



Commission on Volunteerism  
and Community Service

# MEMBER FILE COVERSHEET



# AmeriCorps

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**Member Contact Information:**

Member Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Service Year: \_\_\_\_\_

Local Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Program Information:**

Actual Start Date: \_\_\_\_\_

- Full Time (1700 hrs)
- Reduced Full Time (1200 hrs)
- Half-time (900 hrs)
- Reduced Half-time (675 hrs)
- Quarter Time (450 hrs)

Midterm Eval due date: \_\_\_\_\_

Minimum Time (300 hrs)       Abbreviated time (100 hrs)

Member enrolled in the Portal within the required 5 days?    Yes \_\_\_ No \_\_\_

Citizenship verified through eGrants?                                  Yes \_\_\_ No \_\_\_

Host Site assigned in eGrants?    Yes \_\_\_ No \_\_\_

Name of Host Site: \_\_\_\_\_

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**Member Exit Information:**

Actual End Date: \_\_\_\_\_

\_\_\_\_ Member Completed Required Hours **(Must be exited within 30 days)**

\_\_\_\_ Member was Exited Early for Personal Compelling Circumstances  
\_\_\_\_ Early Exit Form/pertinent documentation submitted & approved by SIC staff prior to exiting the Member in the portal. **(Must be exited within 30 days)**

\_\_\_\_ Member was Exited Early For Cause  
\_\_\_\_ Early Exit Form/pertinent documentation submitted & approved by SIC staff prior to exiting the Member in the portal. **(Must be exited within 30 days)**

\_\_\_\_ Member did not complete the Required Hours  
\_\_\_\_ Early Exit Form/pertinent documentation submitted & approved by SIC staff prior to exiting the Member in the portal. **(Must be exited within 30 days)**

**FINAL SERVICE HOURS TOTAL:** \_\_\_\_\_