



AmeriCorps



**Archaeological
Research Institute**

The Archaeological Research Institute (ARI) AmeriCorps Program

SERVICE SITE MEMORANDUM OF AGREEMENT

Organization Name: _____

Please enter your organization's name here.

This agreement is entered for the AmeriCorps Program Year 2023-2024, between the Service Site Organization (hereafter referred to as "the Organization") and the Archaeological Research Institute AmeriCorps Program (hereafter referred to as "the Program").

I. Terms of the Contract

A. Service Sites may request the following AmeriCorps members:

- AmeriCorps full-time (1700 hour) members
- AmeriCorps three-quarter-time (1200 hour) members
- AmeriCorps half-time (900 hour) members
- AmeriCorps reduced half-time (675) members
- AmeriCorps quarter-time (450 hour) members

B. Members will be able to begin service after September 1, 2023, and must be able to complete the required service hours by August 25, 2024.

C. Please list the names of the service sites (the "Service Site(s)") from the Organization that will be hosting AmeriCorps members this coming year:

II. Program Role and Responsibilities

The Program will:

Pay AmeriCorps members' living allowances upon submission of time sheets electronically signed and electronically approved by his/her supervisor on a monthly schedule. Members are paid semi-monthly on the 1st and 15th of each month. Members are paid a stipend; however, taxes are taken out based upon the tax forms completed by the member. The annual pay can be found in Attachment A at the end of this document.

- A. Serve as the primary provider of technical assistance for the Organization and its members throughout the program year. Such assistance includes:
- a. A Program Manager employed by the Program to oversee the Program and assist the Organization's representatives and members throughout the program year. Ashley Pulido Losch and/or Lizz Comer will be the Organization's assigned Program year representative unless otherwise specified.
 - b. Provision of program materials for the Organization and members including required forms such as applications, information and training/orientation manuals, exit forms, and evaluations;
 - c. Perform FBI criminal, state of residence and state of service background checks on all Organization supervisors and members including national sex offender's registry;
 - d. Development and implementation of training sessions, member meetings, community service projects, and coordination with Serve Indiana for statewide member events; and
 - e. Provide other support and assistance as needed to service sites and members.
- B. Provide an orientation for members and service site staff. Participants will receive information and training on:
- a. Instruction on time and activity reporting, and other documentation on AmeriCorps and Program personnel policies and grievance procedures;
 - b. The AmeriCorps and the National Service movement and the Program operation, goals and objectives; and
 - c. Supervision of members.
- C. Provide on-going training opportunities for AmeriCorps members through participation in third party workshops on topics such as archaeology, land stewardship, conservation, etc. These training opportunities may include face-to-face meetings, conference call trainings, and/or webinars. The AmeriCorps program does have a separate training budget to assist in ensuring that AmeriCorps members have all the opportunities to attend various training activities. Trainings must be pre-approved to be paid for by the program. **Please note:** all full time (1700hrs) members are expected to attend the annual AmeriCamp training that is scheduled for Spring 2024 (location to be determined, this is an overnight). This experience is operated in conjunction with Serve Indiana (our funder), the Indiana AmeriCorps Director's Association (IADA) and each AmeriCorps program. This will bring together members from across the State from all different programs for two days to learn and grow together.
- D. Develop and distribute forms for the effective evaluation and continuous improvement of the Program, including time and activity reports, monthly member reports, member evaluations, and training session evaluations.
- E. Maintain and update member service records including logs of hours served and training hours, and all enrollment, eligibility, member agreements, status changes and exit forms as required by the Corporation for National Service.
- F. Provide accounting and fiscal management services for the overall project to include processing of living allowance payments, reimbursement for authorized travel, initial registration and maintenance of worker's compensation and other required benefits.
- G. Conduct a minimum of one site visit during the grant period for a random selection of sites. This visit will be for the sole purpose of conducting a site monitoring to ensure adherence to program policies, procedures, and programming.
- H. Provide Service Sites with AmeriCorps program signage and provide AmeriCorps members with AmeriCorps gear.

- I. Work with Serve Indiana and CNCS for the AmeriCorps third-party evaluation. Together we will identify the goals, objectives, and reporting requirements for the program evaluation. We will identify all required forms, reports, and deadlines for program evaluation.

