



Energy Corps Host Site Visit Form

Date: _____

Member: _____

Host Site: _____

Site Supervisor: _____

Agenda Items

- Overview of member service project
- Review member service plan and progress towards goals
- Review Energy Corps program performance measures and how host site service project helps to meet overall program objectives
- Review member hours and ensure member is on track to complete service term
- Discuss AmeriCorps compliance items
- Discussion of successes and challenges
- Identify training needs, technical assistance needs

Site Supervisor Questions

Member Service Activities

- What is the member's progress towards achieving goals that were identified in work plan?
- Does work plan need to be revised?
- Do host site goals align with Energy Corps objectives? How can host site help us to further meet our performance measures? Any data they are collecting that they'd be willing to share?
- Are activities being properly documented in weekly progress reports?

Member Hours

- Is member on track to meet minimum number of required hours?
- Are hours allocated properly? Not too much member development, for example.

- Any trouble or questions with the America Learns software?

Supervision

- What percent of supervisor time is spent working directly with the Energy Corps member(s)?
- How does supervisor communicate with the member and stay abreast of their activities and accomplishments?
- Describe on-site orientation and training provided for Energy Corps members.
- Are members encouraged to collaborate and network with others?
 - Other Energy Corps members
 - State-based AmeriCorps programs
 - Display of AmeriCorps logos
 - Other National Service programs
 - Other non-profit organizations
- How would you rate the overall performance of the Energy Corps member? Is there anything in particular we should know about?

Site Compliance

- Are member living allowances being supplemented?
- Is there any evidence of project non-compliance with prohibitions in the following areas? If yes, please describe:
 - Political activities or efforts to influence legislation
 - Voter registration
 - Religious activities
 - Administrative activities or tasks which would result in the displacement of employees or impair existing contracts for service

- Direct benefit to for-profit business
- Is the site presently in compliance with anti-discrimination laws? (e.g. does site have an anti discrimination policy and a policy statement to provide reasonable accommodations to persons with disabilities?)
- What indicators exist that demonstrate that the project and members are recognized and valued by the sponsoring organization and the community at large?
 - Media coverage
 - Fundraising events
 - Recognition events
 - Budget for program and training for volunteer administrator
 - Display of AmeriCorps logos
 - Other

Communication

- Is communication from the Energy Corps program frequent enough?
- Is it in a form that is useful to you? If not, what form of communication would be more helpful?
- Is there anything you feel you need to know about that is not being regularly communicated to you?
- Is host site aware of prohibited activities and program disciplinary procedures?

General

- Success and challenges
- Any technical assistance or training NCAT can provide?

Member Questions

- 1) Does the member have adequate workspace?
- 2) Does the member clearly have a direct supervisor?
- 3) Are both the host site and member aware of prohibited activities?
- 4) How was the member oriented to the host site?
- 5) Was a member work plan developed?
- 6) Has the Member attended any further training since PST?
- 7) What projects has the Energy Corps member been working on at the host site?
- 8) What are some things that have worked well since the start of the Energy Corps member's term of service at the host site?
- 9) What are some challenges that have come up during the project?
- 10) What are some highlights of the Energy Corps members work at the host organization?
- 11) What can we do to further help the Member through the rest of their term?

12) What can we do to help the host site and efficiency of the program?

13) How will you measure success of the member's term of service?

14) Other topics/Questions/Comments and Concerns not covered in the discussion.

15) Any issues that require follow up:

Energy Corps