



# 2009-2010 Montana Campus Corps Exit Checklist

To be completed **after** member has completed the AmeriCorps Exit Form online at <http://my.americorps.gov>

**Directions:** Use this checklist to ensure you have completed all of your exit requirements. You will not be eligible to receive your Education Award until we have received all paperwork. Be sure to read through the entire list to be certain you are submitting all required forms. *Make copies of all paperwork for your own records prior to submitting.*

## REQUIRED PAPERWORK

### *Performance Measurement*

#### **Member**

- Give a copy of the Community Partner Survey Letter to community-based supervisor(s)
- Submit Volunteer Survey results online at <http://mtcampuscorps.org>
- Submit a Great Story in the Member Forum online at <http://mtcampuscorps.org>
- Complete the Member Exit Survey online at <http://mtcampuscorps.org>

#### **Coordinator**

- Ensure that Performance Evaluations\* are submitted and added to Member's file  
\*Mid-Term and End-of-Term for 900 and 1700-hour Members (ONLY End-of-Term for others)
- Ensure that Community Partner Surveys are submitted online at <http://mtcompact.org>

**Exit Form** (only complete the paper form if you have not already submitted it online at <http://my.americorps.gov>)

#### **Member**

- Complete Part 1 of the Exit Form
- Provide your original signature and accurate exit date at the bottom of Part 1 of the Exit Form

#### **Coordinator**

- Complete Part 2 of the Exit Form (if not submitted online)

## OPTIONAL PAPERWORK (if applicable)

**Interest Accrual Benefit Request** (Only complete this if you applied for loan forbearance during your term)

#### **Member**

- Submit Interest Accrual Form online at <http://my.americorps.gov> no more than 90 days after exit



## 2009-2010 Montana Campus Corps Community Partner Survey Letter

Dear Community Partner:

The Campus Corps Member, \_\_\_\_\_, serving at your agency or school is enrolled as a Campus Corps AmeriCorps member through his/her college or university. In return for his/her unpaid service, this Member will receive an Education Award that may be used to pay for education expenses.

At the end of this Member's term of service we are asking representatives of partnering community agencies to complete a brief online survey. Data collected from these surveys is used to report on progress toward federally-funded performance measures. Not only is this information useful for securing funding, these surveys allow us to make continual improvements to the Campus Corps program, to better meet the needs of students, community members, and partnering nonprofit organizations.

You will complete only one survey for your organization. **If your agency hosts more than one Campus Corps Member, you will complete only one survey per year.**

To begin the survey:

1. Visit <http://www.mtcompact.org>. Select Programs, MT Campus Corps on the left.
2. Scroll down to the Community Partner Information section.
3. Click on the Submit a Community Partner Survey link.
4. Complete the questions and submit your responses online.\*

\* Note: if you do not have internet access or cannot otherwise complete the online survey, please contact the local campus host office to seek alternative arrangements for submitting a survey.

We greatly appreciate your time, and look forward to receiving your valuable feedback regarding the Campus Corps AmeriCorps program.

Thank You!



# 2009-2010 Montana Campus Corps End-of-Term Performance Evaluation

**Instructions for Supervisors:** Please complete this evaluation at the end of the term to provide your AmeriCorps member with feedback related to the service and support s/he provided while serving with the *Campus Corps* program. This evaluation should be used as a tool for you, as a direct supervisor, to review the member's performance, contribute to his/her personal and professional growth, and reflect on the impact of the member's service. **The original of this document must be submitted** to the enrolling office to be kept in the member's file.

Member Name \_\_\_\_\_ Campus \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Hours completed to date \_\_\_\_\_

Has member served the minimum number of hours required for term completion? YES \_\_\_ NO \_\_\_

<b>CIVIC RESPONSIBILITY:</b>	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable
Member demonstrates lifelong commitment to service, identifies ways for self and others to engage in civic life, strives to be a well-rounded student and citizen, and applies knowledge, skills, and attitudes gained through service to civic life.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>COMMITMENT:</b>	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable
Member sets realistic goals and follows through with commitments, balances service commitments and personal commitments appropriately, demonstrates reliability, and honors time commitments.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>COMMUNICATION SKILLS:</b>	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable
Member utilizes feedback and constructive criticism, handles grievances and conflict management maturely, represents the program professionally, and prevents resentments from lingering.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>LEADERSHIP:</b>	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable
Member shows initiative and motivation, demonstrates an awareness of different leadership styles and ability to utilize those styles, welcomes challenges and new experiences, and demonstrates good decision-making and organizational skills.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>PROBLEM SOLVING:</b>	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Not Applicable
Member maintains a constructive and mature attitude throughout challenges, demonstrates resourcefulness in generating solutions to problems. Manages change, transition, & unexpected events effectively.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>

<b>TEAMWORK:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Not Applicable</b>
Member helps to build morale among fellow team members, effectively establishes trust with others, incorporates the diverse skills of other team members in meeting goals, and accepts personal responsibility for learning and contributing.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>TECHNICAL SKILLS:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Not Applicable</b>
Member applies the principles of effective project management, outlines clear project goals and objectives, appropriately implements methods for measuring impacts and improving work, demonstrates effectiveness in networking and collaboration, and fosters the sustainability of a project.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>

**Supervisor comments:**

**Member self evaluation:**

\_\_\_\_\_ I agree with this evaluation      \_\_\_\_\_ I do not agree with this evaluation

**Member comments:**

**Member signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor signature** \_\_\_\_\_ **Date** \_\_\_\_\_



