



Member File Checklist

Member Name: _____ Year: _____

Term: Full Time Part Time Reduced Half-Time Quarter Time Minimum Time

Site: _____

Section I - Enrollment

- Application
- Reference Form 1
- Reference Form 2
- Interview Forms
- Reference Check
- Previous Service Term Check (if app.)
- Criminal Background Check Consent
- NSCHC Verification Form
- Member Enrollment Checklist
- Status Form
- Employment Verification Form (I-9)
- W-4
- Birth Certificate/Passport/Permanent Resident Card
- Social Security Card
- Driver's License (or Photo ID)
- Member Information Form
- AmeriCorps Enrollment Form
- Direct Deposit Enrollment Form
- Drug-Free Workplace Policy
- Member Eligibility Form
- Social Networking Policy
- Transportation Form
- Car Insurance
 - Applicable N/A
- Occupational Injury Program Acknowledgement
- Healthcare Form (if full-time)
- Childcare Form (if full-time)
- Non-Harassment Policy
- Whistleblower Protection
- SOP Acknowledgement
- Publicity disclosure Form
- Member Impact Story
- Member photo

Section II - Timesheets

- September
- October
- November
- December
- January
- February
- March
- April
- May
- June
- July
- August
- Leave Requests

Section III – Member Contract

- Member Service Agreement

Section IV – Evaluations

- Mid-term Performance Evaluation
- Mid-term Performance Review
- End of Term Performance Evaluation
- Final Performance Review

Section V – Member Notes

- Updated Status Forms
- Warnings/Action Plans/Hrs/ Contracts
- Nominations/Special Recognition
- Letters/Correspondence

Section VI – Exit Paperwork

- Member Exit Checklist
- AmeriCorps Exit Form
- End of Term Feedback Form
- Final Status Form
- Completion/Termination Letter