

**EXHIBIT A
STATEMENT OF WORK**

This agreement is to establish and maintain an effective working relationship between the parties to ensure the coordination of the AmeriCorps VIP Program. The AmeriCorps VIP program will engage AmeriCorps members in local non-profits and educational organizations to develop and build infrastructure for successful volunteer programs that engage High Value Volunteers (HVV). The target population for VIP is agencies serving families who are disproportionately experiencing economic challenges of unemployment and home foreclosure.

Goals of the Program:

- Build a volunteer management program through the development of systems in Partner Sites (nonprofit and educational organizations) that will enable the PARTNER SITE to successfully recruit, place, and support HighValue Volunteers in order to serve the community more effectively.
- Each AmeriCorps member will work with the PARTNER SITE to build the infrastructure of the volunteer program. By the end of the term of service, the PARTNER SITE will achieve 80% of the defined indicators of the relevant Standard on the VIP Volunteer Capacity Assessment.
- Each AmeriCorps member will recruit and manage 50 volunteers, focusing on generation of highly skilled volunteers, volunteer leaders, or volunteers from business partnerships.
 - a) Of these 50 volunteers, 25 will be ongoing and will provide a minimum of 20 hours each of service while the remaining 25 will participate in project-based activities and will serve a minimum of 1 hour each.
- Each AmeriCorps Member/Fellow will raise a minimum of \$1,300 in cash and/or in-kind donations for the PARTNER SITE in which they are placed.

University Corporation will work with the PARTNER SITE to recruit, screen, enroll, orient, and train AmeriCorps VIP Members/Fellows). VIP Members/Fellows will work with the PARTNER SITE to recruit volunteers and build infrastructure that support services to youth and their families.

Through AmeriCorps VIP, 1 (one) AmeriCorps Member(s) will be assigned to the PARTNER SITE to provide a minimum of 1700 hours of service.

By committing to this number of Members, PARTNER SITE will be assessed a \$5,000 penalty for any members not placed under its organization which will be due and payable by December 15, 2015.

Required reports should be submitted electronically, postal or in person to:

Laura Lee Lienk
California State University, Monterey Bay
100 Campus Center
Seaside, CA 93955
Email: llienk@csumb.edu

It is agreed that the PARTNER SITE will:

1. Meet the criteria outlined in their AmeriCorps VIP Partner Site Application.
2. Assist University Corporation in the recruitment and selection of AmeriCorps Member(s). This may include posting the position within the agency; referring interested parties; conducting interviews; and participating in final selection of the AmeriCorps Member(s).

3. a) In the event that the AmeriCorps Member drops out of the program before he or she has completed 30% of their service term, every effort will be made to replace the Member.
- b) If no replacement is made and the Member has served less than 30% of his/her service term, the PARTNER SITE will be reimbursed for the remaining portion of the match spent on the Member leaving. For instance, if the Member has served 10% of his/her service term and is not replaced, the PARTNER SITE would be reimbursed the remaining \$9,000.
- c) If the AmeriCorps Member has served more than 30% of his/her term of service and drops out of the program, no replacement can be made, and the PARTNER SITE will not be reimbursed for the Member cost portion of the match.
- d) The administrative portion of the match will not be reimbursed in any of the above cases.
4. Provide AmeriCorps Member(s) with an orientation and any agency-specific training they will need to carry out their assigned tasks.
5. Orient agency staff about AmeriCorps and the roles and responsibilities of any Member assigned to the agency.
6. Assign at least one paid staff member to attend all PARTNER SITE meetings and trainings provided by University Corporation.
7. Designate an appropriate paid supervisor to supervise the Member's day-to-day performance. This should include guiding the Member to complete the tasks outlined on the VIP Work Plan; conducting weekly or bi-weekly in-person supervision meetings with the Member; approving the Member's time sheets through the OnCorps online portal; and completing the Member Evaluation three times per year. This staff person should be familiar with the PARTNER SITE's volunteer program.
8. Ensure that the AmeriCorps Member completes his/her term of service by providing a reasonably comfortable service environment. **PARTNER SITES cannot hire an AmeriCorps Member to work for the PARTNER SITE during the term of this agreement while he or she is enrolled in AmeriCorps.** Doing so undermines the program and will result in immediate cancellation of this agreement.
9. Allow the AmeriCorps Member to attend all AmeriCorps VIP sponsored events, trainings, and service projects. This includes Regional trainings, regular meetings with University Corporation, and online trainings. Members must complete 170 hours of training throughout the year.
10. Provide Member with appropriate leadership opportunities that will enhance his/her professional development, including encouraging the Member to participate on agency committees, working groups, or boards.
11. Provide Member with resources and tools needed to perform their service effectively, such as adequate workspace, access to a computer with internet access and phone, and organizational management support to achieve indicators outlined on the VIP Volunteer Capacity Assessment.
12. Support the work of the AmeriCorps Member with appropriate management and infrastructure practices that ensure the adequate implementation of new volunteer infrastructure and systems. This infrastructure includes volunteer tracking systems, staff training in the volunteer program, building of new business partnerships, and others as defined by the Volunteer Capacity Assessment.
13. Provide projects that offer Member a minimum of 1,700 hours for full-time, meaningful service and allow the Member to complete the tasks defined by the VIP Work Plan. However, the AmeriCorps VIP Member/Fellow is not an employee of the partner Site and is not covered by the health benefits, retirement plan, or other benefits offered to employees at the PARTNER SITE.
14. Schedule the AmeriCorps Member consistently for 35-45 hours of service per week. The Member's schedule must allow for the Member to complete 1700 hours of service before the AmeriCorps end date. An AmeriCorps VIP Member may not be scheduled to serve more than 10 hours in any one day, unless an exception is granted by the Program Manager.

