



Lower Columbia Center

Member Development

For Members Starting in January 2006

Contents:

Member Development at Lower Columbia Center	2
Program Expectations:.....	3
How Training and Member Development Works	4
What Hours Mean And How To Count Them.....	6
Core Development:.....	8
Core Development Calendar	
Makeup Procedure	
Individual Development.....	10
Community Action Project.....	12
Resources To Help You.....	13
Advice About Development	
NWSA Training Funds	
Forms	

Member Development at Lower Columbia Center

There comes a time—it is the beginning of manhood or womanhood—when one realizes that adventure is as humdrum as routine unless one assimilates it, unless one relates it to a central core which grows within and gives it contour and significance. Raw experience is empty, as empty as the forecabin of a whaler or the chamber of a counting-house. It is not what one does, but what one realizes, that keeps life from being vain and trivial. It is the artist, the knower, the sayer, who realizes human experience, who takes the lump of what we find in nature, smelts it, refines it, assays it, and shapes it into coins that can pass from hand to hand and make everyone the richer.

-Lewis Mumford

You will spend eleven months with Northwest Service Academy.

This time is a wonderful opportunity to learn professional skills, explore career paths, and develop your vision for how you can be an effective citizen in your life beyond AmeriCorps, wherever it takes you. In fact, it's an opportunity that becomes increasingly rare as your career progresses.

Member Development is a critical part of NWSA. We dedicate about 20% of your total time in the Academy to helping you learn new skills that will help you in the environmental and education fields. Some parts of member development are required, some are optional, and some provide you with a wide range of choice. Like most of the Academy, what you get out of Member Development will depend on what you put in.

NWSA has three goals for the Member Development program.

1. To provide members with the skills they need to have an effective year.
2. To build leadership skills, inspiration, and knowledge that will serve members well in their professional lives long after AmeriCorps is over.
3. We strive to build civically engaged citizens who will be agents of change in society, whatever their career path may be.

Like the whole NWSA experience, Member Development is what you make of it. The choice is yours. Read on.

PROGRAM EXPECTATIONS

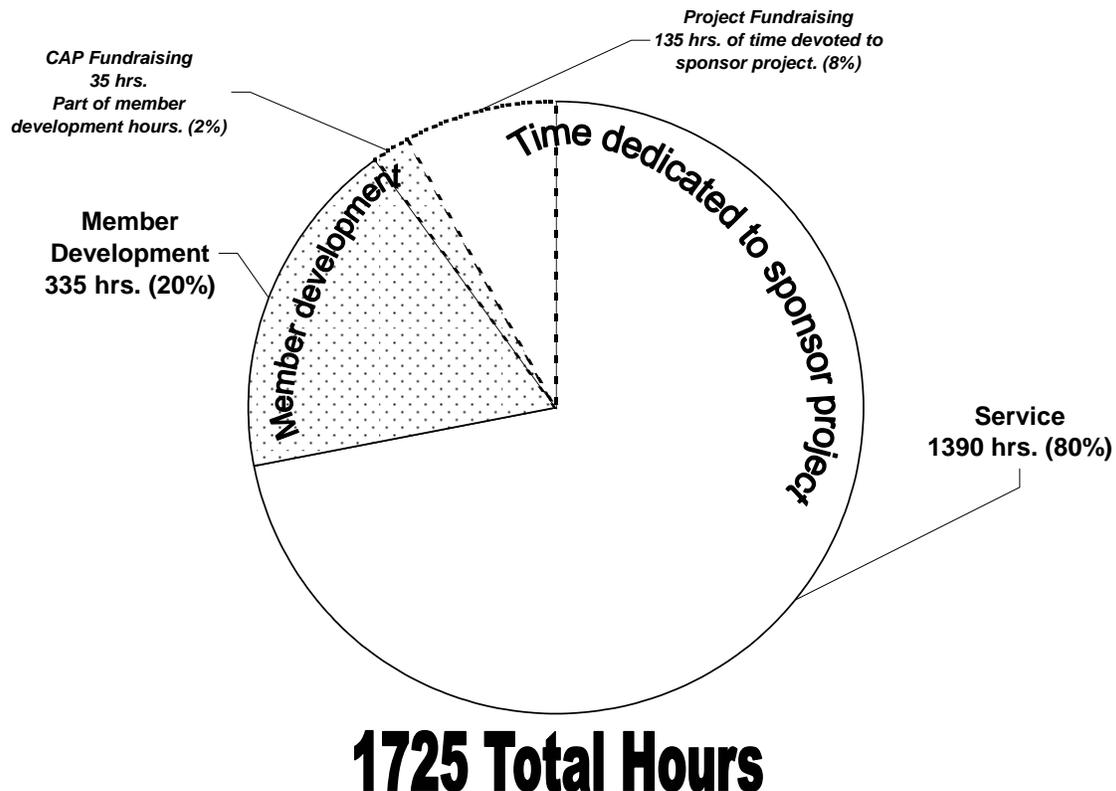
To complete the program, every NWSA Member is required to:

