

# EXIT CHECKLIST

**Directions:** Use this checklist to ensure you have completed all your exit paperwork. Send all your exit paperwork, including this checklist, to the Montana Campus Compact network office. Please be kind to your program staff. Submit copies with original signatures when applicable. Make copies of all paperwork for your records before submitting. Thanks!

Member Name \_\_\_\_\_ Term: 300 450  
(Please print.) (Please circle.)

College/University \_\_\_\_\_

ALL EXIT PAPERWORK IS DUE WITHIN TWO WEEKS OF THE DAY YOU COMPLETE YOUR SERVICE HOURS

Due Date Is \_\_\_\_\_

## REQUIRED PAPERWORK

### Send to Montana Campus Compact:

- This Checklist
- AmeriCorps Exit Form (Member signature required)
- Member Development Plan II (Site Supervisor signature NOT required)
- Special Activity Verification
- Program Evaluations
  - Program Evaluation ( must be completed by you, the Community Partners member)
  - Site Supervisor Evaluation (must be completed by your Site Supervisor)
- Participant Evaluation Form (Volunteer recruited by member completes this form)
- Higher Education Resources Form (Service recipient completes this form)
- Great Story Two
- Submit your final Time Log(s) to the Montana Campus Compact

## SUPPLEMENTAL PAPERWORK

### Send to your Loan Holder:

- Interest Accrual Form (if applicable; **only complete if you have one or more outstanding education loans that have been accruing interest during your AmeriCorps term**) (see "Loan Forbearance and Interest Info" in section Pre-Enrollment Material)
  - Submit completed form directly to your Loan Holder(s).
  - DO NOT submit to Montana Campus Compact.