



Keystone SMILES AmeriCorps



Featured as 1 of 51 of the "Most Innovative AmeriCorps programs in the United States"

August 12, 2011

Dear Applicant,

Congratulations, you have been selected to serve as an AmeriCorps member for the 2011-2012 program year. Keystone SMILES Community Learning Center, Inc. would like to welcome you to our National Service Team. You are joining a national group of dedicated people who are willing to serve their community in the areas of public safety, human needs, education, and environment.

As a member, you will serve alongside 172 Keystone SMILES AmeriCorps Members who will be / have been placed in various communities throughout Western Pennsylvania. Together, you will be reaching over 5,000 students through education and service programs. Each program will be filled with many unique challenges and wonderful experiences. Therefore, it is important to remember your commitment to children and youth. This commitment will carry you through your term of service and prove very beneficial to, not only the community you serve, but your future plans as well.

As you were told at the AmeriCorps interview, a pre-service orientation is required of all AmeriCorps members before they may begin serving at their host site. The orientation will take place at the McKeever Environmental Center (www.mckeever.org) from August 23-25th. Enclosed is information about the training and the training schedule. Please note: Returning and Slippery Rock members will only be attending Wednesday.

Also enclosed you will find a checklist of application items. Please submit any outstanding items along with the enclosed enrollment and tax paperwork to our office ASAP to PO Box 352, Knox PA 16232. Blank forms for outstanding clearance items are enclosed (if needed).

Thank you for your interest in the program and we look forward to serving with you this year. If you have any questions regarding the AmeriCorps program, please don't hesitate to contact me via email at aanderson@smilesamericorps.org or by phone at 814-797-2127 ext. 227.

Sincerely,

Amy Anderson

Ed Award Only Member Enrollment Checklist

Member Information

Host Site:

Last Name

First Name

Enroll Type:

Stipended or Ed Award Only:

AMERICORPS APPLICATION/ CLEARANCE APPLICATIONS

AmeriCorps Application packet and enrollment forms: Accepted applicants will not be able to collect hours until all original paperwork has been received by our office.

CLEARANCE FORMS: All applicants, regardless if they have current clearances must submit the following clearance applications and consent forms. When selected, these clearance applications will be submitted and paid for by Keystone SMILES AmeriCorps in order to prove eligibility.

AmeriCorps Application

Reference #1

Reference #2

Verification of AmeriCorps Eligibility Form

PA Child Abuse History Clearance Applic. Submitted

FBI Cojent Systems Registration Form Submitted

Consent/Release of information for Child Abuse Waiver

Enrollment and Tax Paperwork

Please complete and submit the following documents to the SMILES office before your scheduled pre-service training date for processing.

PennSERVE National Service Criminal History Verification Form

National Service Trust Enrollment Form

Information Related to High School Education Form

ELIGIBILITY DOCUMENTS

ELIGIBILITY : Please submit copies of the following before scheduled pre-service training date as proof of eligibility. Originals of these items must be verified by an AmeriCorps representative before you may begin to collect hours as an

Copy of Member's Photo ID (State Issued)

Copy of Member's Social Security Card

Copy of Member's Birth Certificate (State Issued)

Copy of Proof of Education Verification

Enrollment and Eligibility Paperwork Complete?



National Service Trust Enrollment Form



Completion of this form is required to enroll a serving member in the National Service Trust, making the member eligible for an education award upon successful completion of his or her term of service. It also provides the Corporation for National and Community Service with basic demographic data.

PART 1 Member: Please Complete and Sign

1. Name _____
Last First MI

2. Date of Birth _____ 3. Social Security Number _____
Month Day Year

4. Citizenship Status I am a U.S. Citizen or National * I am a Lawful Permanent Resident Alien of the United States **

*Citizens of the US include persons born in Puerto Rico, Guam, the US Virgin Islands, and the Northern Mariana Islands. Nationals of the US include persons born in America Samoa, including Swains Island.

**Generally, you are a Lawful Permanent Resident Alien of the US if you are a US permanent resident with (i) a Permanent Resident Card, INS Form I-551; (ii) an Alien Registration Receipt Card, INS Form I-551, (iii) a passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or (iv) an I-94 indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. NOTE: A student visa does not confer eligibility to enroll in an AmeriCorps program.