- 1. Complete a total of 1,725 hours.**
- 2. Serve at least 1,390 hours with your sponsor on your service project. (this is roughly 80% of your time at NWSA)**
- 3. Attend all the required NWSA trainings** and team meetings, or complete the makeup procedure if something is missed.
- 4. Complete a Community Action Project (CAP)**

How Training and Professional Development Works

80% of your time at NWSA (1,390 hours) will be spent doing your service project at your sponsor site.

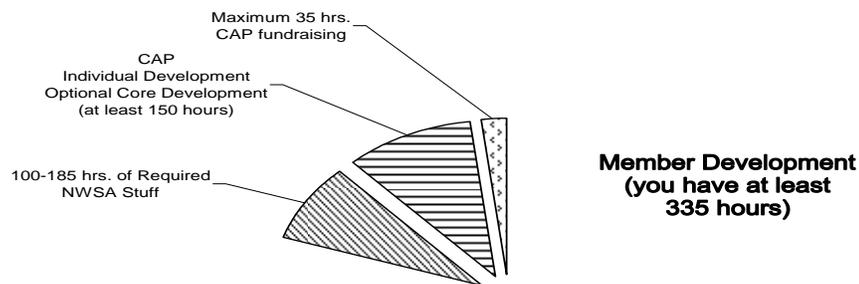
The remaining 20% of your time is for development. This is 335 hours, which is the equivalent of 42 8-hr days, or just over 2 months overall during your time at NWSA. This is a rare gift in the workaday world.



A Bit More About Development

Of those 335 hours, between 100 and 185 hours will be taken up by required NWSA activities, like this Orientation, skills trainings, team meetings, and so on.

That still leaves you at least 150 hours (about 20 full days, the equivalent of a solid month) to work on your CAP and pursue your own development. You don't have to use it all if you don't want to but it's there.



What Hours Mean and How To Count Them

On your time log and time sheet, you'll be coding hours based on the following:

Service Hours

Service Hours are things that are done at the behest of the sponsor. Most of this will be the work you do at your site.

- Training that is required as an integral part of service work will also count as service hours. For instance, if you're an individual placement member working on water quality issues, and your sponsor sends you to a workshop on water quality testing techniques, this would count as service hours since they decided that you should attend.
- NWSA Service Days (Martin Luther King, Jr. Day, Earth Day, and Make a Difference Day) will also count as service hours.
- Time spent fundraising for cash or soliciting in-kind donations for projects at your service site will not be considered service hours—these will be counted as *Fundraising For Project* hours, listed below.

Core Development Hours

Core Development is participation at NWSA-organized trainings, such as Orientation, Skills Trainings, Team Meetings, and so forth. Some Core Development activities are required, and some are optional. No minimum or maximum hours.

Individual Development Hours

Individual Development Hours are things that members choose to attend. For instance, if you wanted to go to the same water quality training (described above) but it wasn't required by your sponsor, it would count as Individual Development. No minimum or maximum hours.

CAP Hours

Time spent working on your CAP counts as CAP hours. There are no minimum or maximum hours as long as the CAP is completed. Time spent fundraising for money or soliciting in-kind donations for your CAP project is counted as CAP Fundraising hours, below.

Fundraising Hours:

The Corporation for National and Community Service restricts member fundraising time to 10% of their total hours. The Lower Columbia Center allocates 8% of this fundraising time to the sponsor project, and 2%, if needed, to the member's Community Action Project.

