

Student Leaders in Service

AmeriCorps Education Awards Program

Member File Checklist

	Yes	No	N/A	Comments/Documentation
NSOPR				
Member enrollment form (submitted within 30 days?)				Please remember that a member must be entered into WBRS within 30 days.
Member contract Including position description				
High school diploma/GED/self certification				
Member Eligibility Verification Form **				
Site Agreement and Member Development Form				
Criminal background check *				
Timesheets ➤ Signed by member and supervisor ➤ Up-to-date, activities & hours				
Performance evaluations ➤ Mid-term (full-time/half-time) and End of term (exit survey)				
Exit Form (submitted within 30 days?)				Please remember that a member must be exited in WBRS within 30 days.
Term of Service Change Form: (if applicable)				
Documentation of Compelling Personal Circumstances (if applicable)				

* For more information please see the ASLIS Criminal History Check Policy.

** Regarding proof of member citizenship or lawful permanent resident status, programs must ascertain and document the citizenship status of the members, a record of which must be kept in the member's file. Please see Member Eligibility Verification Form for options.