

## Processing the Paper Enrollment Packet

Flip through the Enrollment Packet to ensure that all forms are present and filled out in blue or black ink (including original signatures and dates on all required signature lines). **Do not accept photocopied packets or forms filled out in pencil!**

**REMEMBER: All enrollment forms must be signed and dated before you may initiate a Criminal Background Check!**

A complete enrollment packet *must* include the following documents and should be stapled in this specific order:

- a. Enrollment Cover Page (member contact and demographic information)  
[First document in packet]
- b. Member Agreement Authorization
- c. Site Agreement and Position Description
- d. Member Development Plan
- e. Proof of Citizenship and Criminal Background Check (CBC) Authorization Form\*  
\*Attach the printed receipt of CBC results behind the Authorization Form
- f. Photocopy of identification/eligibility documents  
[Last Document in packet]

**Form by form, here are items you should pay close attention to, upon receiving an enrollment packet:**

### Enrollment Cover Page:

- Verify that the name the individual is using on the cover page is the same as their ID. Members must enroll with their full, legal name.

*Ex.: Jon's full, legal name is Jonathan. He must use 'Jonathan' when applying to the AmeriCorps Portal and on his paper Enrollment Packet.*

*If ID is submitted in a maiden name, there must be at least one accompanying ID in the Member's current name or a marriage certificate.*

- DEMOGRAPHIC INFORMATION: Campus Corps Service-Learning applicants who are first-generation college students should be enrolled in the UCAN SERVE program (contact MTCC network staff for guidance)
- TERM OF SERVICE: Make sure that one (and only one) term option is selected.

### Member Agreement Authorization / Waivers & Assurances Page

- *All signature dates on the Agreement Authorization section must be on or prior to member's Start Date.\*\**

- As the individual in charge of member file management on your campus, you will need to sign **twice** as the *Campus-Based Program Coordinator*—once for the Member Agreement, and once for the Waivers & Assurances.
- **WAIVERS & ASSURANCES:** Make sure that the Pre-Service Orientation date is listed and initials are on all lines. (Publicity Release is optional)

\*\* MTCC network staff will enroll members in eGrants and assign official Start Dates. Once an individual has been enrolled, MTCC staff will send the member and Coordinator a “Welcome to MT Campus Corps” email with an official Start Date and End Date. Once you receive this confirmation, it is very important that you write in the member’s Start Date and End Date on their Member Agreement Authorization page in the box provided:

<b>For Host Campus Use ONLY</b>		
<b>Start Date</b>	___ / ___ / ___	
<b>End Date</b>	___ / ___ / ___	

**Site Agreement and Position Description Page**

- Be sure that all sections have been filled in completely, including original signatures and dates for both the member and Service Site Supervisor. (NOTE: Separate position description documents may be attached in lieu of completing Section I. Simply write “see attached description” in the blank)
- In most cases, the Service Site Supervisor who signs this form should be the same person who will be signing the member’s time logs. (In the case of nursing rotations, etc., a list of authorized signers should be attached).

**Member Development Plan Page:**

- All sections must be filled in completely, including signature and date.

**Proof of Citizenship and Criminal Background Check Authorization Page:**

- **PROOF OF CITIZENSHIP:** A photocopy from one of the following documents must be attached to the back of a member’s enrollment packet:
  - 1) Passport  
-OR-
  - 2) Birth Certificate AND Government-Issued Photo ID (driver’s license, tribal ID, or state university institution ID—*UM or MSU campuses ONLY*)  
-OR-
  - 3) Government-Issued Photo ID AND Other acceptable proof of citizenship\*

\* Please see part A of Section V “Member Eligibility” in the Member Agreement online at <http://mtcampuscorps.org> for more information about acceptable documentation.

- **CRIMINAL BACKGROUND CHECK AUTHORIZATION:** Coordinators should not initiate a Criminal Background Check until they have the member's completed enrollment packet in their hands. ***A member CANNOT be enrolled in Montana Campus Corps and begin serving hours prior to successful completion of a criminal background check!*** This is VERY important and not open for negotiation in any way.
- Make sure that the member includes a valid Social Security Number, as this is what the National Service Trust uses it for Education Award eligibility.