



AmeriCorps

AmeriCorps Hours Opportunity Form

Member Name: _____ XYZ Site: _____ Month: _____

(This original form must be turned in by the 7th of the following month in order for the hours to be credited)

PLEASE SIGN IN **BLUE** INK!!

Service Site: _____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

Contact Name: _____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

Service or Training Description: _____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

_____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

Service Site: _____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

Contact Name: _____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

Service or Training Description: _____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

_____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

Service Site: _____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

Contact Name: _____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

Service or Training Description: _____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

_____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

Service Site: _____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

Contact Name: _____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

Service or Training Description: _____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

_____ Date: _____ Hours: _____ X _____ BLUE Contact Signature

AmeriCorps Hours Opportunity

What is the purpose? – This form is utilized to record any service opportunities that are not directly related to your campus service or AmeriCorps sponsored trainings including Strengthening Communities, and External Trainings.

Strengthening Communities Guidelines

- *These hours must be pre-approved by your AmeriCorps Program Coordinator to count toward your service and will require a HOF.*
- Strengthening Community hours promote teamwork and community involvement. Any time served outside of your service site with a non-profit agency that is not XYZ, or another AmeriCorps program should be counted as Strengthening Communities hours and recorded on your timesheet as such.
- These hours are **only** to be done in addition to the weekly hours required at your XYZ service site.
- The following are examples of Strengthening Communities activities that may be approved:
 - Non-fundraising community service events
 - Non-fundraising activities with AmeriCorps partners.

If you have any questions in regards to possible Strengthening Community activities that fall outside of the above examples, you must contact your AmeriCorps Program Coordinator prior to doing those hours.

The Hours Opportunity Form (HOF) must be submitted by the 7th of the following month with original signatures. Failure to submit this form will result in the removal of the submitted hours.

Without prior approval, Strengthening Community hours will not be granted to the Member, regardless of the condition(s) or reason(s). Hours for Strengthening Community should be coded as Strengthening Communities on the monthly timesheet.

- Full-time members can perform a maximum of eight (8) Strengthening Community hours per month.
- Part-time members can perform a maximum of four (4) Strengthening Community hours per month.
- EAO members can perform a maximum of two (2) Strengthening Community hours per month.

Under special circumstances, additional hours may be granted at the AmeriCorps Program Coordinator's discretion.

External Training Guidelines

Members must have external trainings pre-approved by their AmeriCorps Program Coordinators. Members must provide a signed Hours Opportunity form which must be submitted by the 7th of the following month in order for these hours to be counted.

Other XYZ/AmC Support Guidelines

Members will be notified of opportunities with other XYZ sites or AmeriCorps programs via the AmeriCorps member newsletter, and /or e-mail. These opportunities are direct service opportunities provided by XYZ sites and/or programs or other AmeriCorps programs.

When is this due? - For months when the member performed the hours, the Hours Opportunity form must be turned by the 7th of the following month. All Hours Opportunity forms must be original signatures and signed in **blue ink**.

Who is responsible for this? - The AmeriCorps member is responsible for completing this form, having it signed by the supervisor at the approved site, and giving it to their Site Supervisor to bring their meetings that occur the first Tuesday of each month.