This limit applies to both soliciting money and in-kind contributions, such as donated plants, coffee, and other donated goods and services.

For the purposes of this limit, ***fundraising time is considered any time spent requesting funds, writing grant proposals or solicitation letters, and similar activities dedicated to the actual request.*** *Research time is not part of this fundraising limit and would count as service hours if for your service project, or CAP hours if for your CAP.*

Please remember that AmeriCorps Prohibited Activities concerning fundraising apply—members can only fundraise for projects, not for organizational operating costs or for the cash match. The Prohibited Activities are described in your Member Handbook.

Fundraising for Project: (Maximum 135, no minimum) This is the maximum hours that can be spent on fundraising for projects at your sponsor organization. Should you chose not to raise funds or in-kind contributions for your CAP, this maximum could increase to 170 hours.

Fundraising For CAP Hours: (Maximum 35, no minimum) Members can spend up to 35 hours (2% of total service time) fundraising for their CAP if they choose. Again, this only applies to both raising funds and seeking in-kind donations. If you are not going to raise funds or donations for your CAP, you can choose to dedicate these fundraising hours to your service site, as part of the 1,390 hours spent on your service project with your sponsor. It would not reduce the time you have to dedicate to other Member Development activities. This is your choice, not the sponsor's, and is designed to protect your ability to raise funds and donations for your CAP if needed.

Core Development

NWSA organizes trainings for members. Some are required, and some are optional. Members who don't attend a required activity will need to follow the make-up procedure, described on page 9.

LCC Core Development Calendar **January 2006 Start Members**

- *First half of Member Orientation: January 23-25, 2006 (required)*
- *First day at Sponsor organization or with team: 1/26*
- *Second half of Member Orientation: 1/30 and 1/31 (required)*
- *Skills Trainings: Winter-Spring 2006. Variable based on topic. Each team and/or member will receive approximately 2 ½ days of training in key topic areas (watershed restoration, volunteer coordination, etc.) You'll receive a separate schedule for your skills trainings, since they're individualized. (Required but with element of choice)*
- *Team Meetings (one day/month for IPs), Monthly or weekly for field teams (required)*
- *Communication and Conflict Resolution Training (required). For IP members, this will be at your April team meeting. For EnviroCorps and Mixed Placement teams, it will be held on February 28th and March 6, respectively. For other field teams, it will be scheduled separately.*
- *Two National Days of Service: Earth Day (April 22) and Make A Difference Day (October 21) (required)*
- *Diversity Training in Spring 2006 (exact dates TBD) (required but with element of choice)*
- *Planning for Life After AmeriCorps, June 7, 2006 (optional)*
- *Summer Summit at NWSA's Mt Adams Center, July 7, 2006 (optional)*
- *End of Year NWSA Symposium (November/December 2006) At this new event, members will give brief (5 min) presentations or posters about their accomplishments during the year.*
- A selection of other training events

Lower Columbia Center Core Development Make-Up Policy and Form

If there are extenuating circumstances that will prevent Members from attending and participating in any NWSA Core Development Training, the Member must:

1. **Request an excused absence from their Leader at least two weeks prior** to the scheduled event if possible. Staff will respond based on the circumstance and past attendance and performance records.
2. **Submit this form, explaining how and when they will make-up it up.** This proposal must be approved by the Training and Member Development Coordinator.
3. Members must complete their make-up activity **within two months** of the training they missed, or the end of their service, whichever comes first.
4. Members are responsible for finding an appropriate training that is the equivalent of what was missed.

Name: _____ Date: _____
Leader: _____ Placement: _____

Name and Date of Event Missed:

Please describe in detail the make-up training and/or activity you are proposing. Activities should be equivalent to the event you missed in relation to time and content.

What do you see as the objective or outcome of this activity?

Please describe how this substitute activity will aid in your personal and/or professional development. _____

Date this make-up training and/or activity will take place by: _____

Member Signature: _____ Date: _____

Member Development Coordinator Signature: _____ Date: _____

Send this form to Neil Schulman (Fax 503-232-0166 or Neil.Schulman@esd112.org)

Individual Development

NWSA allows members to use NWSA time for self-directed professional, personal, and career development activities. There's a lot of freedom. The list of what you can do follows.