III. Service Site Roles and Responsibilities:

- A. Recruitment of AmeriCorps members. Each Service Site must recruit their own members including obtaining the proper AmeriCorps program application materials, member eligibility documentation, and completing an interview. It is critical that members are chosen that will be successful for your Service Site and for the Program. The Organization is responsible for ensuring that the member is eligible to participate in the Program including the age and citizenship requirements. Members must be at least 17 years of age or older and must be a US citizen, national or legal permanent resident.

PLEASE NOTE: During the first 30.0% of an AmeriCorps member's time is your opportunity to evaluate if this is the right fit for your AmeriCorps service needs. Your Service Site can replace a hired member if the member has NOT completed 30.0% or more of their service time. Once the member has completed 30.0% of their hours, you cannot replace that member with a new member.

AmeriCorps Hour Slot	# of Hours for Replacement
1700 Hour Member	510 Hours
1200 Hour Member	360 Hours
900 Hour Member	270 Hours
675 Hour Member	202.5 Hours
450 Hour Member	135 Hours

IMPORTANT NOTE: If a member is replaced with a new member by the Organization, the Organization will have to pay the Program the total amount that had been paid to that member that left the program. This is a requirement based upon the fact that the Program only receives a set number of funds based on the number of slots that are filled; refilling slots is allowed, but additional funds are not provided to pay for those re-fills. Members cannot be asked to pay back any amount to the Organization or the Program.

B. The Organization agrees to serve as a Service site for AmeriCorps members. The Organization agrees to provide full and complete supervision for the AmeriCorps member(s) assigned in accordance with its own policies and procedures, the policies and procedures of the Program and the Corporation for National Service. The Organization also agrees to participate in all planning, training, evaluation and reporting activities required by the Program to meet the requirements as a grantee of ServeIndiana and the AmeriCorps Program of the Corporation for National Service. This includes providing mid-year and year end evaluations of the Organization's assigned member(s), verifying by electronic signature the accuracy of member time and activity reports and monthly reports, and ensuring timely submission of these reports to the Program Manager. Time sheets will be due monthly by members and supervisors. Time off requests must be submitted in writing to the Program Manager, Ashley Pulido Losch, at least one week in advance of a time off request from an AmeriCorps member. Supervisors will sign off on the time off request before it is submitted to the Program Manager. In addition, the Service site agrees to oversee and assist members in timely completion of pre- and post-tests and participant surveys, and to tabulate the results. Results should then be forwarded to the Program Manager. Failure to meet obligations as a Service Site can lead to termination of service by AmeriCorps members to the Organization.

IMPORTANT NOTE: Members are responsible for entering their own timesheets into the OnCorps timesheet system. Supervisors should review and approve those time sheets. Please ensure that no one else, besides each member, is entering their own timesheets into the timekeeping system.

Supervision of the member(s) should also include developing a work plan at the beginning of the program year that clearly defines the number of hours of service to be assigned each week and dates the Service site will be closed because of holidays or vacations. Each member should be given a complete orientation to their service site including a general tour, expectations of duties, how to handle issues that come up, scheduling policies and procedures, etc. Each member should have the knowledge and information to perform their duties to the best of their abilities. It is important that both the member and the Organization understand the expectations set forth for each member including their specific responsibilities, their service schedule, and any other specific expectations that the Organization has for the member.

If the Organization is not able to provide enough hours for the member to complete the required AmeriCorps terms of service, the Program Manager should be informed, and consulted about secondary sites where the member can serve to fulfill requirements.

