase of new equipment/supplies; indirect administration costs. To contribute supervisor time as part of the in-kind contribution, a letter from the Host Site's HR Department stating the name of the AmeriCorps host site supervisor, his/her hourly rate of pay (to include benefits), and percentage breakdown of revenue sources for Supervisor's salary will be requested from the organization. In-kind contributions cannot be those that are charged to federal grants. In-kind match must be documented and submitted to FIAA Program staff on a monthly basis. *Documentation forms will be provided during site supervisor orientation.*



Support for Host Sites and AmeriCorps Members

General Program Support

- Provide guidance and technical assistance to applicant organizations.
- Notify all Host Site applicants of awards as approved.
- Draft Partner Agency Agreement between Idaho Department of Labor and each Host Site organization.
- Provide training for Host Site supervisors to assure clear understanding of FIAA Program policies and compliance with program regulations.
- Provide Host Sites with a calendar of events and trainings to mitigate any conflicts in scheduling.
- Advise Host Site supervisors of reporting requirements and timelines.
- Assist organizations with recruiting and placing AmeriCorps members.
- Approve selection of AmeriCorps members to serve with Host Sites and make position offers.
- Work with Host Sites to provide reasonable accommodations for members with disabilities.
- Schedule and conduct background checks of all members. Background checks will include the National Sex Offender Public Registry, a background check from their state of residence, a background check from the State of Idaho and a fingerprint background check through the FBI.
- Schedule and provide training for members during monthly conference calls, quarterly team meetings, as well as additional training (as determined).
- Communicate regularly with site supervisors during the term of service to monitor member's progress and address any concerns.
- Provide support to AmeriCorps members and Host Site supervisors throughout the term of service.
- Distribute the living allowance to members.
- Act as liaison between CNCS, Serve Idaho Commission, Host Sites and members.
- Maintain records required by CNCS.
- Compile all site reports into a comprehensive report and submit to CNCS.
- Comply with CNCS policies and procedures and ensure host organizations and members are aware of such regulations.

FIAA Program Staff

FIAA Program Manager: The FIAA Program Manager, located in the Idaho Career Information Unit of the Idaho Department of Labor, is responsible for the overall supervision and management of the program including recruitment, day-to-day administration and supervision of the FIAA Program staff and serves as the liaison to Serve Idaho.

FIAA Program Staff: FIAA Program Staff, located in the Idaho Career Information Unit of the Idaho Department of Labor will conduct regular check-ins with the AmeriCorps members; maintain the email lists, web presence, blog, social media, etc. With the support of the FIAA Program Manager, the FIAA Program Leaders will conduct four site visits per year and will support the logistics and design of all training and recruiting events.



College and Career Advising Training

Adequately preparing AmeriCorps members to serve as College and Career Advisers is a priority of the FIAA program. In addition, Host Sites are expected to support and encourage members to actively participate in and seek ongoing professional development in addition to the mandatory trainings that will be provided by FIAA.

These trainings include:

- Two full days of orientation to AmeriCorps Service provided by FIAA program staff.
- Three full days of College and Career Advising training provided by staff from the Idaho Career Information System, State Department of Education, Office of the State Board of Education, Idaho Digital Learning, Idaho Library Commission and Idaho Division of Career and Technical Education.
- Monthly training webinars (first Friday of each month 9:30 – 11:30 a.m.MT) facilitated by FIAA program staff and training partners.; and
- Several check-in and professional development webinars facilitated FIAA Program staff.

Training topics will be determined by the members and feedback from Host Site supervisors. All training dates will be sent to the Host Site supervisor and AmeriCorps member. It is the AmeriCorps member's responsibility to keep their work calendar updated and not schedule other work-related activities during training times.

Number of Members per Host Site

When considering the number of AmeriCorps members your school will be applying for please consider the following:

1. Host one or more Members
2. Create a Host Site partnership to host one or more member. For example a community has two or more schools that do not have the capacity to host (at least) one member at each organization but could host one or more Members through a partnership between districts/schools. In this situation the application must clearly explain:
 - a. Identify lead Site Supervisor. There must be a lead Site Supervisor to coordinate logistics, information and reporting with FIAA Staff as well as make it clear by whom the Members will be supervised. The Host Site partnership may determine which Host Site within the partnership will be responsible for Member supervision.
 - b. Clear structure and communication for members, FIAA Staff and schools/districts

Future in Action AmeriCorps Contact Information

For questions or inquiries, please contact:

Sara Scudder, CIS Administrator and FIAA Program Director

208-332-3570 x3246

Sara.scudder@labor.idaho.gov