

Chapter 1 – Introduction

Key Dates

AmeriCorps Reporting Due Dates

DATE	REPORT	REPORT INCLUDES
SEPT 30, 2012	Member Hours	Submit member hours in My Service Log through Sept. 30
OCT 20, 2012	1 st Periodic Expense Report 1 st Program Match Report	Expenditures and Program Match September 1-30, 2012
OCT 31, 2012	Member Hours	Submit member hours in My Service Log through Oct. 31
NOV 20, 2012	Periodic Expense Report Program Match Report	Expenditures and Program Match October 1-31, 2012
NOV 30, 2012	Member Hours	Submit member hours in My Service Log through Nov. 30
DEC 15, 2012	1 st Progress Report	Update on key demographics and Performance Measures through November 30, 2012
DEC 20, 2012	Periodic Expense Report Program Match Report	Expenditures and Program Match November 1-30, 2012
DEC 31, 2012	Member Hours	Submit member hours in My Service Log through Dec. 31
JAN 20, 2013	Periodic Expense Report Program Match Report	Expenditures and Program Match December 1-31, 2012
JAN 31, 2013	Member Hours	Submit member hours in My Service Log through Jan. 31
FEB 20, 2013	Periodic Expense Report Program Match Report	Expenditures and Program Match January 1-31, 2013
FEB 28, 2013	Member Hours	Submit member hours in My Service Log through Feb. 28
MAR 15, 2013	2 nd Progress Report	Update on key demographics and Performance Measures through February 28, 2013
MAR 20, 2013	Periodic Expense Report Program Match Report	Expenditures and Program Match through Feb 1-28, 2013
MAR 31, 2013	Member Hours	Submit member hours in My Service Log through March 31
APR 20, 2013	Periodic Expense Report Program Match Report	Expenditures and Program Match March 1-31, 2013
APR 30, 2013	Member Hours	Submit member hours in My Service Log through April 30
MAY 20, 2013	Periodic Expense Report Program Match Report	Expenditures and Program Match April 1-30, 2013
JUN 15, 2013	3 rd Progress Report	Update on key demographics and Performance Measures through May 31, 2013
JUN 30, 2012	Member Hours	Submit member hours in My Service Log through June 30
JUN 20, 2013	Periodic Expense Report Program Match Report	Expenditures and Program Match through May 1-31, 2013
JUL 20, 2013	Periodic Expense Report (PER) Program Match Report (PMR)	Expenditures and Program Match June 1-30, 2013
JUL 31, 2013	Member Hours	Submit member hours in My Service Log through July 31
AUG 20, 2013	Periodic Expense Report (PER) Program Match Report (PMR)	Expenditures and Program Match July 1-31, 2013
AUG 31, 2013	Member Hours	Submit member hours in My Service Log through August 31.
SEP 15, 2013	FINAL Progress Report	Update on key demographics and Performance Measures through August 31, 2013
SEP 20, 2013	FINAL Periodic Expense Report FINAL Program Match Report	Final Expenditures and match August 1-31, 2013
OCT 20, 2013	*Periodic Expense Report *Program Match Report	*Complete if your program had August 2012 final costs processed in September. Final Expenditures and Program Match August 1-31, 2013
OCT 31, 2013	AmeriCorps Grant Closeout Documents	Submit AmeriCorps grant closeout documents to ServeNebraska

Program Leader Meetings

Program Leader meetings will occur the second Thursday of the month but are subject to change. Location of face-to-face meetings will be determined as the date gets closer. If you would like to host a meeting at your site please contact ServeNebraska staff.

DATE	TYPE OF MEETING	PRELIMINARY TOPICS
September 13, 2012	Conference Call	My Service Log & Disability Videos for October
November 15, 2012	Conference Call	Financials & Disability
February 14, 2013	Face-to-Face	Training & Disability & March Disability Conference with Iowa Commission
April 11, 2013	Conference Call	Training & Disability
June 13, 2013	Face-to-Face	End of Year & Evaluations

Days of Service

ServeNebraska is honored to take the lead in encouraging service and community involvement among Nebraskans through involvement in the following Days of Service.

