

**Campus Corps
Site Visit Protocol**



Campus visited: _____

Date: _____

Participating Campus Staff: _____

Conducted by: _____



Copy of Exit Document left with coordinator? Yes No

CONTENTS OF SITE VISIT REPORT		COMPLETED?
I.	PROGRAM COMPLIANCE	
II.	PROGRAM GROWTH & BEST PRACTICES	
III.	MEMBER EXPERIENCE	
IV.	MEMBER FILES	
V.	FACULTY ENGAGEMENT	
VI.	COMMUNITY PARTNERSHIPS	
VII.	GRANT FINANCES	
VIII.	CAMPUS VISION	
IX.	STATEWIDE/REGIONAL PARTNERSHIP (WHERE APPLICABLE)	
EXIT INTERVIEW SUMMARY		

Current Campus Enrollment Rate (Goal: 100%) _____ (MSY filled) out of _____ (MSY awarded)	
Current Retention Rate (Goal: 90% or better) _____ (members retained) out of _____ (enrolled)	
Amount of Education Awards made available to campus this program year	
Amount of Education Awards actually leveraged by campus as of ___/___/_____	

I. PROGRAM COMPLIANCE <i>(To be conducted with Campus Corps Coordinator and MTCC staff)</i>	
Per the Scope of Work, does the grantee:	<i>If No, add corrective action date: _____</i>
1) Ensure that all members (with the exception of the leader) are currently enrolled as students at an MTCC member institution? - Ensure that all members who receive a living allowance (with the exception of the leader) are enrolled in at least 6 credit hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
2) Accept and diligently perform member management responsibilities for the Campus Corps program, including local file management, enrollment, recording of hours, and timely exiting of all AmeriCorps members?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3) Work with staff and faculty from various academic disciplines to establish logical and reciprocal departmental partnerships for the Campus Corps program and incorporate service-learning pedagogy into curricula? - <i>Are MOUs on file for all partnering departments?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No (Verified by: _____)
4) Train and orient Campus Corps members in the history, vision and specific duties of AmeriCorps service via the Montana Campus Corps program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) Provide ongoing technical and programmatic assistance to students enrolled in the program, both local and those spread out geographically?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) Use the term “Montana Campus Corps” or “Campus Corps” to describe the program, its participants and coordinating and supervising staff? - <i>Are logos being utilized?</i> - <i>Do members wear Campus Corps t-shirts, buttons, or other program identifiers at their service sites (if allowed)?</i> - <i>Are Campus Corps posters prominently displayed at members’ service sites?</i> - <i>At the supervising campus-based program office?</i> - <i>Are members aware that they are AmeriCorps members, serving with the Campus Corps program?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No (or <input type="checkbox"/> don’t have any) <input type="checkbox"/> Yes <input type="checkbox"/> No (Verified by: _____) <input type="checkbox"/> Yes <input type="checkbox"/> No
7) Actively work to retain members in the program through ongoing coaching and member support, so that the funder’s benchmark of at least 90% retention is met or exceeded?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8) Conduct Mid-Term Evaluations for all 915- and 1715-hour members halfway through the member’s hourly commitment or at the midpoint of the member’s term, whichever comes first? - <i>Have any members reached the midpoint of their terms OR are any members halfway through their hours?</i> - <i>If Yes, are Mid-Term Performance Evaluations on file?</i> - <i>Have any members completed their terms?</i> - <i>If Yes, are End-of-Term Performance Evaluations on file?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes (or <input type="checkbox"/> N/A) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (Verified by: _____) <input type="checkbox"/> Yes (or <input type="checkbox"/> N/A) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (Verified by: _____)

