



Action Resources International
P.O. Box 536 • 968 N. 9th Street • Laramie, Wyoming 82073



Program Site Application for 2020/2021 AmeriCorps Positions

Please complete this form and submit it to Katie Case, AmeriCorps Program Coordinator
Email: katherine@actionresources.ngo, Phone: 307-223-4399

1. Sponsoring Organization and Full Mailing Address:

2. EIN#:

3. Contact Person (name, phone and email):

4. Number of AmeriCorps positions and hours requested:

- Full-time minimum of 1700 hours
- Reduced Full-time minimum of 1200 hours
- Half-time minimum of 900 hours
- Reduced Half-time minimum of 675 hours
- Quarter-time minimum of 450 hours
- Minimum time 300 hours

5. Site(s) proposed: Please complete this information for each site.

Site Name:

Address (include physical address if a P.O. Box):

Site Website Address:

Contact:

Phone #:

Email address:

EIN# (if separate organization from Sponsoring Organization):

6. Statement of the poverty-related problem or challenge to be addressed:

7. Description of the AmeriCorps Member's activities:

8. Description of initial training and daily supervision:

9. Proposed Objectives/Outcomes:

10. What skills would you like potential members to possess?

- Counseling
- Architectural Planning
- Business/Entrepreneur
- Communications
- Community Organization
- Computers/technology
- Conflict Resolution
- Education
- Fine Arts/Crafts
- First Aid
- Fund raising/Grant Writing
- Law
- Leadership
- Medicine
- Public Health
- Public Speaking
- Recruitment
- Teaching/Tutoring
- Trade/Construction
- Writing/Editing
- Youth Development
- General Skills
- Environment
- Non-Profit management
- Social Service
- Urban Planning
- Disaster Services
- Veterans

12. Recruiting and Selecting Your AmeriCorps Member:

Anyone interested in serving as an AmeriCorps Member is required to complete an online application through the AmeriCorps website. However, you will review all applications to the positions you are offering, interview, select and supervise your AmeriCorps Member). For the most part, we find that local recruiting within your network of contacts garners the best results. Action Resources International will also assist with recruiting. **Please list any ways your organization can help to get the word out to recruit high quality members. Here at Action Resources International, we will include your listing on the AmeriCorps site, and in any broad-based promotional work we do in general:**

When individuals are interested in applying to the AmeriCorps position(s) you have available, they will need to search for your listing and apply online at <https://my.americorps.gov/mp/listing/publicRequestSearch.do>.

If there are individuals interested in working with you but your job description is not quite fully launched, they can start their AmeriCorps application online and attach it to the listing once it's ready. *We will work with you and your candidates to ensure that once you've selected your AmeriCorps Member, their application and other paperwork is completed correctly.*

AmeriCorps members will be responsible for sending Action Resources International a monthly report and an end-of-service report that includes a brief narrative of their experience and the tracking of numbers they have served as outlined in your objectives and outcomes.

Sites/Sponsors will review member timesheets, conduct evaluations, and provide an end-of-term recap and summary of objectives and outcomes.