September 11	9/11 National Day of Service & Remembrance
January 21	Martin Luther King Day of Service, nationwide
March 2	Read Across America Day (Dr. Suess' Birthday) -Cornhusker Community Book Drive
April 21-27	National Volunteer Week
April 26-28	Global Youth Service Day -Stand for the Silent

Definitions & Acronyms

AmeriCorps – National service programs and the participants in them supported federally by the Corporation for National & Community Service (CNCS). AmeriCorps includes AmeriCorps*State/National, AmeriCorps*VISTA, and AmeriCorps*NCCC (National Civilian Community Corps).

AmeriCorps members – Individuals enrolled in AmeriCorps service. Individuals should not be called *volunteers*, *workers*, *staff*, or *employees*.

AmeriCorps National Service Network – All of the programs affiliated with AmeriCorps—including AmeriCorps*NCCC, AmeriCorps*VISTA, AmeriCorps*State and National, AmeriCorps*Tribes and Territories, the AmeriCorps Education Awards Program, AmeriCorps.

AmeriCorps*NCCC (National Civilian Community Corps) – A residential AmeriCorps program in which 18-24-year-old-members are trained together and deployed in teams to service sites throughout the surrounding region. The campus serving Nebraska is based in Vinton, Iowa.

AmeriCorps*State and National – Used to distinguish and define a grant funding stream, AmeriCorps*State grants are distributed through state service commissions. AmeriCorps*National grants are distributed to organizations directly from the national office of the Corporation for National Service.

AmeriCorps*VISTA (Volunteers in Service to America) – A national service program for those age 18 and older focused on developing lasting solutions to the problems of poverty in America. AmeriCorps*VISTA members serve nonprofit, faith-based, and community organizations and agencies to develop permanent infrastructure that aids and expands services, strengthens programs, and empowers low income individuals. AmeriCorps*VISTA is administered by of the Corporation's State Offices.

Competitive AmeriCorps Funding – The annual process through which an annual pool of Corporation for National & Community Service funds to which state commissions may recommend proposals to fund additional AmeriCorps programs in their states. This pool of funds is also utilized to fund multi-state proposals. Funded multi-state proposals are often referred to as “National Directs”.

Corporation for National and Community Service (CNCS) – A federal agency that engages more than five million Americans in service. The Corporation for National and Community Service was formed to engage Americans of all ages and backgrounds in service to meet community needs. Each year, more than 1.5 million individuals of all ages and backgrounds help meet local needs through a wide array of service opportunities. These include projects in education, the environment, public safety, homeland security and other critical areas through the Corporation's three major programs: Senior Corps, AmeriCorps, and Learn and Serve America.

Education Award – A post-service benefit earned by AmeriCorps members successfully completing a term of service. The award is paid directly to a lending or educational institution and may be used to pay off education loans or to finance college, graduate school, or approved vocational training.

Education Award Program – An AmeriCorps program that receives a small administrative grant and uses its own or other resources to pay the members' living allowance and support program costs.

eGrants – An online system for submitting grant applications.

Disability Inclusion – a focus of ServeNebraska to assure that those with a disability may be fully engaged in service opportunities.

Evaluation – A formal external assessment of program effectiveness and outcomes at the end of a given period of time.

Formula AmeriCorps Funding – The annual funding process administered by state commissions for programs operating in that state. The amount of funds each state receives is determined largely by a population-driven formula.

Foster Grandparent Program (FGP) – One of the three National Senior Service Corps programs. Foster Grandparents devote their service to children with special or exceptional needs.

Grantee – The direct recipient of a grant from the Corporation for National and Community Service. In the AmeriCorps State model the **Grantee** is the state commission. AmeriCorps funds are granted directly to the state commission and subgranted to AmeriCorps Programs. Ultimately the grantee is responsible for ensuring that AmeriCorps funds are used appropriately.