<p>9) Retain (in a secure location) the following paperwork:</p> <ul style="list-style-type: none"> - Member's personal file records? - Orientation and training sign-in sheets? - Attendance rosters for special projects and Nat'l Service Days? - Volunteer surveys? - All other documents that have been supported, in part or in whole, by grant funds? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No (Verified by: ____)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (Verified by: ____)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (Verified by: ____)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (Verified by: ____)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (Verified by: ____)</p>
<p>10) Ensure that all aspects of the program align with 2009-2012 Performance Measures, as follows:</p> <ul style="list-style-type: none"> - Engage Campus Corps members in capacity-building projects at _____ unique nonprofit Community Partner sites? - Ensure that <u>at least 80%</u> of its Corps is comprised of students participating in service via an academic department? - Recruit, manage and survey _____ non-AmeriCorps volunteers to support the work of Campus Corps members and projects? - Ensure that every member participates in <u>at least two</u> skills-specific trainings and/or organized civic reflection activities throughout his/her term of service? - Ensure representation at the following statewide member training events: the Building Engaged Citizens Conference (October 2011) and the Spring Life After AmeriCorps trainings (April 2012)? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>11) Train members to track and retain information on beneficiaries served and volunteers recruited and submit reporting data to the Member Reports section of the Campus Corps website?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>12) Ensure that members participating in the program's Service-Learning Initiatives participate in academic coursework that includes community service and reflection?</p> <ul style="list-style-type: none"> - Are all academic service-learning activities credit-bearing? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>13) Ensure that every member's service (including the leader's) includes an off-campus placement?</p> <ul style="list-style-type: none"> - Are MOUs on file for all community partners? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (Verified by: ____)</p>
<p>14) Utilize sub-granted training funding to deliver local training opportunities for Corps members?</p> <ul style="list-style-type: none"> - Has your campus hosted local member training this quarter? - Have you set up a Careers in the Common Good scholarship process locally this year? If Yes, how many applied for and awarded? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No # _____ applied</p>

	# _____ awarded
15) Host and provide necessary accommodations for occasional site visits from: <ul style="list-style-type: none"> - <i>MTCC Network Office Staff?</i> - <i>Montana Governor's Office of Community Service (OCS) staff?</i> 	<input type="checkbox"/> Yes <input type="checkbox"/> No (or <input type="checkbox"/> Hasn't happened yet) <input type="checkbox"/> Yes <input type="checkbox"/> No (or <input type="checkbox"/> Hasn't happened yet)
16) Complete a Coordinator Progress Report twice per year, summarizing members' impact, great stories, local training efforts, volunteers generated, etc., by the following deadlines: <ul style="list-style-type: none"> - <i>March 15, 2012 (mid-year reporting deadline)?</i> - <i>September 15, 2012 (end-of-year reporting deadline)?</i> 	<input type="checkbox"/> Yes <input type="checkbox"/> No (or <input type="checkbox"/> Hasn't happened yet) <input type="checkbox"/> Yes <input type="checkbox"/> No (or <input type="checkbox"/> Hasn't happened yet)
17) Attend MTCC training in technical and programmatic aspects of the program including: <ul style="list-style-type: none"> - <i>Monthly conference calls on the 2nd Wed. of each month?</i> - <i>Annual grantee meeting and coordinator training in early June?</i> - <i>Other training events, as required by the funder?</i> 	<input type="checkbox"/> Yes <input type="checkbox"/> No (or <input type="checkbox"/> Hasn't happened yet) <input type="checkbox"/> Yes <input type="checkbox"/> No (or <input type="checkbox"/> Hasn't happened yet) <input type="checkbox"/> Yes <input type="checkbox"/> No (or <input type="checkbox"/> Hasn't happened yet)
18) Designate a campus representative to participate in one of the three Campus Corps program committees (must choose one): <ul style="list-style-type: none"> - <i>Training & Events Committee</i> - <i>Planning & Partnerships Committee</i> - <i>Marketing Committee</i> 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Notes or questions regarding Program Compliance:	

II. PROGRAM GROWTH & BEST PRACTICES <i>(To be conducted with Campus Corps Coordinator and MTCC staff)</i>	
Recent Campus Corps activities: <ul style="list-style-type: none"> - How many new member orientations has the campus hosted since the last site visit? - How many new community-based agencies has the campus partnered with since the last visit? - How many new departments has the host office partnered with since the last visit? - How many special projects or Nat'l Service Days have been hosted since the last site visit? 	# _____ # _____ new (# _____ total) # _____ new (# _____ total) # _____
Discuss other recent activities, including highlights, successes and challenges:	
Does your campus: <ul style="list-style-type: none"> - Assess unmet community needs on at least an annual basis? - Conduct site visits with program partners at least once per year? - Assess the satisfaction and compliance of project supervisors? - Work with administration to ensure that Campus Corps is known to, and supported by, the campus as a whole? - Sub-award Campus Corps slots to academic departments? - Distribute administrative flow-through dollars among participating departments? - Share administrative responsibilities (file management, time-keeping, etc.) among different campus units? - Share member support responsibilities (orientation, supervision and member training) among different campus units? - Host training or educational events targeting faculty and department chairs? - Host training or educational events targeting potential community partners? - Utilize the Campus Corps leader to support your entire corps? 	<i>If No, please indicate plans for improvement</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
How do you engage program alumni? Does the campus have a formal method of tracking and staying in touch with alumni?	
What additional training or resources would be most helpful for you, your campus or your partners?	
What is your civic engagement and service-learning vision for your campus, given available resources, in 1-3 years' time?	

