



AmeriCorps Supervisory Information Sheet



AmeriCorps member supervision and procedures are overseen by the supervising organization and CalSERVES, but day-to-day management of an AmeriCorps member is the partner site's responsibility. The partner site must designate a full-time, on-site, paid staff person to supervise the AmeriCorps member according to AmeriCorps and CalSERVES guidelines.

INSTRUCTIONS: This form must be completed by the designated AmeriCorps member supervisor. Please complete all fields below and sign at the bottom of the page.

Partner Site name:

Supervising Organization:

VIP Program Type:

AmeriCorps service site (physical address where member performs majority of duties):

Designated supervisor name:

Title:

Email address:

Phone number:

Office address (physical):

Are you a full-time, paid employee of the Partner Site?

Are you familiar with the Partner Site's current volunteer program?

Do you have supervision experience?

Do you agree to be background checked through the DOJ and FBI (a requirement of all AmeriCorps supervisors)?

Do you agree to supervise the AmeriCorps member, including conducting weekly check-in meetings and completing the Member Evaluation 3 times per AmeriCorps term?

Do you agree to attend required AmeriCorps supervisor meetings and trainings led by the Supervising Organization?

Please read the following note about AmeriCorps members for supervisors:

The most successful VIP Fellows are those who are mentored by their direct supervisor and are provided opportunities to grow their leadership and professional skills. AmeriCorps VIP Fellows are dedicated citizens who commit to bring passion and hard work to the partner site. Many AmeriCorps members are new to the nonprofit and volunteer management fields, and will spend their year of service growing in skills through experience and through trainings provided by the supervising organization, CalSERVES, and the partner site. Past supervisors report that the time invested in mentoring the AmeriCorps VIP Fellow is both rewarding and has a strong return on investment in the quality of the member's service.

I certify that the information entered above is true, and agree to the requirements of AmeriCorps VIP Fellow supervision. I understand that my investment of time and expertise in the AmeriCorps member's supervision will make a significant impact on how my organization, and the AmeriCorps Fellow, experience the program.