

Campus Corps 2009/2010 Scope of Work

The mission of Montana Campus Corps is to actively engage college students in meeting community-identified needs through meaningful service.

This scope of work below will exist between the Montana Campus Compact Network Office, represented in fiscal matters by the UM-Office of Research and Sponsored Programs, and the MTCC Partner Campus, starting August 15, 2009, and completing August 14, 2010. Certain aspects of this agreement, specifically such as APR reporting, will need to be completed following the official performance period, due to the sponsor-specified schedule. In keeping with the sponsor rules which govern the program, funding for this program is performance-based, which means that in order to fully draw down grant funds, the MTCC Partner Campus must actively recruit and place student Campus Corps members in at least 80% of its awarded positions in order to receive the awarded administrative flow-through funds. This point is referenced specifically below in the first bullet. Additionally, the MTCC Partner Campus must also actively work to retain 100% of enrolled members, to the point of successful completion of the member's service commitment.

MTCC Partner Campus shall:

1. Ensure that all proposed member positions align with 2009-2012 performance measures. For service team members, this includes both Nonprofit Capacity Building and Volunteer Generation activities. For service-learning members, this includes both Volunteer Generation and Service-Learning Initiatives.
2. Place no more than one Campus Corps member* with an individual agency (**in the case of service team members*) in order to honor the program's nonprofit capacity building focus and to maximize the community impact of the program.
3. Ensure that members participating in the program's Service-Learning Initiatives participate in academic coursework that includes community service and reflection. At the time of enrollment, the campus will be responsible for providing the name and contact information of the instructor or faculty advisor involved with supporting each service-learning member's civic development.
4. Ensure that all members are currently enrolled as college students. For those members receiving a living allowance, this equates to enrollment in at least six credits, per IRS standards.
5. Ensure that members' service includes an off-campus community partner. If a member is to be based primarily on campus (in the case of full-time leaders), an external community partner or off-site project should make up at least a portion of the member's direct service commitment. In short, a primary deliverable of the program is direct community benefit.
6. Actively recruit 100% of its allocated Member Service Years (MSY), or be subjected to a pro-rated award amount based upon actual performance. See below for MSY award specifics.
7. Accept and diligently perform member management responsibilities for the Campus Corps program, including local file management, enrollment, recording of hours, and exiting of all current-year AmeriCorps members.
8. Train and orient Campus Corps members in the history, vision and specific duties of AmeriCorps service via the Montana Campus Corps program.
9. Actively retain members in the program, so that the sponsor's benchmark of 100% member retention is met.
10. Work with staff and faculty from various academic disciplines to locate logical and reciprocal departmental partnerships for the Campus Corps program and incorporate service-learning pedagogy into curricula.

11. Provide ongoing technical assistance to those local students enrolled in the program.
12. Actively promote the Careers in the Common Good Scholarship (for Campus Corps service-learning members) and Training Ground Grants (for campus departments, staff and faculty).
13. Host regular site visits from MTCC Network Office Staff and the Montana Governor's Office on Community Service staff.
14. Submit slot management, administrative flow through funds, and grantee matching data to the MTCC network office on a regular, timely basis, no less than quarterly.
15. On a quarterly basis, complete the AmeriCorps Progress Report (APR) document on behalf of all members at the campus, summarizing members' impact, great stories, volunteers generated, etc, by the following deadlines:
 - i. September 7, 2009
 - ii. December 7, 2009
 - iii. March 8, 2010
 - iv. June 7, 2010
 - v. September 6, 2010
16. Use the term "Montana Campus Corps" or "Campus Corps" to describe the program, its participants and coordinating and supervising staff. This includes: regularly alerting media to members' accomplishments, utilizing the program's logo whenever possible, and building and enhancing the Campus Corps program's brand image among student, campus, and community stakeholders, and the general public. Furthermore, the MTCC Partner Campus must avoid the use of alternative language, acronyms, jargon, and simplification when describing the program. Terms such as "CC," "CCNS," "CCSL," and "Service Scholars" should NOT be used. This also includes referring to the program simply as "AmeriCorps."
17. Attend MTCC training in technical and program aspects of the program including: monthly conference calls, annual coordinator meeting and training, and other MTCC/Office of Community Service/CNCS-sponsored events.
18. Participate in one of the three Campus Corps Program committees (Training Events, Partnerships and Planning, or Marketing).