

Finalizing Enrollment

MTCC network staff will enroll members in eGrants and assign official Start Dates.

Once an applicant's cbc results are returned, email Emily the following:

- 1) The member's name.
- 2) The latest signature date on the member's paper enrollment packet.
- 3) The day the background check results were returned.
- 4) What slot type the member should be enrolled into
(Service Team or Service-Learning member, plus 300, 450, 675, 900 or 1700 hours).

You and the member will receive confirmation that the enrollment is finalized from the Campus Corps website (noreply@mtcompact.org). When you receive this confirmation, write in the member's **Start Date** and **Required End Date** on their Member Contract page in the box provided:

<i>For Host Campus Use ONLY</i>
Start Date ____ / ____ / ____
Required End Date ____ / ____ / ____

Managing Your Members' Files

Each member must have a unique member file, to be kept in a standard manila folder. It is the Coordinator's responsibility to create, update and retain member file folders.

In each member file folder, staple the **Member File Record** to the inside cover. When you receive a paper enrollment packet, use the **Enrollment and Exit Checklists** to ensure that all necessary forms are present. Make notes on the **Contact Log** to track important correspondence with individual members (ex: member out of contact for 40 days, member exceeded citizenship development in Oct, etc).

Members' file folder **tabs** should be labeled with four items:

Top Left

Member's name
(last, first, middle initial),

Top Right

Campus Initials

Bottom Left

Position Type (ST or SL) and Year
(Ex.: Service Team-ST '09-10)

Bottom Right

Term Length (Ex.: 300, 450, 1700, etc)

NOTE: Member Files contain confidential information and need to be kept in a locked and secure location. Please contact the MTCC office with any questions.