

The Parasol Tahoe Community Foundation
AMERICORPS PROGRAM

HOST SITE AGREEMENT
2008 - 2009

This agreement is entered into between The Parasol Tahoe Community Foundation and Tahoe Rim Trail (herein after referred to as the Host Site) for *The Parasol Tahoe Community Foundation AmeriCorps Program* for the 2008- 2009 program year. The following is understood and agreed to by the parties:

Article I. *The Parasol Tahoe Community Foundation AmeriCorps Program*
Roles and Responsibilities are:

As the legal grantee of the Nevada Volunteers (NV), *The Parasol Tahoe Community Foundation AmeriCorps Program* will:

- A. Meet the AmeriCorps program goals as set out by the Grantor (NV): 100% enrollment of member slots; 90% retention of enrolled members; meet performance targets as outlined in the AmeriCorps grant.

- B. Employ an AmeriCorps Program Director to oversee the program and assist Host Site representatives and members throughout the program year. (The Program Director will be the representative of *The Parasol Tahoe Community Foundation AmeriCorps Program* with respect to all references to *The Parasol Tahoe Community Foundation AmeriCorps Program* herein, unless otherwise specified). The AmeriCorps Program Director will:
 - 1. Lead and manage recruitment of AmeriCorps members for placement at Host Sites;

 - 2. Plan and conduct member Team Meetings every Friday for the first two months of service, and then on the 1st and 3rd Friday of each month and provide mentoring and coaching for members as needed;

 - 3. Coordinate all AmeriCorps trainings as required by the grant and publish a training schedule for the year;

 - 4. Oversee and assist the coordination of Community Service Learning Events required for AmeriCorps members;

5. Schedule two Host Site visits with each Site Supervisor and Executive Director during the first and third quarters;
 6. Be responsible for all grant reporting including tracking Service Logs, submitting Quarterly Reports and all other programmatic reporting required by Nevada Volunteers and Corporation for National and Community Service;
 7. Be responsible for management of members, as it relates to the overall AmeriCorps Program, maintain members' files as required by the grant and oversee any disciplinary actions that may be necessary;
 8. Be a liaison for Host Sites regarding any AmeriCorps issues and provide training on all aspects of Host Site responsibilities;
 9. Other support as needed, if justifiable as a reasonable cost pursuant to the AmeriCorps grant.
- C. Provide a Foundation staff member (other than the AmeriCorps Program Director) to manage the fiscal aspects of the AmeriCorps grant. These aspects include:
1. Payment of AmeriCorps members' living allowances upon receipt of Service Logs that are approved/signed by both the Host Site Supervisor the AmeriCorps Member, and AmeriCorps Program Director;
 2. Payment of mileage reimbursements for members' service-related authorized travel, up to 200 miles per month per Full-Time member. All mileage reimbursements must be approved by the AmeriCorps Program Director;
 3. Initial registration and maintenance of worker's compensation and other grant required benefits;
 4. Submit quarterly Budget Reports and all other fiscal reporting as required by the AmeriCorps grant.
- D. Provide AmeriCorps Gear for all members.
- E. Complete an annual site audit as required by OMB Circular A-133.

II. Tahoe Rim Trail Center Roles and Responsibilities are:

- A. Assist *The Parasol Tahoe Community Foundation AmeriCorps Program* in meeting the program goals as set out by the Grantor (NV): 100% enrollment of member slots; 90% retention of enrolled members; meet performance targets as outlined in the AmeriCorps grant.
- B. Provide enough service opportunity for members to accumulate required service hours over the grant year (1700 hours for Full-Time members) and ensuring that members are spending no more than 20% of their time on training activities and no more than 10% of their time on approved fundraising activities.
- C. Have adequate resources to fulfill the individual goals and program objectives of the members, as well as the goals of *The Parasol Tahoe Community Foundation AmeriCorps Program* and AmeriCorps. These resources include, but are not limited to: administrative support, the use of a computer, telephone, fax machine, supplies, postage, copier, and office space.
- D. The Host Site is responsible for member mileage reimbursement, for approved service related travel, in amounts above those covered by *The Parasol Tahoe Community Foundation AmeriCorps Program* (see Section 1 C2 above);
- E. The Host Site will pay The Parasol Tahoe Community Foundation a Member Service Year Site Fee for each member serving at their site at the rate of \$6,000.00 per Full-time member per grant year. The Parasol Tahoe Community Foundation will invoice the Host Site at the beginning of the grant year with half payment due by September 15th, 2008 and the balance due by March 1, 2009.
- F. Identify a Site Supervisor to provide daily, direct supervision of the member(s). Site Supervisor duties are detailed in the position description, the responsibilities of which are incorporated herein by reference. Signed, original copies of the position description are to be in the file with the AmeriCorps Program Director.
- G. Participating in the recruitment and interview process with member applicants and coordinating with the AmeriCorps Program Director in member placement at the Host Site;

