

Nevada AmeriCorps Member File Checklist

- ___ Official **AmeriCorps Application** signed/dated by Member?
- ___ **References** or documentation that references were checked?
- ___ **AmeriCorps Enrollment Form** (Completely fill out in ink. Signed and dated by Member and PD?
 - ___ Enrollment date matches Contract start date & first day of service on first service log?
 - ___ Expected date of completion matches Contract end date?
- ___ **Proof of Eligibility** – Either a copy of valid U.S. Passport
 - OR
 - ___ a copy of U.S. government issued Birth Certificate
 - OR
 - ___ a copy of Immigration Form I-90?
- ___ **Proof of Background Check** (if applicable)?
- ___ **Proof of Sex Offender Registry Check?**
- ___ **Photo I.D.** (Valid Drivers License, state-issued I.D. or military I.D.)?
- ___ Copy of **Social Security card?**
- ___ **I-9 Employment Verification Form:** Completely filled out, signed and dated by Member and PD in ink?
- ___ **W-4 Form:** Completely filled out in ink. Signed and dated by Member and PD?
- ___ **AmeriCorps Service Contract** (signed and dated by member and PD?)
 - ___ Appropriate Position Description included?
 - ___ Start date matches first day of service on service log and Enrollment Form?
- ___ **Media Release Form?**
- ___ **Childcare Enrollment Form** (if applicable)?
- ___ **30 day or 90 day Performance Evaluation** signed and dated by Member, Site Supervisor and PD?
- ___ **Emergency Contact Information Form** with next of kin?
- ___ **Health insurance enrollment form** (if applicable)?
- ___ **End-of-term Performance Evaluation** signed/dated by Member, Site Supervisor and PD.
- ___ **AmeriCorps Service Logs**
 - ___ Description of Member's 1st day of service reflects PreService Orientation?
 - ___ Completed in ink, changes crossed out and initialed. No white out?
 - ___ Duplicate service logs removed from file?
 - ___ Every day of service performed has a detailed description of service?
 - ___ Description of service sections are free of ditto marks?
 - ___ Service logs dates and numbers match what is entered on spreadsheets?
- ___ **AmeriCorps Exit Form**
 - ___ If abandoned service, or exited for personal and compelling reasons, is documentation on file?
 - ___ Date of Service Completion on Exit Form the same as the last date of service on member's last Service Log?