

PAPERWORK, PAPERWORK— WHAT DO I HAVE TO COMPLETE AND WHEN?

MTCC collects documentation and reporting information from Campus Corps members for three primary reasons:

1. Because we receive federal funds to administer the program, we must determine that all participants are eligible to be members and potentially receive an Education Award.
2. We need to know who the members in the program are and how to contact them.
3. We must report to our funders regarding members' activities in order to justify that we are spending the grant money we've received to run the program exactly as we proposed that we would.

Am I a Stipended Member or a Non-Stipended Member?

If you are receiving a stipend administered by your campus during your term of service for your involvement in the program, you are a Stipended Member. Otherwise (most members), you are Non-Stipended. Many Non-Stipended members also receive course credit for their service term hours, in addition to an Education Award.

ENROLLMENT

All members complete and submit forms as specified on the Enrollment Checklist.

- Enrollment Packet
 - *Ask your Campus-Based Supervisor for assistance if you are unsure as to which term of service you are enrolling in
- Documentation of Identification & Eligibility
- Service Site Need Statement (student teachers *only*)

DURING YOUR TERM OF SERVICE

Stipended Members

- Serve hours and submit monthly timelogs
- Submit Quarterly Progress Reports
- Submit Team & Special Project Reports as needed
- Attend required trainings and team meetings

Non-Stipended Members

- Serve hours and submit monthly timelogs

EXIT

All members complete and submit forms as specified on the Exit Checklist.

- Exit Packet
- Great Story
- Volunteer Survey (at least one per term per member)
- Final Timelog(s)

Stipended Members

- Submit Member Performance Evaluation, completed by Campus-Based Supervisor
- Submit final Quarterly Progress Report

Non-Stipended Members

- Submit Member Performance Evaluation, completed by Campus-Based Supervisor or Site Supervisor.