



**HOMELESS & HOUSING
COALITION OF KENTUCKY**



AmeriCorps

AmeriCorps Member and Site Expectations Agreement

Please complete this form and return to Homes for All staff within 2 weeks of the member’s start of service. The below expectations are the established guidelines agreed to by both parties: the member and the site supervisor/service site.

Member Service Schedule (total must equal 37.5 hours):

	Monday (Day 1)	Tuesday (Day 2)	Wednesday (Day 3)	Thursday (Day 4)	Friday (Day 5)	Total # of Hours
Start						
End						

We talked about:

- How the member feels about AmeriCorps and their experience
- Any worries or concerns the AmeriCorps member has so far
- Why the AmeriCorps member joined the AmeriCorps program
- Why the Site Supervisor works for the organization
- Each other’s expectations for the service year

We reviewed the following subjects and both parties understand each the expectations for each topic:

Telephone and email etiquette:
Postage, mailing, office supplies:

Computer use:

Travel expectations, mileage reimbursement:

Shared workspace etiquette (kitchen, bathrooms, conference rooms, etc.):

Parking, keys, alarm systems:

Taking breaks:

Calling in sick, late for schedule, etc.:

Organization databases/shared clouds (i.e. Google Drive):

Confidentiality, boundaries, ethics:
How to approach downtime during the day:
Other:

Please sign and date below that you have reviewed and understand all the above information.

AmeriCorps Member Signature

Date

Site Supervisor Signature

Date