III. MEMBER EXPERIENCE

Depending on program size and time available, MTCC staff will meet with 3 to 5 members, including: a corps leader, members involved in service-learning, and members involved in extracurricular service projects (where applicable). Interviews will last no more than 30 minutes each.

Members selected: _____, _____, _____,
_____, _____.

Corps Leader Experience

- 1) What do you plan to accomplish during your Campus Corps service?

- 2) What do you personally hope to gain, in terms of individual growth?

- 3) What has been your biggest challenge so far as a leader?

- 4) What has been your greatest success (i.e., what are you most proud of)?

- 5) How has your coordinator supported your service-related goals? How about your personal development as a leader?

- 6) Describe your experiences leading civic reflections.

- 7) Describe your interactions with your members. How often do you meet with or speak to members? (Note: "members" includes all Campus Corps members).

- 8) Describe your involvement with supporting community partners and visiting service sites. How do you plan to foster these campus-community partnerships?

- 9) What additional support do you, your campus, or your members need from the MTCC network office?

- 10) What questions do you have for me?

Corps Member Experience

- 1) Describe your service experience up until now (including project placement, orientation, supervision on and off campus, nature of service, etc.).
- 2) What do you plan to accomplish during your Campus Corps service?
- 3) What do you hope to gain from the experience, in terms of personal growth?
- 4) What Corps service projects have you participated in? Plans for future projects?
- 5) In what ways is your service growing the capacity of your service site?
- 6) What are your plans for recruiting non-AmeriCorps volunteers*? (**program requirement for all members*).
- 7) Describe your participation in reflection activities* (readings, group discussions).
**For members participating in academic service-learning initiatives, please describe how civic reflection is a part of academic coursework or practicum.*
- 8) What is your service narrative? (How do you describe your Campus Corps experience to a community member or friend?)
- 9) If you have recurring access to vulnerable populations, describe how your supervisor ensures that you are accompanied at all times. Do you have any questions or concerns about this supervision policy?
- 10) What additional support do you need from your campus or the MTCC network office?
- 11) What questions do you have for me?

IV. MEMBER FILES

Member Selected				
Start Date				
Member File				
Member Record File present?				
Member Record items in file?				
Member Contact Log used?				
Date of first logged hour verified in website?				
Start date on/after latest signature date <u>and</u> CHC return date?				
Mid-Term Performance Evaluation (FT and 2YPT)?				
Position Description				
Allowable activities? <i>No administrative or clerical duties. Nursing students must clearly state that no abortion services are performed.</i>				

Allowable activities for volunteers?				
Access to vulnerable populations? If yes, is service accompanied?				
Site supervisor signature?				
Enrollment Documentation				
Enrollment packet completed?				
Proper documentation of US citizenship?				
Criminal History Check authorized? <i>FBI check dates should be verified for student teachers at FVCC, MSU, MSUB, MSUN, TECH, UM, UMW within 12 months prior to member's enrollment packet signature date.</i>				
Time Logs <i>Verify in Campus Corps admin account</i>				
Member assigned acceptable service site?				
Logs properly authorized by supervisor and coordinator?				
Authorizing supervisor match signature on file?				

Actively serving within last 30 days?				
Allowable activities?				
Service activities align with position description?				
Hour Progress				
Exit Documentation				
End of Term Performance Evaluation?				
Completion date last logged hour?				
Exit processed within 30 days?				
AmeriCorps paper exit form (if applicable)?				

V. FACULTY ENGAGEMENT

For completion by local Campus Corps coordinator: at least one per partnering department, per semester.

Name: _____ Department: _____

1. Describe your oversight and involvement with Campus Corps members
2. Do you (or does your department) consider unmet community needs when placing its Campus Corps participants?
 Yes No
3. Do your members participate in guided reflection exercises?
 Yes No
Please explain. Do you utilize the Civically Engaged Reader?
4. Do you incorporate community knowledge and expertise among the teaching tools you utilize?
 Yes No
 - a. Do you share your courses' learning outcomes with staff members from partnering agencies? Yes No
 - b. Do you request that community partners formally share their knowledge and skills with students, during class time? Yes No
5. What impacts of serving-learning have you documented in terms of:
 - a. Student learning and acquisition of learning objectives?
 - b. Meeting community needs?
6. Have you applied for a Training Ground grant?
 Yes No
7. Have your students applied for Careers in the Common Good scholarships?
 Yes No
8. Does your department actively support service-learning?
 Yes No
Campus?
 Yes No
9. What could your campus do better to support service learning?