15. Notify the University Corporation within 24 hours of any problems with the Member's performance, including failure to report to the site, unprofessional behavior, etc. If necessary, follow the disciplinary steps detailed in the Partner Site Handbook.
16. Maintain service records and documentation, and assign at least one paid staff member to participate in AmeriCorps VIP surveys, assessments, and progress reports when needed. These include:
 - Completing three (3) Volunteer Capacity Assessments for the PARTNER SITE
 - Completing three (3) Performance Evaluations for the AmeriCorps Member
 - Approving the AmeriCorps member time log two times per month through the CalSERVES OnCorps portal.
17. Maintain volunteer tracking data, including sign-in and sign-out records, to include all volunteers recruited by the AmeriCorps Member and recorded on the Member's monthly reports. This volunteer tracking data must be kept for 7 years. AmeriCorps Members are required to submit minimum copies of volunteer tracking data, including volunteer names, dates of service, and hours served each month through their monthly report on OnCorps system. In the case of a program audit, University Corporation or Community Programs staff may require more detailed copies of these records.
18. Adhere to all submission deadlines for reports mentioned above, set by University Corporation, in order to ensure timely reporting.
19. Provide additional documentation or reporting as available, if needed to meet the requirements of the program.
20. Mention "AmeriCorps Volunteer Infrastructure Project" or "AmeriCorps VIP Member" or "AmeriCorps VIP Fellow" in media and correspondence that refers to the work of the AmeriCorps Member and the PARTNER SITE's volunteer program. This includes the AmeriCorps Member's email signature, business cards, press releases, social media, newsletters, and other media coverage, when and if applicable.
21. In order to support a Member's success, communicate and collaborate with the University Corporation on a regular basis, including sharing any challenges or concerns in a timely manner.

It is agreed that the University Corporation will...

1. Recruit, screen (including background check), enroll, assign, and orient AmeriCorps Members to serve an average of 40 hours per week developing volunteer programs at Partner Sites.
2. Ensure all appropriate documents are received and filed in accordance with the AmeriCorps Member File Checklist, ensuring eligibility for each Member to serve in AmeriCorps before the Member begins service.
3. Coordinate the payment and tracking of AmeriCorps Members in the completion of their service hours and receipt of their education award.
4. Provide AmeriCorps VIP Leader, as defined by the program guidelines.
5. Develop and deliver training program and manual for AmeriCorps Members to include host site information, volunteer development basics, recruitment, retention, and strategies for support based on characteristics of the volunteer population, and basic training on setting up an effective volunteer program.
6. Provide training and reflection opportunities for AmeriCorps Members to encourage personal growth and continuous improvement. University Corporation will provide a training calendar to the PARTNER SITE at the beginning of the program year, and will notify the PARTNER SITE of any changes with as much advance notice as possible.
7. Provide (a) workshop(s) on volunteer recruitment and management to the PARTNER SITE supervisor, or a designated staff person, during the 2015/2016 program year.

8. Provide ongoing support to Members and PARTNER SITE liaisons through on-site, telephone, email, and web-based training and technical assistance.
9. Provide assistance to PARTNER SITES in the timely completion of all required reports and member evaluations. University Corporation will provide a reporting calendar to the PARTNER SITE.
10. Compile data for quarterly reports to be submitted to NCOE.
11. Liaise between PARTNER SITES, University Corporation, and Community Programs when needed.
12. Support PARTNER SITES in the Member/VIP evaluation process as necessary.
13. Work with PARTNER SITES to ensure a high-quality experience for Members by addressing challenges, and celebrating successes.

It is agreed that the AmeriCorps Member (VIP Fellow) will...

Spend 45% of his/her time on Volunteer Development/Capacity Building; no more than 35% of his/her time on Volunteer Recruitment; no more than 10% of his/her time on Business Partnership & Fundraising Capacity Building; 10% of his/her time on Training and Development.

Volunteer Development/Capacity Building (45%, at least 765 hours)

1. Develop and implement a volunteer program, including the development of position descriptions, assessments, training programs, and other tasks as outlined on the VIP Work Plan.
2. Recruit skilled community members as volunteers for programs that support children, youth, and families.
3. Develop a system to support and recognize volunteers at the PARTNER SITE.
4. Under the direction of the PARTNER SITE supervisor, track volunteer program and infrastructure development at the PARTNER SITE throughout the year.
5. Communicate with Supervisors, Administrators, and Program Staff on an ongoing basis to meet the needs of the program.
6. Conduct other infrastructure development activities as identified in the Partner Site Volunteer Capacity Assessment.

Volunteer Recruitment (no more than 35%, no more than 595 hours)

7. Recruit community members as HVV for programs that support children, youth and families and develop a system to support/retain volunteers at PS.

Fundraising Capacity Building (no more than 10%, no more than 170 hours)

8. Contact local businesses and franchises to establish new relationships that provide augmented programmatic and fiscal resources to PARTNER SITE.
9. Secure funding, in-kind donations, and corporate volunteers by maintaining and nurturing business partnerships.
10. Establish and track volunteer and business partnership infrastructure development at PS throughout the year, including development of written policies & protocols.

Member Training & Coaching (10%, exactly 170 hours)

1. Participate in all program required trainings and development opportunities, including orientation, statewide, and local meetings. Also included in this category are supervisory and staff meetings, and any other tasks related to the Member learning about his or her PARTNER SITE. Members are required to complete 170 hours of training and development.