5. School Status I have received a high school diploma or its equivalent
 I agree to obtain a high school diploma or its equivalent before using my educational award, and I did not drop out of elementary school or secondary school to enroll in the program.

6. Current Address (All information will be sent to you at this address until you notify the Corporation of a change of address.)

Number and Street _____
City _____ State _____ Zip Code _____
Email Address _____
Home Phone _____ Business Phone _____ Ext _____

7. Permanent Address (Name and address of person through whom you can always be reached once you leave the program.)

Last _____ First _____ MI _____
Number and Street _____
City _____ State _____ Zip Code _____
Email Address _____
Home Phone _____ Business Phone _____ Ext _____

8. Have you previously enrolled in an AmeriCorps, Silver Scholar, or Serve America Fellow Program? No Yes How many times?

9. Have you ever been released 'for cause' by any AmeriCorps, Silver Scholar, or Serve America Fellow program? No Yes .

10. Education Award Limitations. I understand that I may not receive more than the aggregate value of two full-time education awards and that upon successful completion of the term of service, I will receive only that portion of the education award for which I am eligible, which may be all or a part of an education award, or no education award, pursuant to 45 CFR § 2526.55

PART 2 Member Enrollment Certification

By signing this enrollment form I agree, if asked, to provide documentation to verify the accuracy of the information I have provided in this form. I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 USC 3801-3812.

Member's Signature _____ Date _____

PART 3**Member: Please Answer the Following Questions**

1. What is your gender?
 Female Male
2. Are you registered to vote?
 Yes
 No
 Not sure
 Not eligible
 Prefer not to respond
3. Which of the following categories best describes your racial (mark one or more) or ethnic origins (mark one)
- A. Race**
- American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander
 Black or African American
 White
 Asian
 Other
- B. Ethnicity**
- Hispanic or Latina/o
 Not Hispanic or Latina/o
4. What is the highest level of education you have completed?
 Less than high school completed
 GED
 High school graduate
 Technical school/apprenticeship/vocational
 Some college
 Associates degree (AA)
 College graduate
 Some graduate school
 Graduate degree
 Professional degree (medical, law)
5. Are you a veteran of the United States Armed Forces?
 Yes No
6. What are the two most important reasons why you decided to join this program?
 To get an education award
 To help other people/perform a community service
 To be part of a national movement
 To get a job/earn money
 Friends have joined
 To make friends
 To learn about or work with different ethnic/cultural groups
 Parents/teachers wanted me to join
 To explore future job/education interests
 To get involved in health issues
 To get involved in education issues
 To get involved in environment issues
 To get involved in public safety issues
 Other (Specify: _____)
7. How did you hear about this program? (Mark all that apply.)
 Article
 Advertisement in a newspaper/magazine
 Guidance counselor/teacher
 Parent/relative
 Current or former AmeriCorps Member
 Friend told me/friend applied
 TV commercial
 Radio commercial
 The Internet
 AmeriCorps recruiter/representative
 Received information in the mail
 AmeriCorps program poster
 Other (Specify: _____)
8. Privacy Act Information Release
 Yes, I give the Corporation for National and Community Service permission to release my name, address, email and telephone number to the AmeriCorps Alumni Association.

Public reporting burden -- Estimated time to complete this form, including time for reviewing instructions and gathering and providing the information needed to complete the form, is 3 minutes for the Member section and 4 minutes for the Certifying Official section. Send comments regarding this burden or the content of this form to: Corporation for National and Community Service, National Service Trust, 1201 New York Avenue, NW, Washington, DC 20525. The Corporation informs the potential persons who are to respond to this collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number on this page of the form (see 5CFR 1320.5(b)(2)(1))

