 

2024 Summer AmeriCorps

**MEMORANDUM OF UNDERSTANDING**

Between

**Summer AmeriCorps Service Site**

(Contact Information)

|  |
| --- |
| Name: |
| Organization: |
| Phone: |
| Email: |

&

**Project Sponsor**

The Montana Campus Compact   
32 Campus Dr. DHC 020   
Missoula, MT 59812-3960   
(406) 243-5177

The purpose of this agreement is to delineate the terms, conditions, and responsibilities regarding the participation of the Service Site in the Montana Campus Compact Summer Programming.

1. **Missions**

**The Montana Campus Compact** (MTCC) is a consortium that advances the public purposes of colleges and universities by deepening their ability to improve community life and to educate students for civic and social responsibility. MTCC is committed to finding high quality service opportunities for college students, including service-learning, volunteerism, and civic engagement.

**AmeriCorps:** AmeriCorps is a national program that provides opportunities for Americans to serve in communities and whose mission is to make our people safer, smarter, healthier, and foster civic engagement through service and volunteering. AmeriCorps places full-time members and part-time college student members with community organizations and public agencies to serve directly with beneficiaries and meet critical community needs.

**II. Duration**

This Memorandum of Understanding (MOU) will go into effect June 3 - August 31, 2024.

**III. Responsibilities**

**Project Sponsor**

*As the Project Sponsor, The Montana Campus Compact (MTCC), represented statewide by its network office and locally by the campus or community partner, is responsible for the following:*

* Recruiting grantees to serve as project service sites;
* Providing training and technical assistance to AmeriCorps member(s), including: leadership skills and skills needed to complete the identified objectives;
  + Ensuring mission focus and grant compliance among local grantees;
  + Serving as the liaison to the federal sponsor, ensuring compliance with provisions, regulations and AmeriCorps member’s receipt of appropriate benefits;
  + Assist in recruiting and retaining a qualified individual to serve as an AmeriCorps members for approved projects, for a term of no less than 10-weeks from program start-up;
  + Submitting reports, pictures, video and other documentation to the federal sponsor and media outlets;
  + Securing necessary financial contributions from Sub-grantee; and
  + Ensuring progress toward the mission, goals, and objectives written in the project work plan.

**Sub-grantee/Service Site**

*As the MTCC Service site, the Sub-grantee is responsible for the following:*

* Supporting, through direction of the local project, the missions of AmeriCorps and the Montana Campus Compact;
* Ensuring compliance with the applicable sponsor guidance, supervisor’s manual and provisions ([link here](https://americorps.gov/serve/americorps/americorps-state-national?utm_source=google&utm_medium=display&utm_campaign=20388039593&utm_content=&gad_source=1&gclid=CjwKCAiAlJKuBhAdEiwAnZb7lejefhrhpn41JeZWYzgLTMr7qGOwqCW_i4_D9ZVieG43N70Y7I-XtRoCVDwQAvD_BwE))
* Recruiting and retaining a qualified individual, preferably a student from an MTCC institution, to serve a full, uninterrupted term as the AmeriCorps member for approved projects, for a term of 10-weeks;
* Making every reasonable effort to ensure that the health and safety of the AmeriCorps member is protected during the performance of assigned duties;
* Designating a Site Supervisor to oversee the AmeriCorps member and serve as the primary site liaison to MTCC (see attached Site Supervisor Agreement);
* Providing the necessary resources for the AmeriCorps member to accomplish all project tasks;
* Ensuring progress toward the mission, goals, and objectives written in the Member Position Description;
* Proposing changes to the approved work plan to MTCC and awaiting approval prior to executing them;
* Ensuring that members participate in local emergency disaster relief efforts as needed;
* Utilizing the words “Montana Campus Compact” and “AmeriCorps” exclusively in referencing this partnership and the AmeriCorps member and utilizing logos, verbiage and other branding materials and to explain the MTCC AmeriCorps programs and participants at least once per summer term on the organization’s website, newsletter and in correspondence with partners.

**IV. Prohibited Activities**

*The Service Site and the AmeriCorps member understand that under no circumstances may the AmeriCorps member(s) participate in the following activities.*

* Partisan and nonpartisan political activities, including voter registration;
* Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition;
* Labor or anti-labor organization or related activities;
* Religious instruction, worship services, proselytizing, or any other specifically religious activity as an official part of their duties;
* Any project or activity where the involvement of the AmeriCorps member will result in the displacement of employed workers or impair existing contracts for service;
* Assisting in planning, initiating, participating in, or otherwise aiding in any demonstration whatsoever;
* Enrolling in college courses\* (\*unless through **a** single service-appropriate course agreed to by both the site supervisor and project director); nor
* Using any title other than “Montana Campus Compact Summer AmeriCorps Member” to describe the member, and the title: “Montana Campus Compact” and AmeriCorps to refer to the funders providing AmeriCorps resources.