- H. Attend member Graduation Ceremony, July 2009 (date TBA).
- I. Participate in two site supervisor meetings with The AmeriCorps Program Director during the grant year; one after 90 days of member service, and one during the third quarter.
- J. Providing site specific training necessary for the members to successfully provide service that is above and beyond the training provided by *The Parasol Tahoe Community Foundation AmeriCorps Program* including, but not limited to, Host Site orientation for new members and introductions to Host Site staff and explanation of Host Site policies;
- K. Supervising and assisting the members in the implementation of their service plan in the form of direct, daily supervision to assure that they are making adequate progress toward their individual and community service, community building and member development objectives, as well as meeting the performance measures as outlined by the grant;
- L. Approving and signing members' service logs each reporting period. Logs are due every other Tuesday, following the two week time documented on the service log;
- M. Conduct and complete two member evaluations - one at 90 days of service (due November 30, 2008) and a Final evaluation at the end of the member's service. Site Supervisors must submit signed original 90 day and final evaluation forms for each member to *The Parasol Tahoe Community Foundation AmeriCorps Program* using forms provided by the AmeriCorps Program Director.
- N. Provide adequate data to allow members to complete statistic forms to document their service impact and approve completed statistic forms on a quarterly basis (due dates: January 4, 2009, April 4, 2009, July 6, 2009 and at the end of the member's service year);
- O. Complete Program Report forms, provided by the AmeriCorps Program Director, on a quarterly basis (due dates: January 4, 2009, April 4, 2009, July 6, 2009, and at the end of the member's service year) and submit to The AmeriCorps Program Director;
- P. Act as an informational relay between *The Parasol Tahoe Community Foundation AmeriCorps Program* and the Host Site, and assuring that members in violation of the terms of their Member Service Contract are disciplined in a manner consistent with that agreement. All disciplinary actions (verbal or

written) must be handled in conjunction with the AmeriCorps Program Director, documented, with the documentation to be kept in the member's file with *The Parasol Tahoe Community Foundation AmeriCorps Program*. All disciplinary actions MUST involve the AmeriCorps Program Director. Host Sites can not terminate members for any reason.

- Q. Permit members to attend all training sessions required by *The Parasol Tahoe Community Foundation AmeriCorps Program* including but not limited to AmeriCorps Team Meetings every Friday for the first two months of service, and the 1st and 3rd Friday of each month thereafter. Permit members to attend Parasol Community Collaboration meetings as necessary.
- R. Ensure that members will not engage or participate in any of the following Member restricted activities:
1. Attempting to influence legislation;
 2. Organizing or engaging in protests, petitions, boycotts, or strikes;
 3. Assisting, promoting or deterring union organizing;
 4. Impairing existing contracts for services or collective bargaining agreements;
 5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;
 6. Participating in, or endorsing events or activities that are likely to include advocacy for or against political parties, political candidates, political platforms, proposed legislation, or elected officials;
 7. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytizing;
 8. Providing a direct benefit to a for profit entity, a labor union, a partisan political organization, an organization engaged in the religious activities described in the preceding sub clause unless Grant funds are not used to support the religious activities, or a non-profit that engages in lobbying, a non-profit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26;
 9. Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive;
 10. Other activities as the Corporation determines will be prohibited, upon notice to *The Parasol Tahoe Community Foundation AmeriCorps Program*.

- S. Ensure that members are not assigned to activities that would result in displacement for a paid worker, or that would normally be done by a paid worker.
- T. Ensure that members immediately receive necessary first aid and transportation to the nearest place of proper treatment upon the occurrence of injury.
- U. Ensure that members are not engaged in any at risk activities that are outside the approved position description of the member.
- V. Ensure that AmeriCorps members do not drive agency vehicles or provide transportation to clients in their personal vehicles. Special exceptions may be made for agencies that provide adequate insurance and training for their AmeriCorps members. Approval is required by the AmeriCorps Program Director.
- W. Ensure that members do not participate in the following fundraising activities:
 - 1. Raising funds for his/her living allowance.
 - 2. Raising funds for an organization's operating expenses or endowment.
 - 3. Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
 - 4. Writing grant applications for funding provided by any other federal agencies.
- X. The Host Site will acknowledge the presence of AmeriCorps members serving at the site with a visible AmeriCorps sign displayed at the member's primary service site.
- Y. The Host Site understands that any photograph, audio recording, video or film taken of the Host Site in conjunction with AmeriCorps or *The Parasol Tahoe Community Foundation AmeriCorps Program* can be used by the Commission and/or *The Parasol Tahoe Community Foundation AmeriCorps Program* without the Host Site's express permission. The Host Site foregoes any rights to royalties in conjunction with photographs, audio recordings, video or film.
- Z. If *The Parasol Tahoe Community Foundation AmeriCorps Program* releases a Member from service for any reason the AmeriCorps position may remain vacant for the remainder of the term.

AA. Ensure that members are treated as equal members of the staff and receive the appropriate respect.

III. Amendments to this Agreement

This agreement may be changed or revised with the written consent of both parties.

IV. Authorization

Tahoe Rim Trail and *The Parasol Tahoe Community Foundation AmeriCorps Program* hereby acknowledge by their signatures that they have read, understood, and agreed to the terms of this document.

Host Site: Tahoe Rim Trail

_____ Date: _____
Mark Kimbrough/ Executive Director of the Tahoe Rim Trail Association

Site Supervisor Signature: _____

Print Name and Title: _____

Date: _____

Site Supervisor Signature: _____

Print Name and Title: _____

Date: _____

The Parasol Tahoe Community Foundation

_____ Date: _____
Claudia Andersen/Executive Director of the Parasol Tahoe Community Foundation

_____ Date: _____
Marea Hunter/AmeriCorps Program Director