



Rural Alaska Community Action Program, Inc.

731 East 8th Avenue; Anchorage, AK 99501
Phone: (907) 279-2511 / (800) 478-7227
Fax: (907) 278-2309 / (800) 478-6343
www.ruralcap.com



AMERICORPS HOST ORGANIZATION APPLICATION

SPONSORING HOST ORGANIZATION PROFILE

1. Community: _____ 2. Organization: _____

Address: _____
Box Number or Street City State Zip Code

2. Site Supervisor (Must be the person completing this application): _____

Site Supervisor job title: _____

Contact: _____
Work Phone Fax Number Email Address (Required)

3. Alternate Site Supervisor and job title: _____

Contact: _____
Work Phone Fax Number Email Address (Required)

Site Supervisor and Alternate Site Supervisor – Preferably an individual who will serve for the entire duration of the AmeriCorps participant’s service year.

a) Approximately how many hours will you meet with the AmeriCorps Member per week? _____

b) Are you available to communicate with the AmeriCorps Program Coordinator at least twice monthly?
Check answer: YES NO

c) Are you available to attend Online Site Supervisor Orientation Training (approximately 1 hour)?
Check answer: YES NO

d) Are you available to promptly review, sign and approve the AmeriCorps member’s semimonthly time sheets, reflection logs and monthly reports? Are you willing to complete a mid-year and end of year evaluation of the member—and report in an online database, as needed?
Check answer: YES NO

3/6/2018

Need assistance completing forms in this packet due to a disability or limited English proficiency? Please contact us at comdevsupport@ruralcap.com or 1-800-478-7227 and ask for Community Development’s Accommodation Coordinator.

4. Describe the work space for the AmeriCorps Member, including where the work space will be located. Draw diagram if preferred. How far away is this space from the office of the Site Supervisor? *This designated space and computer with internet access is **critical** for a successful program.*

5. What is available for the AmeriCorps Member to use on a regular basis? (Please check)

- a) _____ Computer (at least weekly)
- b) _____ Internet
- c) _____ Fax
- d) _____ Copier
- e) _____ Desk
- f) _____ Chair

6. What will be the AmeriCorps Member's work phone, fax, and e-mail address?

g) Work Phone: _____

h) Fax: _____

i) E-mail Address: _____

7. If applicable, please identify below the applicant recommended by the host organization to be the AmeriCorps Member. You are welcome to add comments. This can also be discussed with the RurAL CAP program coordinator during the interview process. Application for the recommended member must be enclosed.

Recommendation: _____

8. Please submit responses to the following as an attachment on a separate page along with application. Be as creative, detailed and thoughtful in developing/describing your projects as you would like.

- a) Based on community needs and Member applicants' talents and interests, describe how the AmeriCorps Program would benefit your community.
- b) Describe in detail how you envision a Resilient Alaska Youth AmeriCorps Member would organize youth groups, how often they'd meet, where they'd meet, and list some of the activities they'd facilitate.
- c) Describe how your project and your AmeriCorps member will interact with students during the school day? Is there an opportunity to partner with the school(s)?

Actual project notes one

AmeriCorps member coordinated a week long culture camp with the help of the school, tribal council and the local village corporation. They facilitated meetings between the parents, teachers and the students. Taught boat and gun safety before the trip.

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