All activities need to be documented. This documentation should be attached to your monthly log. If you're not certain about whether or not an activity is permitted as part of AmeriCorps time, contact the Member Development Coordinator before you do the activity.

PROFESSIONAL DEVELOPMENT (No Hours Limits)			
Activity	Examples	Guidelines	Documentation
Conferences, Workshops, Trainings, Lectures, Classes, etc.	<ul style="list-style-type: none"> • Lecture on "strategies for working with at-risk youth." • Attend a conference on environmental restoration or education • Pursue Wilderness First Responder certification • Participate in a training program on green building techniques, watershed restoration, wetlands delineation, K-12 education, etc. • Make a presentation or sharing skills at a conference, etc. 	<ul style="list-style-type: none"> • Must be directly related to one of AmeriCorps goals: education, environment, public safety, human needs or homeland security. • Hours studying for a class cannot be counted. (See GRE exception, below) 	Attach a copy of the event flyer, agenda, or syllabus to your time log.
Reflection About Service	Write a story, make a video, and present to some group, such as the Northwest Service Symposium	Reflection on service must be presented or shared somewhere. Reflection must be about your service experience.	Attach a copy of your reflection piece to your time log and note date presented.
Volunteering	<ul style="list-style-type: none"> • Watershed restoration projects • Education, environmental education, working with at-risk youth, etc. • Community planning and neighborhood efforts • Mentoring youth • Lots of other volunteer opportunities based on your interest. 	AmeriCorps Prohibited Activities apply: activities cannot support religious instruction or worship, political viewpoints, benefit a for-profit entity, support a protest or strike, or raise funds for an organization's general operations.	Copy of event flyer or info attached to time log. If not available, write organization, name of activity coordinator, and phone # on that day of the monthly log.
Serving on an NWSA Committee	<ul style="list-style-type: none"> • Helping Plan Earth Day or Make a Difference Day • Helping Plan Diversity Training • Other NWSA Committees 	Open to lots of participation.	Note activities, meeting dates, etc. on time log.

Career Exploration

Limited to 25 hours per activity during the service year.

Category	Activity	Documentation
Career development	<ul style="list-style-type: none"> • Developing resumes, portfolios, and cover letters, etc. • Informational interviews • Job shadows 	<ul style="list-style-type: none"> • Attach copies of resumes and letters to monthly log • List of people interviewed and contact information
Pursuing higher education	<ul style="list-style-type: none"> • Work on applications to graduate school, professional certification, college, etc. • Visit and/or grad schools, etc. • Study for GRE/SAT/LSAT/SAT, etc. 	<ul style="list-style-type: none"> • Copies of completed applications, places and/or websites visited, contact information of people talked with in monthly log • Sample test scores and/or answer sheets

What Doesn't Qualify as Individual Development?

Recreational Activities: Stuff that's done for fun: snowboarding, yoga, canoeing, reading, etc.

Art and Creative Expression: Painting, writing, dance, etc. unless clearly related to service reflection.

Personal Growth Activities not listed above, such as reading, listening to language tapes

Travel time to and from Development Activities unless riding in an NWSA vehicle.

Prohibited Activities apply to Development Activities the same way they apply to service.

Community Action Project

NWSA requires full-time members to complete a **Community Action Project (CAP)** during their service year. The goal of the CAP is to build the skills to become effective agents of positive change in society independent of outside direction—how to affect the world around you while marching to the beat of your own drummer.

There is a very wide range of freedom and opportunity about what your project is, who you work with on it, and the scale of your project.

The CAP is designed to build members' skills and ability to be agents of change in society after AmeriCorps service is over—whatever the person may view as the change they'd like to see.

You will learn more about CAP on the last day of Orientation.

Resources to Help You in Member Development

There are four tips to help you get the most out of Member Development.

- **Read the Weekly Briefing.**

Every Monday, NWSA sends out a weekly briefing via email, and **we expect that members will read it.** The weekly briefing contains key information on upcoming Core Development activities, along with reminders and directions. It also contains lots of upcoming workshops, conferences, and volunteer opportunities. You can also post something in the weekly briefing by sending it to Emily Goodman (Emily.Goodman@esd112.org) by noon the Friday before.