- C. Identify a Site Supervisor to provide daily, direct supervision of members. The Site Supervisor responsibilities include:
- a. Participating in the interview process for member applicants and ensure they understand the AmeriCorps role and requirements;
 - b. Verification of eligibility of potential member applicants;
 - c. Attending a mandatory pre-service orientation organized by the Program – that individual must complete an online webinar or in-person training with the Program staff prior to any member being able to serve at their locations;
 - d. Provide a Service Site orientation for new members to introduce them to staff and explain Service Site procedures.
 - e. Provide any additional training necessary for the members to accomplish their projects that is above and beyond the training provided by the Program;
 - f. Supervising and assisting the members in the implementation of their service plan to assure that they are making adequate progress toward their individual and community service objectives;
 - g. Each Service Site must provide monthly reporting to account for its impact. Metrics will be dependent on the Service site. Documentation will be required.
 - h. Documenting and monitoring the members' hours of service and activities, assuring that they are spending at least 70% of the time on direct service activities, no more than 10% of time on program fund raising activities, and at least 12% but no more than 20% of time spent in training/education (this also includes staff meeting hours) and signing and submitting member time and activity reports. Living allowance payments will not be processed until time and activity reports are received; and
 - i. Submitting mid-term and post-service evaluations forms for each member to the Program Manager, and participation in a mid-service and end-of-service review with each member.
 - j. Completing and submitting disciplinary notices when discipline issues arise. The proper procedure must be followed to terminate an AmeriCorps member. See pages 8-10 for more details.
- D. The Organization agrees to allow members time off from their Service Site responsibilities to attend the required meetings and training sessions scheduled by the Program. During the program years, all 1700 members are required to attend the Camp AmeriCorps Retreat scheduled for Spring of each year - location to be determined – all 1200, 900, 675, 450, 300, and 100-hour members are invited to attend. The Organization also agrees to allow members to participate in the Program's community service projects such as those in conjunction with Martin Luther King Day of Service, National AmeriCorps Week, etc., to meet the Program objectives described in the grant, and allow members to attend statewide or regional events.
- E. For members who have not yet finished high school, the Organization's Service Site should assist him/her in pursuing education to receive a high school diploma or a general equivalency diploma and report to the Program Manager when the high school diploma or GED is received. Members cannot use their Educational Awards until they have earned either a GED or a high school diploma.

F. The Organization agrees to pay the Program those moneys necessary to meet the organization’s matching funds for living allowances, benefits, or other agreed costs as they may apply to the member(s) serving the Organization. The Organization will also provide insurance coverage necessary to protect the organization and the AmeriCorps member(s) serving it from liability claims and errors and omissions related to service to the Organization. Workmen’s Compensation coverage will be provided for members through the policies of the Program. The Organization needs to have backup documentation for staff hours claimed as in-kind match. A time sheet which Indicates the total hours worked by the staff person(s) and the number of hours and percentage of total hours spent on AmeriCorps activities is appropriate documentation, which should be kept utilizing the OnCorps supervisor timesheet system.

The amount of match required is as follows (30% cost share):

AmeriCorps Hour Slot	TOTAL COST TO SERVICE SITE
1200 Hour Member	\$7,530.30
900 Hour Member	\$5,315.51
675 Hour Member	\$3,737.47
450 Hour Member	\$2,491.64

Payment Schedule: Fifty percent of the cost per member is due prior to the member being able to complete their orientation and start service. Payment balances will be due as follows:

MEMBERS START SERVICE	FINAL PAYMENT DUE
For AmeriCorps members that start September 1 – November 30	Balance is due: December 1
For AmeriCorps members that start December 1 – March 31	Balance is due: April 1
For AmeriCorps members that start or will start April – August 25	Balance is due: June 1

All payments will be made out to: **The Archaeological Research Institute**. All payments must be mailed to Accounts Payable at: Archaeological Research Institute in Indiana, 424 Walnut St. Lawrenceburg, Indiana 47025. Funds must be received prior to any members being able to complete any orientations. If you plan to make payment by credit card, those payments must be made utilizing Square. Please call (812) 290-2966 The Archaeological Research Institute to make your credit card payment.

Please note that the Organization must be current on all outstanding payments for each program year to be eligible to participate in the new program year. No new members will be allowed to join the Program until all back owed/late payments have been made.

Service Site Supervisor FBI Background Checks: All supervisors and program staff must have an FBI background check on file for 2023-2024. All supervisors will need a new background check for this year’s grant period. No members may serve at a Service Site if there is no approved supervisor with a completed FBI background check. Service Sites will need to submit the FBI Background check form and a legible copy of the supervisor’s photo ID to Ashley Pulido Losch to process the background check. Please note that the Program Staff will also complete a National Sex Offender Registry Check, State of Residence Check, and State of Service Check on all supervisors and program staff annually (free of charge).

Payments must be made to: The Archaeological Research Institute. Payments can be submitted from this point forward. Positions will be granted on a first come, first serve basis. Once all positions have been reserved with the 50.0% deposit, we will start a waiting list and any positions that are forfeited by a Service Site may be opened to those sites on the waiting list.

