



Johnson State College Bonner AmeriCorps Program Service Site Agreement

The Bonner AmeriCorps Initiative Program is jointly managed by the Bonner Foundation and The College of New Jersey, and is funded through the Corporation for National & Community Service. This Agreement outlines the roles and responsibilities of a site supervisor in order for a site to host Bonner AmeriCorps Program members.

“Site” refers to a community placement, campus or any other sub-site where a participant of the Bonner AmeriCorps Program is enrolled. “Site supervisor” refers to the person who is officially and directly overseeing the members of the Bonner AmeriCorps Program. “Member” refers to any Bonner AmeriCorps Program participant designated to serve at your site.

By signing this form, our site and our Bonner AmeriCorps Program site supervisor agree to:

- Provide an opportunity for direct and meaningful community-based service for members. The activities of members should allow for personal growth and learning about the community, and must result in specific identifiable service or improvement that would otherwise not be provided, and that doesn't duplicate the routine functions of paid employees.
- Recognize that program participants are members of the Bonner AmeriCorps Program and are not employees of the service site, and cannot be terminated without the full consent of the campus and the Bonner AmeriCorps Program. Further, as program participants, members may occasionally need to participate in national and/or program service initiatives such as MLK Day of Service, and the site agrees to support members in participating in such initiatives.
- If members (18 and over) have access to children or individuals considered vulnerable (i.e. the elderly or individuals who are either physically or mentally disabled), then the site shall, to the extent required by state and local law, conduct criminal background checks as part of the overall screening process. The site or campus supervisor must ensure that the background check documentation for members is maintained in the member files or other appropriate file.
- Ensure that members will not participate in prohibited activities while performing AmeriCorps service hours. Prohibited activities include, but are not limited to the following: participating in efforts to influence legislation; participating in partisan political activities; voter registration drives; participating in protests, petitions, boycotts, or strikes; assisting, promoting, or deterring union organizing; displacing employees; performing routine administrative duties not related to direct service activities; engaging in religious instruction or worship service; constructing or maintaining facilities primarily devoted to religious activity; engaging in religious proselytizing; providing a direct benefit to a for-profit entity, labor union, partisan political organization, or religious organization; participating in activities that pose significant risk to participants; or raise funds to pay for the operating expenses of the service site.
- Maintain regular communication with campus staff (to the degree agreed upon with the campus staff) for the purpose of reporting, tracking, and member supervision.
- Monitor hours, service activities, and training and enrichment activities. Members shall record hours on a regular basis and supervisors shall maintain a record of those hours. Additionally, site supervisors are responsible for signing members' service accomplishments.
- Provide on-site training and advisement as needed and accepted, as well as equipment and/or materials for the Bonner AmeriCorps member to complete required work.
- Report immediately (preferably in writing) to the Program any problems or work-related accidents OR if the member is convicted of any drug violation occurring in the workplace or during the performance of any program project, in accordance with the Drug Free Workplace Act.
- Ensure that members are covered by liability insurance, and maintain documentation of such.

The site supervisor and the Bonner AmeriCorps Initiative representative(s) hereby acknowledge by their signatures that they have read, understood, and agree to all terms and conditions of this agreement.

Johnson State College

Campus

Service Site

Printed Name & Title of Bonner AmeriCorps Program Site Supervisor

Signature, Bonner AmeriCorps Program Site Supervisor

Signature, Bonner AmeriCorps Campus Coordinator