Host Site – Site where an AmeriCorps member performs the majority of their service. The responsibilities of the host site will vary between programs but will likely include oversight to ensure member activities are allowable, and the tracking of member hours.

In-kind – Contributions and donations made in services and projects, not cash.

Living Allowance – AmeriCorps members receive a modest living allowance during their term of service. This is a benefit in addition to the education award available to members who successfully complete their term of service. AmeriCorps members earn a Living Allowance - not a salary or wage.

Matching Funds – State commissions themselves, as well as the programs they fund, are required to meet certain specified match requirements as a condition for receipt of federal funding. For every dollar of federal funds, there is a designated percentage of in-kind funds that the state commission or other organizations must provide (this is the “match”).

Members – Participants in AmeriCorps (including AmeriCorps*NCCC, AmeriCorps*VISTA, and AmeriCorps*State and National programs) are referred to as members – not volunteers.

My AmeriCorps – My AmeriCorps is an online space designed to help program leaders and members manage their AmeriCorps experience. Program leaders use the platform to enroll and exit members. Members use the platform to apply for service and manage their educational award post-service.

My Service Log – My Service Log is a proprietary platform ServeNebraska utilizes to streamline the reporting of programmatic outcomes, financial information, and member service hours. Each AmeriCorps program leader is provided a unique password by ServeNebraska.

National Service – Results-oriented service by an individual or group of individuals that help meet the nation’s needs in the areas of education, public safety, the environment, and other human needs.

NCCC – See AmeriCorps*NCCC

Notice of Funding Opportunity (NOFO) – A legal notification, published in the Federal Register, describing the availability of funds for a new federal program.

Participant – The generic term used to describe any individual enrolled in a program funded by the Corporation, as opposed to the more specific term “member,” which refers to individuals enrolled in an AmeriCorps program.

Program – A coordinated group of activities linked by common elements such as recruitment, selection, and training of participants, and staff, regular group activities, and assignment to projects organized for the purpose of achieving the mission and goals of national service, and carried out with the assistance provided under the Act.

Program Development Assistance and Training (PDAT) – Funds provided to state commissions to enable them to provide training and technical assistance support to their programs.

Request for Applications (RFA) – A term which some states or organizations use to describe the document which they solicit proposals from other organizations. Others may call such as document a grant application or bid. State commissions will use RFA’s for AmeriCorps programs from non-profit organizations, local governments, higher education institution, Indian Tribes, and state agencies.

Retired and Senior Volunteer Program (RSVP) – One of the three National Senior Service Corps programs that was created 1972.

Senior Companion Program (SCP) – One of three National Senior Service Corps programs. Senior Companions help other seniors live independently in their own homes and receive a stipend.

Senior Corps – The umbrella term that encompasses the three senior service programs: Foster Grandparents, Senior Companions, and the Retired Senior Volunteer Program (RSVP).

Service-Learning – A method by which students improve academic learning and develop personal skills through structured service projects that meet community needs. Service-learning builds upon students’ service activities by providing them with opportunities to learn by preparing, leading, and reflecting upon their service experiences.

State Service Commission – ServeNebraska is the Nebraska state service commission. A state service commission is a 15-25 member, independent, bipartisan body appointed by a Governor to implement service programs. Duties of a State Commission include development of a comprehensive state service plan for service and volunteering in the state; administration of the competition for AmeriCorps*State programming; oversight and monitoring of funded AmeriCorps programs and reporting accomplishments to the Corporation for National & Community Service.

State Service Plan – A three-year plan developed by each state commission that describes the vision for promoting national service and volunteering and for building a solid infrastructure of high quality programs and support services in the state.

Stipend – A cash benefit that is an alternative to the education award – an option only for AmeriCorps*VISTA members. The term is not synonymous with living allowance. (*See living allowance.*)

Streams of Service – A term used to refer to the varying many types of national service programs coordinated nationally by the Corporation for National & Community Service – AmeriCorps and Senior Corps.

VISTA – See AmeriCorps*VISTA.