

<<Program name/program year>>

Member File Checklist



Are the following items in the member's file?

- Member Application
- Member enrollment form [signed and dated]
- Proof of age/documentation of citizenship [copy of passport photo]
- Member contract [signed and dated]
- Background check [1. National sex offender registry check and 2. EITHER a state criminal records check OR FBI fingerprint check]
- Community (host) contract
- Internship work plan
- Timesheets [signed and dated by member and supervisor]
- Monthly reports/work plan updates
- High school diploma or equivalency
- Documentation of health care enrollment
- Documentation of child care enrollment (if applicable) ___ N/A
- Tax Documents: ___ W-4 form ___ W-2 form
- Loan Forbearance Request form (if applicable) ___ N/A
- AmeriCorps Publicity Release Form
- Member discipline documentation (if applicable) ___ N/A
- Mid-term Performance Evaluation
- End-of-term Performance Evaluation
- End-of-term/exit form [signed and dated]
- Member Skill Inventory (pre/post)
- Success story(s) ___
- Documentation of compelling personal circumstances (if applicable) ___ N/A
- Change of Status/Term form (if applicable) ___ N/A
- Personal Vehicle Use Form
- Site Visit Report Form(s) ___ (1) ___ (2) ___ (3) ___ (4)
- _____
- _____
- _____