Copy left with department?

Campus Corps Coordinator signature,
date and printed name

7. What impacts do Campus Corps members make in your organization or to your service recipients? How would your organization be different without the service of Campus Corps members?

8. Discuss how your program/organization documents and tracks the impact of the members' service. Are you familiar with the performance measures that the members assigned to your site are addressing (i.e., capacity building, volunteer recruitment, etc.)? If *Yes*, discuss the progress members are making on these performance measures? If *No*, what kind of support do you need to improve your knowledge and implementation of the program's objectives?

9. Overall, can you give examples of the greatest strengths of the program?

10. What suggestions do you have for improving the Campus Corps program?

11. How are you ensuring that members who have recurring access to vulnerable populations are accompanied at all times? Do you have any questions or concerns about this supervision policy?

Is the Campus Corps poster prominently displayed at this site? **Yes** **No**

Copy left with partner?

Campus Corps Coordinator
signature, date and printed name

VII. GRANT FINANCES

MTCC staff will verify records of disbursement of Member living allowances and benefits, administrative support funds and quarterly Expenditure/Match Reports

1. Please provide a recent payroll roster for Campus Corps members.
2. Are members paid living allowances in accordance with the Campus Corps Living Allowance Guidance? **Yes** **No**
3. Are (non-student) Leaders payroll taxes (FICA, Social Security, Medicare, Workers Comp) regularly taken out? **Yes** **No**
Is Unemployment Insurance being taken out? **Yes** **No**
4. Are all payments split at least 80% grant, 20% campus? **Yes** **No**
5. **Do you count coordinator time as match for the Campus Corps grant?** **Yes** **No**
6. **If yes, do the coordinator's time records explicitly list Campus Corps activities?**
 Yes **No**
7. Are Expenditure/Match reports for the campus up to date?
8. Are the program's administrative funds being used to support and grow Campus Corps at the local institution?
9. Is this use of funds a direct benefit to the program? **Yes** **No**
10. Please provide at least two receipts.
11. What additional training or technical assistance on any of the above issues does the campus need?

VIII. CAMPUS VISION

MTCC staff will conduct an interview with the Chief Academic Officer, local Campus Corps coordinator, and Community Service Director if applicable.

Name, title of CAO: _____

Value of Education Award vouchers previous grant year: _____

Awarded amount of Education Award vouchers: _____

% Utilization: _____

- 1) What are the institution's goals related to community service and service learning? How is Campus Corps part of those goals?
- 2) Do you discuss Campus Corps with department heads & faculty? **Yes** **No**
- 3) Are you part of a local competition and award process (among departments) for Campus Corps resources to support service-learning? **Yes** **No**
- 4) In which ways has the institution made a formal commitment to service?
 - Service-learning pedagogy is incorporated into curriculum **Yes** **No**
 - Policies supporting staff and faculty volunteerism? **Yes** **No**
 - Are campus resources devoted to staffing and funding a service-learning office or office of community service **Yes** **No**
 - Do departments consider community needs when placing student volunteers? **Yes** **No**
 - Does the campus have a service-learning course designation **Yes** **No**
 - Is there a formal system of rewarding and recognizing faculty who regularly utilize service-learning pedagogy in their work **Yes** **No**
 - Is there a formal system of rewarding or recognizing students who participate in community service activities or service-learning coursework **Yes** **No**
 - Does the Financial Aid office connect the campus's community-based work-study to Campus Corps **Yes** **No**
 - Do department budgets support academic service-learning **Yes** **No**
 - Is service-learning considered when awarding tenure **Yes** **No**
 - Are Scholarships, fee waivers or matching dollars made available to AmeriCorps alumni who use an Education Award voucher at your institution **Yes** **No**
 - Do you host a service learning conference **Yes** **No**
 - Other indicators of formal service-learning institutionalization:
- 5) Are you aware that your campus has received training dollars that you can utilize?
 Yes **No**
- 6) What questions do you have?

CAO SIGNATURE _____ DATE _____

Copy left with CAO? **Yes** **No**

IX. STATEWIDE/REGIONAL PARTNERSHIP (WHERE APPLICABLE)

MTCC Staff will complete at least two formal site visits annually with statewide and regional partners.

