



# MEMBER PROGRAM CHECKLIST

(300- & 400-hr members)

Please use the following checklist to ensure you are on track for completing your service in full compliance to receive your Education Award. All listed below count as direct service hours.

## First 1-2 weeks:

- Program Orientation & Training *(Canvas, online, self-directed)*
- Program Welcome *(virtual over Zoom; timing may vary)*
- Data Tracking Plan *(develop with supervisor to track program data on an ongoing basis)*

## 2x per month:

- Timesheets *(due on the 1<sup>st</sup> and 16<sup>th</sup> of each month; hours monitoring must be completed on an ongoing basis to ensure you are on track to complete on time)*
- Data Reporting Logs *(designated submitters ONLY; submit with timesheets)*

## Mid-Term:

- Mid-Term Monitoring *(survey - members serving winter/spring ONLY; site visits - selected sites only)*

## End-of-Term:

- End-of-Term Progress Report
- End-of-Term Performance Evaluation
- MyAmeriCorps Exit Form
- Final Timesheet

Optional but strongly encouraged: Professional Development (optional with prior supervisor approval; 20% of service hours max) and National Day(s) of Service (strongly encouraged with prior supervisor approval; dates vary).

Questions? Please contact your Enrollment Coordinator: Lainie Juhl ([juhl@wwu.edu](mailto:juhl@wwu.edu))