**V. Term of Service for Summer Associates**

Service Orientation will be June 3, 2024. The service terms span ten weeks from June 3, 2024 – August 12, 2024. Due to the short-term nature of this opportunity, there is no paid annual or sick leave. Once selected and enrolled, the Summer AmeriCorps member(s) cannot be replaced for any reason, including if the member is released for cause or resigns for personal reasons. As such, it is incumbent on grantees to ensure they are invested in recruiting qualified individuals; as well as training and providing high quality ongoing support for the Summer AmeriCorps members placed with their organization.

**VI. Work Plan/Assignment Description**

Montana Campus Compact has a work plan that has been approved by the federal sponsor. Each Service Site is expected to further develop the work plan to reflect the specific tasks and activities that will result in the stated goals and objectives of the overall project statewide. MTCC project staff will periodically review the work plan to ensure that each Summer AmeriCorps member is progressing toward the overall objectives. Service Sites should not propose or assign service activities outside of the scope of the overall work plan.

**VII. Accessibility and Reasonable Accommodation**

The Service Site will maintain programs and activities to which Summer AmeriCorps members are assigned accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.

**VIII. Program Year Calendar**

The program year calendar reflects the trainings and events for both site supervisors and AmeriCorps members. Site Supervisors are required to attend a Service Site Preparation Webinar in mid May 2024, date and time to-be-determined. Summer AmeriCorps members are required to attend and participate in all trainings and events.

**IX. Attachments**

The following items are adhered by the grantee:

1. Site Supervisor Agreement
2. Service Site Participation Cost Share Agreement

**X. Amendments**

This Memorandum of Understanding may be amended at any time, in writing, executed by authorized representatives of MTCC, and the appropriate Corporation State Director and appropriate Corporation Executive Officer.

**XI. Termination or Suspension**

Material Failure or Threatened Material Failure: MTCC may terminate or suspend this MOU in accordance with applicable terms and procedures set forth at [45 CFR Part 1206](http://law.justia.com/cfr/title45/45-4.1.1.1.3.html#45:4.1.1.1.3.1.1.5) or [42 U.S.C. § 4953](http://codes.lp.findlaw.com/uscode/42/66/I/A/4953).

**XII. Endorsements**

After reading all of the above, please sign below to demonstrate that you understand the terms, conditions, and responsibilities for participation in this project.   
  
 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Local Project Supervisor *(manager, director or coordinator)* Date  
  
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
MTCC VISTA Director of Programs Date

**Attachment A: Site Supervisor Agreement**

As Site Supervisor for the Summer AmeriCorps member(s) placed with your agency or organization, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name/title) agrees to undertake the following responsibilities. Please read and check each box:

* Attend the Supervisor Training and Orientation Webinar;
* Develop a training plan for the Summer AmeriCorps member(s) to be placed at (Click here to enter text.), to be submitted in writing to MTCC two weeks prior to the start of the performance period;
* Provide on-site orientation, ongoing support and training to the Summer AmeriCorps member(s) related to the goals of your project;
* Meet at least weekly with the Summer Associate to discuss progress, goals, challenges and accomplishments;
* Meet regularly (e.g. monthly, or more frequently) with the Project Partner/Co-Sponsor to discuss project goals and ensure alignment with MTCC mission; and
* Meet reporting requirements within deadlines, including: review and approve monthly reports produced by the AmeriCorps member(s); complete required Site Supervisor reporting; co-author End-of-Summer Service Summary with Summer AmeriCorps member(s).

I agree to act as a direct supervisor for the Summer AmeriCorps members placed at my service site during their Term of Service, providing guidance, support & help while complying with the terms set forth in this MOU. I agree to monitor the member’s compliance with the AmeriCorps provisions regarding prohibited activities. I also agree to monitor the member’s timely completion of required program paperwork, including quarterly and year-end reporting.

Site Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Signature

***Attachment B:*** ***Service Site Participation Cost Share Agreement***



**Montana Campus Compact AmeriCorps**

***Service Site Cost Share – Summer 2024 Class***

**Please check boxes indicating you have read the following fee requirements and stipulations:**

* **Service Site Fee and Due Date:** Service sites are required to support the placement of each Summer Associate to assist with administrative costs and provide local investment in this valuable program. Service sites will receive an invoice from MTCC prior to the payment due date.
* **The administrative fee per member for the entire 10-week project period is $1,250.**
* **All service sites should submit payment by June 17, 2024**.
* **Reimbursement protocol if service is terminated:** Should the AmeriCorps member terminate service, up to half of cost share fees are refundable. Within the first half of service, refunds will follow a prorated system whereby if up to 50% of service is completed, half of full cost share may be returned. After half of the term is completed, 100% of cost share will be retained by the network office.

**Please sign below:**

I agree to pay, in-full, the cost share associated with hosting an AmeriCorps member by the due date.   
I understand that early termination does not guarantee a reduction in the overall fee assessed.

Service Site Representative Name and Title Organization or Institution

Service Site Representative Signature Date