- G. Grievance procedures have been established by the Program to deal with grievances from participants, labor organizations, and other interested individuals.
- a. Step 1: Preliminary Complaint Resolution (PCR). As a preliminary first step, an aggrieved party should, if possible, address the concern directly with the Program staff or the Organization's site supervisor, either through an immediate supervisor or with the program manager or similar program authority. Together, the program representative and the aggrieved party should first attempt to resolve the complaint through informal discussions and negotiation.
 - i. Timeline: Immediate (as soon as possible and ideally within 30 days of the occurrence to allow time for informal resolution before ADR would need to be initiated).
 - b. Step 2: Alternative Dispute Resolution (ADR). If resolution is not achieved through Step 1 (Informal Resolution), the aggrieved party may then seek resolution through Alternative Dispute Resolution, which requires facilitated mediation and negotiation. ADR mediation proceedings must be aided by a neutral party who, with respect to an issue in controversy, functions specifically to aid the parties in resolving the matter through a mutually achieved and acceptable written agreement. The neutral party may not compel a resolution, and the proceedings are informal where the rules of evidence do not apply. At the initial session of dispute resolution proceedings, the aggrieved party must be advised in writing of the right to file a grievance and the right to arbitration. If the matter is resolved, the terms of the resolution are recorded in a written agreement, and the party agrees to forgo filing any further grievance on the matter under consideration. Except for a written agreement, the proceedings are confidential.
 - i. Timeline: ADR must be initiated within 45 days of the alleged occurrence. If the matter is not resolved within thirty calendar days from the date the alternative dispute resolution process began, the aggrieved party must be informed in writing of the right to file a formal grievance.
 - c. Step 3: Formal Grievance Filing and Hearing. If resolution is not possible through Step 2 (ADR) and the matter is not resolved within thirty calendar days from the date that the Alternative Dispute Resolution process began, the neutral party must again inform the aggrieving party of his or her right to file a formal grievance. In the event an aggrieved party files a grievance, the neutral party from ADR may not participate in the formal complaint process. Therefore, ARI's Executive Director will appoint a different neutral party to oversee the Grievance Hearing process. In addition, no communication or proceedings of the informal dispute resolution process may be referred to or introduced into evidence at the grievance and arbitration hearing. Any decision by the neutral party is advisory and is not binding unless both parties agree.
 - i. Timeline: Grievance must be filed no later than one year after the alleged occurrence (except for fraud and criminal activity). The grievance hearing must be conducted no later than thirty calendar days after the filing. A decision is made no later than sixty calendar days after the filing.

- d. Step 4: Binding Arbitration. The last step, Binding Arbitration, is available to the affected party only if a grievance hearing decision is adverse or if no decision is made within 60 days of the filing of the initial grievance. A qualified arbitrator will be used who is jointly selected and independent of the interested parties. The Corporation's CEO will appoint an arbitrator if the parties cannot agree on an arbitrator within fifteen calendar days after receiving a request from either party. The cost of arbitration is divided evenly between the parties to the arbitration. If the participant, labor Archaeological Research Institute, or other interested individual prevails during arbitration, then the grantee pays the total cost of the proceeding and the attorney's fees of the prevailing party.
 - i. Timeline: An arbitration proceeding must be held no later than forty-five calendar days after the arbitrator's appointment, or no later than thirty calendar days after the arbitration commences. A decision must be made by the arbitrator no later than 30 days after the arbitration commences.

H. AmeriCorps Member Discipline Procedure – **VERY IMPORTANT**

Based upon the requirements of our program, there is a specific procedure to follow for all disciplinary issues. Each AmeriCorps member has the detailed disciplinary procedure in the member handbook. It is critical that each Organization follows the disciplinary procedures exactly as laid out below. You cannot terminate a member without following the proper disciplinary process.

Remediation Policy

ARI's primary goal is to provide education to the public through quality, hands-on experiences. If a member's actions interfere with ARI's ability to provide quality programming, the following process shall occur:

1. Verbal warning.
2. Written warning.
3. Performance Improvement Plan. The plan will include:
 - Description of Code of Conduct violation.
 - Requirements to continue service (remedial actions).
 - Timeline for completion or turnaround.
 - Opportunity for the member to express need(s) that would assist in successful completion of the service program.