- **Seize the Opportunity**

The focus on Member Development is a rare thing—there are very few chances to spend a month of your “professional” time learning things that you’re interested in, furthering your career, or working on future plans. Take the chance while it’s there. Think about what you want to learn and then pursue it.

- **Advocate For Yourself**

Sponsors have been briefed on how NWSA Member Development works, and they know that members will be taking some time away from the teams and sites. However, they get busy (like all us) and also feel the pressure of the work that needs to be done. You can help ensure that you get this Member Development time by sharing your plans with your sponsor, and by scheduling and communicating with them in advance. If it becomes a problem for whatever reason, talk to your leader.

- **Ask the Member Development Coordinator**

Please ask me if you’re not sure of how something works, if you want to know what community groups might put on a particular kind of workshop, might be a good connection for volunteering, etc. (Neil.Schulman@esd112.org or 503-234-2383 ext. 105)

Member and Team Funds

NWSA makes small amounts of money available to members and teams for development and retreat purposes.

These funds are here to help you in your development, but should be used sparingly and creatively. If every member and every team used all these funds, NWSA would lose the ability to pay for something else that's valuable. Please think of them as a "here if you really need it" fund, but not too be used just because it's there.

Before we approve tapping into these funds, we'll ask that you exhaust other opportunities, such as donation, discounts, volunteer and service trades, etc.

All use of these funds must be pre-approved by staff.

Individual Member Development Fund:

Maximum of \$50/member. This can be used for trainings that aren't free or covered by a sponsor, or CAP costs that can't be donated. On a reimbursement basis. Follows same guidelines as Individual Development hours. Must be **pre-approved** by the Training & Member Development Coordinator

Team Training Fund:

Each team has a \$150 Training Fund that can be used for training the team wishes to do together. The same guidelines for Individual Development apply to use of the Team Training Fund. *Must be pre-approved by the Training and Member Development Coordinator, with as much advance notice as possible.*

Team Retreat Fund:

Most teams will go on a retreat at the beginning and/or the end of the year. The retreat fund can help cover costs such as camping, food, etc. as appropriate. *Must be pre-approved by the Strand Member Support Coordinator.* (Lara Jones for Individual Placement teams and Kevin Gaalaas for Field Teams)

Northwest Service Academy Member Development and Training Fund Application Form

One of the benefits that NWSA provides to members is a small amount of money that can be used for various costs associated with member development activities. This fund can be used for things like attending trainings or conferences, costs associated with individual development, and costs associated with CAP projects that can't be donated or paid for in some other way.

Notes:

- 1. Please use this \$50 scrupulously. While \$50 isn't a lot, when you multiply it by over 100 members, it can add up to a prohibitive amount for NWSA if used indiscriminately.**
There are often ways to get things donated, find free or inexpensive trainings, get project costs donated, and get discounts by making good use of AmeriCorps reputation, the service you're doing, and being creative. Please pursue these options before tapping into the member development fund.
- 2. The fund is on a reimbursement basis.** You'll get approval from the Member Development Coordinator, then pay for the cost directly. Then you'll submit an invoice and receipts (see below) to NWSA to get reimbursed.
- 3. These funds cannot be used for travel costs, or for recreational activities.** Generally, use of these funds follows the same guidelines as development hours.

The Process:

Before using the training fund:

1. Complete this form
2. Attach copies of any written materials describing the event, including announcements or activity/class syllabus.
3. Mail, fax or deliver the form to the NWSA Member Development Coordinator for approval before the training occurs
4. Make a copy of everything for your files.

After the training:

1. Complete the Invoice Voucher and sign where it says "Signature of Claimant".
2. Attach a receipt, clearly verifying what money was paid to whom.
3. You will be mailed a reimbursement within five weeks of NWSA receiving the Invoice Voucher.

