

OUTSIDE EDUCATION REQUEST FORM

The following serves as a request form for an AmeriCorps VISTA member who wishes to attend outside education / classes. Please complete the form and submit it to your AmeriCorps VISTA Program Manager. They, upon approval/disapproval determination, submit the form to the VISTA member.

Name:

NSPID (you can find this on your My AmeriCorps portal member home page):

AmeriCorps VISTA Sponsor:

Name of Education Institution:

Class/Couse:

Estimated Number of Hours of Class per Week:

Start and end date of class / course:

CHECKLIST	Yes	No
1. Is a commitment to your AmeriCorps VISTA project your paramount focus?		
2. Will the VISTA project's needs supersede any requirement of your outside education?		
3. Is the outside education part-time?		
4. Does/will the outside education conflict with your VISTA service or service hours?		
5. To the best of your knowledge, does the outside education conflict with any AmeriCorps VISTA program requirements or policies?		
6. I have reviewed the AmeriCorps VISTA Outside Education Policy in its entirety		

AmeriCorps VISTA's Name:

Date:

AmeriCorps VISTA member submits the form to their supervisor for approval or disapproval decision.

Supervisor's submission of the form indicates his or her receipt of this form and approval/disapproval of the VISTA's request to hold outside education while serving as an AmeriCorps VISTA member; it does not signify that the supervisor has inspected the outside education arrangement. No such inspection is required

SUPERISORY DETERMINATION	YES	NO
<i>I approve of the request for outside education.</i>		

Reason for disapproval:

Supervisor's Name (Type):

Date:

Supervisor reviews, makes a determination, and submits the completed form via email to AmeriCorps VISTA Program Manager.

<https://www.vistacampus.gov/chapter-14-terms-conditions-service>