If the member violates the Member Service Agreement, does not abide by the requirements set forth by a Performance Improvement Plan, demonstrates a skill level that is not conducive to the Program culture, or if their actions are so egregious, termination can be considered. Site Supervisors are responsible for handling member performance issues. The Program Manager will support the Site Supervisor when performance issues arise. Site Supervisors have authority to enact the disciplinary procedure when they feel it is necessary. Site Supervisors and Program Managers will work together in any discipline related situation. The Organization Site Supervisors work in conjunction with the Program Managers to determine when it is appropriate to terminate a member.

The following violations will result in **immediate** termination from the program:

- Engaging in activity that may physically or emotionally damage other members of the Program or people in the community.
- Possessing or using any illegal drugs during the term of service.
- Consuming alcoholic beverages during the performance of service activities.

- Being under the influence of alcohol of any illegal drugs during the performance of service activities.
- Posting comments, pictures or other drug/alcohol/sexual related items to social media during term of service.
- Any violations of the Social Media Policy will result in immediate termination.
- Failure to notify the Program of any criminal arrest or conviction that occurs during the term of service.
- Other serious breaches that would undermine the effectiveness of the program or safety of the participants.

Prohibited activities include:

1. In general, performing or assisting in the Organization's fund-raising activities; however, AmeriCorps members may receive direct service credit hours for activities related to fundraising, but only to the extent that those activities satisfy *all five* of the following:
 - Provide immediate and direct support to a specific and direct service activity;
 - Fall within the Program's approved direct service objectives;
 - Are not the primary activity of the Program;
 - Do not involve financial campaigns, endowment drives, solicitation of gifts and bequests, or similar activities designed for the sole purpose of raising capital or obtaining financial contributions for the organization; and
 - Do not involve significant amounts of time for any member.

2. Performing or assisting in grant writing except as indicated in the Section **V** of this Agreement.
 - Performing clerical or receptionist duties;
 - Any effort to influence legislation;
 - Organizing or participating in protests, petitions, boycotts or strikes;
 - Assisting, promoting, or deterring union organizing;
 - Impairing existing contracts for services or collective bargaining agreements;
 - Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any political office or participating in or endorsing, events or activities which are likely to include advocacy for or against political platforms, political candidates, proposed legislation or elected officials;
 - Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious education or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing.
 - Providing a direct benefit to (a) a business organized for profit, (b) a labor union, (3) a partisan political organization, (4) a nonprofit organization that fails to comply with the restrictions contained in Sec. 501(c) of the Internal Revenue Code of 1986, and (5) an organization engaged in the religious activities described above, unless Corporation assistance is not used to support those religious activities;
 - Providing abortion services including but not limited to: (1) performing abortions, (2) Being present in the room during an abortion in support of the woman or the procedure; and (3) obtaining or providing medications to induce a medical abortion. Providing referrals for receipt of abortion services including but not limited to: (1) ; and Scheduling or arranging for an abortion-related appointment, including any pre-procedure appointment required by law to obtain an abortion, (2) Providing or organizing transportation for patients to obtain an abortion when the AmeriCorps member or assigning staff member has actual prior knowledge that the purpose of the visit is to obtain an abortion, (3) Accompanying or providing translation services for patients obtaining an abortion, (4) Providing counseling or support before or during the procedure, including explaining what the procedure will be like, explaining what's required to obtain an abortion in a given state, explaining or obtaining signed abortion consent forms from clients interested in abortions, negotiating fees or insurance coverage for a particular abortion, or other activity that promotes or encourages an abortion, (5) Providing information such as the name, address, website, telephone number, or other relevant factual information (such as whether the provider accepts Medicaid, etc.) about an abortion provider and (6) Promoting or encouraging use of abortion as a method of family planning;

- Discriminating against any person because of age, race, religion, color, disability, sex, marital status, physical condition, arrest or conviction record, drug abuse, alcohol abuse or alcoholism, developmental disability as defined in s. 51.01(5), sexual orientation, ancestry, or national origin; and
- The manufacture, distribution, dispensation, possession, or use of a controlled substance.

I. **DRUG FREE Workplace** - The Organization agrees to act always in accordance with all applicable state and federal laws and regulations pertaining to AmeriCorps (including the Drug Free Workplace Act) and agrees not to ask members to participate in activities prohibited for AmeriCorps members. Please ensure that each Service site has the Drug Free posters posted in their Service Site.