FORM ON REVERSE

Member Development Fund Application

Name: _____

Date: _____

Service Site Telephone Number: _____

Event to be attended or activity to which the funds will be used (attach a copy of agenda, description of the project, etc.) : _____

Organization/Individual organizing the event _____

Date(s) of Event: _____

Total Cost of Event: _____

Total Amount for which you are applying _____

Please answer each of the following questions:

1. If the activity is a workshop or seminar, describe the topics to be covered: _____

2. Please outline how this activity will enhance your ability to meet the needs of your service placement, further your long-term professional/community development within the parameters of NWSA goals, or help you to further develop your leadership capacities. _____

3. Please describe the benefits for other NWSA members based on your participation. (How will you share information gained?) _____

4. If the funds are for your CAP project, please describe what you've done to try and get these costs donated, discounted, or matched by other sources: _____

Send this form to Neil Schulman at NWSA: Fax 503-232-0166 or Neil.Schulman@esd112.org

For Official Use Only

Date: _____

Approved: yes no

Approval Signature _____

Reimbursement Claimed: _____ Reimbursement Completed: _____

INSERT INVOICE VOUCHER HERE

INSERT PHONE LIST HERE



Who Does What at the Lower Columbia Center

This will help you figure out whom to ask various questions you might have.

NWSA Team Leaders:

Team leaders are AmeriCorps members who support other members and are NWSA's first line of communication with their teams. They work with members to problem-solve with any issues that arise. Team leaders serve both Individual Placement and Field teams. Not all teams have team leaders. See the phone list.

Individual Placement Staff

Margi Guilfoyle, Individual Placement Coordinator

Margi is the first person to ask for questions regarding sponsors, the RFP process if you're interested in being an Individual Placement Sponsor in the Lower Columbia River region, member workplans, site visits, and individual placement policies. She sends out a monthly sponsor briefing.

Lara Jones, Individual Placement Member Support Coordinator

Lara works directly with IP team leaders and members and is the first person to ask for questions about anything that can't be answered by the leader. Talk with her for information on All Academy Service Days, member evaluations, problem-solving, or any challenges you may be having.

Statewide Individual Placement Staff

Susan Navrotsky, Statewide IP Coordinator

Susan coordinates NWSA's Oregon-wide IP members. Contact Susan if you have any questions about our statewide work, or if you're interested in a member serving with an organization outside of the greater Portland Metro area.

Field Team Staff

Suzi Cloutier, Field Teams Coordinator

Suzi coordinates the overall operations of NWSA's field teams and Mixed Placement team. She organizes projects for teams and works with field team sponsors. Field teams can be dedicated specifically for one agency, or can work on a wide variety of projects. Contact Suzi if you are interested in working with an NWSA field team or having a 3 days/week Mixed Placement member at your site.

Kevin Gaalaas, Field Team Member Support Coordinator

Kevin works daily with the Field Team members and leaders. He is the first point of contact for member questions that can't be answered by team leader, team logistics, and member forms such as timesheets and time logs, as well as any member issues that arise.

Lower Columbia Center Administrative Staff

James Moore, Center Secretary, and Emily Goodman Office Assistant

James and Emily are the first point of contact for NWSA record-keeping, including in-kind forms and other documentation. Emily also sends out the weekly briefing that communicates key information to members. If you'd like to post something in the Weekly Briefing, contact Emily.

Sherrie Jackson, Recruitment Coordinator

Sherrie recruits NWSA members and team leaders. Contact her if you have any questions regarding member recruitment.

Neil Schulman, Training and Development Coordinator

Neil is responsible for member training, development opportunities, and the Community Action Project (CAP). He is the person to ask if you're unsure of whether something should be considered service or development, if you have questions about NWSA training, or questions about the CAP.

Ernie Guerrero, Center Director

Ernie guides the overall function of the Lower Columbia Center. He is the person to talk to regarding our overall relations with the community, our strategic planning process, and other opportunities for partnering with the Center.

NWSA Parent Organization Staff at ESD 112 in Vancouver, WA (360) 750-7500

Bonny Cushman, Outreach Coordinator

Bonny conducts community outreach regarding AmeriCorps and the impact we have on the area. She's the person to contact if you're sending out news releases and want to know how to best represent AmeriCorps, or how to convey the overall mission of the Academy.

Jennifer Bullock and Erika Johnson, Links Program

Jennifer and Erika run the Links Program which supports part-time members and their sponsor sites. Links members volunteer part-time and receive an education award but no stipend. They coordinate the proposal process with host organizations and works members. This program is ongoing with no set start dates.