Name, title of partner: _____

Nonprofit organization or State Agency: _____

Date of site visit: _____ MTCC Staff conducting visit: _____

- 1) MOU compliance
 - a. Has the partner provided meaningful, community-needs focused projects for the Campus Corps members assigned to them? **Yes** **No**
 - b. Has the partner selected projects aligning with its mission? **Yes** **No**
 - c. Does the partner serve as primary supervisor and provide high quality supervision for the Campus Corps members assigned to them? **Yes** **No**
 - d. Is the partner supporting Campus Corps members' personal and professional development by requiring that members attend MTCC training events and additional local/regional training? **Yes** **No**
 - e. Is the partner sharing the cost of hosting Campus Corps members? **Yes** **No**
- 2) Discuss the following:
 - a. Number of Campus Corps members currently enrolled and serving _____ out of _____ slots.
 - b. Number of host sites currently hosting Campus Corps members: _____ out of _____.
 - c. Number of MTCC campuses currently involved in the project: _____
- 3) Discuss logistical issues.
 - a. Is member living allowance/course credit being issued correctly?
 - b. Are members submitting complete time logs in a timely fashion?
 - c. Are host site needs being met?
- 4) Discuss the project's current progress to its objectives.
 - a. What are the specific goals the project is working on:
 - b. What progress has been made toward the goals set in application?
 - c. What long-term change or outcome is the project seeking?
 - d. How are your campus partners helping achieve these goals?
- 5) Discuss project success and challenges.
 - a. What have been some of the project's most notable successes? Has there been media coverage for the project?
 - b. What challenges have you encountered?
- 6) What questions do you have?

X. CERTIFICATION OF ACCOMPANIMENT

Please review the guidance (below) concerning recurring access to vulnerable populations.

Vulnerable Populations include (1) children 18 or younger; (2) persons age 60 or older; or (3) individuals with disabilities.

Recurring Access is defined as the ability on more than one occasion to approach, observe or communicate through physical proximity or other means, including but not limited to, electronic or telephonic communication.

Per the 2011-2012 Member Enrollment Packet, the program's current supervision policy is that members with recurring access to vulnerable populations, as defined above, **must be accompanied at all times*** by one of the following: (1) an authorized program representative who has previously been cleared for such access; (2) a family member or legal guardian of the vulnerable individual; or (3) an individual authorized by the nature of his or her profession to have recurring access to the vulnerable individual, such as an education or medical professional.

*Note: the exception to this supervision policy is for members whose service is covered under an approved Alternative Search Protocol (ASP). *See attached list.*

Please address the following:

Describe your process and procedures for ensuring members with recurring access to vulnerable populations are supervised at all times.

How often do you visit service sites to verify that this supervision policy is being upheld?

What questions, if any, do you have concerning the program's supervision policy?

Coordinator Signature: _____ Date: _____

MTCC Staff Signature: _____ Date: _____

EXIT INTERVIEW SUMMARY

A copy of this Exit Summary will stay with the campus following the visit to provide immediate feedback. In the event that there are findings, a written response must be received *within two weeks* of the visit. Notes may be attached to this document.

Campus visited: _____

Date: _____

Coordinator: _____

MTCC Staff conducting visit: _____

MODULE	COMPLETED?
PROGRAM COMPLIANCE	<input type="checkbox"/> Yes <input type="checkbox"/> No
PROGRAM GROWTH & BEST PRACTICES	<input type="checkbox"/> Yes <input type="checkbox"/> No
MEMBER EXPERIENCE	<input type="checkbox"/> Yes <input type="checkbox"/> No
MEMBER FILES	<input type="checkbox"/> Yes <input type="checkbox"/> No
FACULTY ENGAGEMENT	<input type="checkbox"/> Yes <input type="checkbox"/> No
COMMUNITY PARTNERSHIPS	<input type="checkbox"/> Yes <input type="checkbox"/> No
GRANT FINANCES	<input type="checkbox"/> Yes <input type="checkbox"/> No
CAMPUS VISION	<input type="checkbox"/> Yes <input type="checkbox"/> No
STATEWIDE/REGIONAL PARTNERSHIP (WHERE APPLICABLE)	<input type="checkbox"/> Yes <input type="checkbox"/> No
CERTIFICATION OF ACCOMPANIMENT ADDENDUM	<input type="checkbox"/> Yes <input type="checkbox"/> No

1) Findings and/or Compliance Issues: Yes No

2) By _____ (date), provide written verification specifying how you have taken corrective action on findings and/or compliance issues. Send to Katie Koga, Program Specialist (fax: 406-243-5407 or email: koga@mtcompact.org).

MTCC Staff Signature: _____

Date: _____

Coordinator Signature: _____

Date: _____