Section J is VERY IMPORTANT – Please read in detail. Our AmeriCorps grant was written in efforts to expand and enhance services offered in Archaeological Preservation and Environmental Stewardship. We are required to follow the guidelines surrounding non-duplication and non-displacement. It is critical that every one of the Organization’s Service Sites understands the definitions and agrees to abide by the provisions. AmeriCorps members are not meant to be “cheap labor” or to fill employee positions already being completed by an existing staff or volunteer. Please read these closely and ensure that you understand them. You will find the exact legal terms in Appendix.

J. The organization agrees to abide by the AmeriCorps Provisions 33 (c) regarding non-displacement. The prohibitions are as follows:

- a. **Supplementation.** Grant funds may not be used to replace state or local public funds that had been used to support Programs or projects of the type eligible to receive Corporation Grant funds. For any given Program, this condition will be satisfied if the aggregate non-federal public expenditure for that Program or project in the fiscal year that support is to be provided is not less than the previous fiscal year.

Unallowable Activities: In addition to the Prohibited Activities, the following restrictions also apply to the service of AmeriCorps members:

- b. **Nonduplication.** Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides unless the entity complies with the following “nondisplacement” requirements.

c. **Non displacement.** (1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance. (2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance. (3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual. (4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee. (5) A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that— (i) Will supplant the hiring of employed workers; or (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures. (6) A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any— (i) Presently employed worker; (ii) Employee who recently resigned or was discharged; (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or (v) Employee who is on strike or who is being locked out.

K. During the Program year, Serve Indiana has put a mandate on all programs that states that all AmeriCorps members must complete a minimum of 12% and a maximum of 20% of their service time spent in training/education. No more than 20% of the aggregate of all AmeriCorps member service hours in a program may be spent in education, training or other non-direct activities. It is expected that members will spend a minimum of 12% of their hours in training activities; this can include site specific training, program orientations and trainings, staff meetings, and other activities that relate directly to advancing a member’s knowledge or skills.

Members will need a minimum of the following hours for successful completion:

AmeriCorps Hour Slot	Minimum Required Training Hours	Maximum Allowed Training Hours
1200 Hour Member	144 hours	240 hours
900 Hour Member	108 hours	180 hours
675 Hour Member	81 hours	135 hours
450 Hour Member	54 hours	90 hours

L. The Organization’s Service Site agrees to participate in a Service Site monitoring with the Program Manager to ensure adherence to program policies, procedures and programming.

M. Ensure that AmeriCorps signage is clearly displayed for all visitors to see and ensure that AmeriCorps members clearly display their participation in AmeriCorps through their wearing of AmeriCorps gear.

Do your sites have AmeriCorps signs posted in the Service Site? ___ Yes ___ No
If No, how many signs do you need? ___

N. The Organization’s Service Site also agrees to participate in evaluation and reporting activities required by the Program to meet the requirements as a grantee of ServeIndiana and CNCS. All AC members will be required to administer, collect and submit pre/posttests for their program area (Education and Conservation). There are specific requirements of how many tests must be completed by each member during the program year – included in each member’s contract. This includes mid-year and year-end evaluations of the Organization’s Service Site’s assigned members, verifying the accuracy of Members time and activity reports, and ensuring timely submission of these reports to the Program Manager.

IV. Program Goals, Outcomes and Outputs:

A. Program Goals: The Program was developed to expand or enhance educational programming as it relates to cultural preservation and environmental stewardship.

B. Program Outcomes:

- a. Increase knowledge of environmental and cultural stewardship and/or environmentally conscious practices.
- b. Increased investment in being a lifelong environmental stewards
- c. Educate individuals so that they are not only invested in being lifelong environmental stewards but that they are also knowledgeable about HOW to be an effective and intentional lifelong steward

C. Program Outputs: Individuals will receive education or training in environmental stewardship and/or environmentally conscious practices:

PROGRAM LOGIC MODEL:

Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
The community problem that the program activities (interventions) are designed to address.	Resources that are necessary to deliver the program activities (interventions), including the number of locations/sites and number/type of AmeriCorps members.	The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population.	Direct products from program activities.	Changes in knowledge, skills, attitudes and opinions. These outcomes, if applicable to the program design, will almost always be measurable during the grant year.	Changes in behavior or action. Depending on program design, these outcomes may or may not be measurable during the grant year.	Changes in condition or status in life. Depending on program design, these outcomes may or may not be measurable during the grant year. Some programs, such as environmental or capacity-building programs, may measure changes in condition over a period as short as one year.

archaeological sites in the U.S. and around the world are threatened by climate change, urbanization and development, looting, and war (Hollesen, 2022; Rick & Sandweiss, 2020; ¿Help Preserve Our Past,¿ n.d.; Cunliffe, 2014). Lack of resources, neglect, preservation efforts that do not prioritize local communities, and public exposure of sites without proper education on the importance of preservation also jeopardize these irreplaceable and invaluable sites (Van Bokkem, 2017). The threat of sea level rise could jeopardize over 32,000 archaeological sites in the	9.2 MSY split into 22 AmeriCorps member positions 6.2 MSY placed at ARI 3 MSY placed at partner sites 1 FT AmeriCorps Program Manager 22 Direct Report supervisors identified for each member (may be duplicated if one supervisor oversees multiple members) 3 host sites Training on land management, public speaking, program development, evaluation and measurement, research, and technical skills. Technical equipment including but not limited to magnetometry, Lidar, FLOT, GIS, GIS,	22 AmeriCorps Members will provide environmental educational programming with the following targeted learning objectives: Educate individuals about climate change mitigation Educate individuals about how to maintain and increase biodiversity Train individuals on how to restore native ecosystems and preserve natural and cultural resources, Raise awareness about how to identify, preserve and report archaeological sites. Deepen individuals' understanding of how current events are linked to cultural history. Educate	1380 individuals will receive education or training in environmental stewardship and/or environmentally-conscious practices (EN3)	1104 individuals will have an increased knowledge of environmental stewardship and/or environmentally-conscious practices (EN 3.1) as determined by pre/post surveys.	Increased investment in being lifelong environmental stewards Increased number of effective and intentional lifelong stewards. Increased organizational capacity to educate individuals. Increasing ARI¿s volunteer base by 10% between 2023 and 2029. ARI will have over 15 first generation college students or Native American students that are ARI AmeriCorps alum. Serve 20% more individuals in 2029 than in 2024. Increasing individual¿s investment in learning about how they can be	The ultimate goal of ARI¿s programs is to educate individuals so that they are not only invested in being lifelong environmental stewards but that they are also knowledgeable about HOW to be an effective and intentional lifelong steward. 5% of ARI program participants will deepen their participation with ARI by either converting to a volunteer or completing an ARI certification. ARI¿s volunteer base will have grown by 10% between 2029 and 2034 with 5% of those volunteers being multi-year volunteers. At least 30% of the individuals ARI serves will participate in more than one ARI program annually. An indicator that ARI has been successful in making archaeological training programs accessible to traditionally underrepresented
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U.S., as well as cause the large populations of people living in coastal areas to move more inland, causing further development and urbanization (Anderson et al., 2017). More extreme droughts across the country have increased the risk and intensity of wildfires, including in the region where ARI works (Boddy, 2016). In West Virginia, mountaintop removal and other mining activities threaten to destroy the historic mountain cemeteries of generations of people who have lived in Appalachia (Maples & East, 2013). Once an archaeological site has been destroyed, the context is lost forever.

magnetometry, Lidar, and FLOT Archaeological kits will be provided to all FT AmeriCorps members and will include the following supplies: trowel gloves compass line rope field notebook brushes artifact bags artifact tags marker Munsell Soil Chart metric measuring tape ruler pencil

individuals about the field of archaeology, the importance of cultural resource preservation, and about descendant communities.

Individuals will receive at least 1.5 hours of environmental education programming (dosage) at least one time (frequency) over the course of the program year (duration) that focuses on one of the above mentioned learning objectives.

allies in preserving natural and cultural sites is one of ARI's core goals. At least 25% of individuals who participate in more than one ARI program annually will indicate ARI is succeeding in accomplishing this goal.

populations in the archaeological field is that ARI will have over 30 first generation college students or Native American students that are ARI AmeriCorps alum.