Privacy Statement -- In compliance with the Privacy Act of 1974, the following information is provided: The collection of this information is authorized by the provisions of the National and Community Service Act of 1990, by the National and Community Service Trust Act of 1993, and the Serve America Act of 2009. The primary purpose of the information is to obtain from AmeriCorps program representatives their data to successfully enroll a member in a term of service and the education award program. The evaluative information will help the Corporation improve its programming and services to members. Information may also be provided to federal, state, and local agencies for law enforcement purposes. Information will not otherwise be disclosed outside the Corporation without written permission. The Internal Revenue Service has determined that the education award is taxable in the year it is used. Your Social Security Number (SSN) is solicited under the authority of the Internal Revenue Code (28 U.S.C. 6011© and 6109) for use as a taxpayer identification number. Failure to disclose the SSN or any other information may result in a denial of your receiving an education award or it may delay the processing of your education award. In furtherance of the Corporation's efforts to ensure that the programs are inclusive of persons with disabilities, your Social Security Number may be released to the Social Security Administration to measure aggregate statistical data on the number of AmeriCorps members receiving disability-based benefits. If you do not wish your personal information to be included in this research, mark "prefer not to respond" under question 6.

OMB Approval No.3045-0006

INFORMATION RELATED TO HIGH SCHOOL EDUCATION

AMERICORPS PROGRAM NAME: Keystone SMILES AmeriCorps

I _____ (AmeriCorps Member), certify under penalty of law, that:
(please print)

PLEASE CHECK AND COMPLETE APPROPRIATE SECTION

1.)

____ I attended and graduated from _____ (*high School*), in _____ (*town and state*) in _____ (*year*).

OR

____ I received a high school equivalency certificate from _____ (*organization or school district*) in _____ (*year*).

OR

____ I agree to obtain a high school diploma or its equivalent before using an education award.

2.)

____ I have not dropped out of high school or elementary school in order to be an AmeriCorps Member

If you cannot answer yes to questions 1 and 2, please see your Program Director.

AmeriCorps Member Signature

Date

Keystone SMILES AmeriCorps

PRE-SERVICE ORIENTATION INFORMATION

Please download an appropriate training schedule from the links below:

First Year Members: [Click here](#)

Returning Alumni: [Click here](#)

Slippery Rock Students: [Click here](#)

***Schedule is subject to be modification

Documents Needed at Orientation

Accepted Applicants **cannot earn a living allowance or begin serving in their program** until the following items are submitted for their member file.

- Proof of Age: Driver's license / PA State ID card (**You will be fingerprinted at the training. A Photo ID is also required for this process**)
- Proof of Identity Social Security Card
- Proof of citizenship: Birth Certificate - A standard U.S. birth certificate issued by a state government is your primary proof of U.S. citizenship. (Birth certificates issued by hospitals are not official records and do not serve as proof of citizenship.) *Other documents accepted for citizenship are a U.S. Passports, Certificates of Citizenship or a Consular Registration of Birth Abroad*
- Proof of Education (High School Diploma, College ID, Transcripts)

If items are not received by the orientation date, the hours for your orientation will not be allowed to count towards your minimum number of hours.

Additional Items needed

- Bank account routing number and account number for enrollment into our direct deposit system.
- Application, two references and completed clearance applications (if not already submitted to the SMILES office). The SMILES office will pay for and submit clearance applications on your behalf.

What to Bring to training:

- Blanket / sheets or sleeping bag and pillow
- Towel(s)
- Toiletries
- Water Bottle
- Flashlight

Other Notes:

- Travel time can be counted for AmeriCorps hours if member chooses not to claim mileage reimbursement
- Training Facilities are air conditioned, however, lodges are not
- Dress is Casual

AmeriCorps Pre-Service Training -2011-2012

<i>Wednesday, August 24th</i>	
	Slippery Rock
9:15 - 10:00 am	Registration Have Photograph Taken for Photo ID, Pick Up Nametag, Uniforms and Training Schedule, Fingerprinting
10:15-Noon	Technology and Data Collection <i>Conference Room, Auditorium Building</i>
12:00 - 12:45 pm	Lunch <i>Dining Hall</i>
1:00 - 2:30 pm	AmeriCorps Policies and Procedures <i>Retreat 2, Ground Level</i>
3:00 - 4:00 pm	The Power of Words - Mr. Knorr <i>Retreat 2 Ground Level</i>
4:00 - 5:00	Teambuilding <i>Auditorium</i>
5:00 -6:00 pm	Dinner / Networking <i>Dining Hall</i>
6:30-7:30 pm	Alumni Networking <i>Dining Hall</i>
7:30 - 8:00 pm	Member Induction Ceremony <i>Auditorium</i>

Campfire to follow Induction