D. Member Duty Requirements

- a. Each member must complete all required recruitment paperwork and provide eligibility documentation.
- b. Each member will provide service in education and/or environmental and/or cultural conservation.
- c. Each member must complete a minimum of 12% and a maximum of 20% of their time in training/education.
- d. Each member must complete their required service hours between September 1 and August 25 of each program year.
- e. Each member **MUST** have an email account and check it regularly as that is the primary mode of communication in the Program.
- f. Each member must complete timesheets twice monthly and submit them to their supervisor for approval on time
- g. Each of the Organization's Service Site(s) must provide monthly reporting to account for its impact. Metrics will be dependent on the Service site. Documentation will be required.
- h. Other duties or activities as needed throughout the program period.

V. Standards of Service:

AmeriCorps members are expected to conduct themselves and their affairs in a manner that is honest, ethical, and which brings good credit to themselves, the organization they serve, and AmeriCorps. Their service can be terminated for cause or suspended if they engage in disallowed activities or in activities that bring discredit to the AmeriCorps program or the organization they serve, if their performance does not meet acceptable standards of the organization being served, or if they fail to meet their obligations to support activities of The Program. The Service organization and the supervisor are expected to provide oversight concerning such matters for the member(s) assigned, and to be in immediate contact with the Program Manager when there is any question concerning member performance or conduct.

VI. Fund Raising Activities - 45 CFR §§ 2520.40-.45

- (a) AmeriCorps members may raise resources directly in support of your program's service activities.
- (b) Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:
 - (1) Seeking donations of books from companies and individuals for a program in which volunteers teach children to read.
 - (2) Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
 - (3) Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.
 - (4) Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization.
 - (5) Seeking donations from alumni of the program for specific service projects being performed by current members.
- (c) AmeriCorps members may not:
 - (1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment.
 - (2) Write a grant application to the Corporation or to any other Federal agency.

An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in §2520.40.

VII. Non-Compliance:

Each Service site agrees to abide by all items previously outlined in this agreement. If a Service site fails to follow these guidelines, the following steps will be taken: (1) First offense, Program Manager will contact the Service Site Executive Director and request compliance verbally and in written format; (2) Second offense, Program Manager will request a corrective plan of action from the Service Site Executive Director in order to address the problem areas; (3) Third offense, Service Site will be placed on suspension with notification from The Archaeological Research Institute Executive Director/Board of Directors. During this suspension period, Service Sites will be required to complete a revised corrective action plan and meet with Program Manager once every two weeks; and (4) Fourth offense, Service Site will be placed on permanent suspension and be removed from future participation opportunities with the AmeriCorps program.

VII. Funding:

Funding for this AmeriCorps program is provided by the following: (1) Corporation for National and Community Service (CNCS) and (2) Serve Indiana through the Indiana Department of Workforce Development.

VIII. Authorization:

The Service Organization and the Program hereby acknowledge by their signatures that they have read, understood, and agreed to the terms of this document.

Executive Director's Signature

Date

Executive Director's Printed Name

Name of Service Site Supervisors and what Site are they assigned:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

The Organization's Representative's Signature

Date

The Organization's Representative's Printed Name

For office use only:

Date Received: _____

Staff Signature: _____

Service Site Total Slot Award for 2023-2024:

_____ 1700 hour _____ 1200 hour _____ 900 hour _____ 675 hour _____ 450 hour _____

OFFICE USE ONLY:

The estimated monthly in-kind contribution per AC member is: \$ _____

Total Number of AC members: _____

Total per Month: \$ _____

Attachment A:

Member Annual Pay. This is paid semi-monthly. The amount depends on the number of months the members' contract is set up for – this could be 12 months (24 pays), 9 months (18 pays), 6 months (12 pays), 4 months (8 pays), and 3 months (6 pays).

AmeriCorps Hour Slot	Living Allowance Total Amount to be Received (gross)
1200 Hour Member	\$20,400
900 Hour Member	\$14,400
675 Hour Member	\$10,125
450 Hour Member	\$6,750

Member Education Award: The amounts for the Segal Education Award are currently set at the following rates; however, please note that these amounts are updated at the beginning of each October. The Segal Award is directly aligned to the Federal Pell Grant awards.

AmeriCorps Hour Slot	Education Award as of 10/1/2022
1200 Hour Member	\$4,826.50
900 Hour Member	\$3,447.50
675 Hour Member	\$2,626.27
450 Hour Member	\$1,824.07