

2022-2023 SCI AmeriCorps Host Site Application - Submission Form

The SCI AmeriCorps Program is now accepting Host Site Proposals for the 2022-2023 Program Year. Before applying, organizations are strongly encouraged to review the full SCI AmeriCorps Host Site Application Instructions which can be accessed [HOW?]. Please direct any questions to SCI Deputy Director, Philip Gordon, at pgordon@socialcapitalinc.org.

Below are the guidelines for member activities and host site selection timeline:

* Required

1. Email *

Member Activity Requirements

SCI AmeriCorps Members engage in service activities that address the need to connect opportunity youth between the ages of 12 to 18 with the people, experiences and resources that increase their prospects for success. **Applications must show how hosting an SCI AmeriCorps Member (or Members) will build capacity at the host site organization in both of the following focus areas:**

1. Youth Enrichment Programs
2. Volunteer Engagement

Member activities must include of some or all of the following:

- Developing and implementing Community Service-Learning (CSL) projects
- Engaging in Youth Mentorship
- Leadership or Management of other Enrichment Activities (e.g. homework support, healthy lifestyles, and post-secondary success)
- Volunteer Management Systems development and/or implementation
- Volunteer Recruitment
- Ongoing Volunteer Coordination
- Volunteer Event Planning and/or Management
- Community Outreach & Relationship Building

- **MANDATORY** – Facilitate a group of youth currently being served by the host site, to develop and implement a Social Capital Youth Project (SCYP) as the capstone of the Member's youth enrichment service. Additional SCYP details:
 - Focus on community needs identified by the youth & members
 - Goal is to empower youth to positively impact their communities and build their social capital through collaboration with peers and adults while developing leadership skills
 - SCI Member Training Program will guide Members in developing & implementing SCYPs
 - SCYP youth participants will engage in at least 6 coaching sessions facilitated by Members and adult volunteers as part of the SCYP planning.

All Member activities must comply with AmeriCorps policies and prohibited activities.

Timeline

- **March 15, 2022** – Intent to Apply Due (not required, but recommended)

- **March 31, 2022** – Host Site Application due; Rolling Applications begin
- **April 15, 2022**– First Round Host Sites selected and notified
- **April 18, 2022** – Selection and notification of Rolling Application Host Sites begin
- **April - July 2022** – SCI AmeriCorps works with selected Host Sites to Recruit and Select AmeriCorps Members
- **August 29, 2022** – Service Year Begins

Host Site Organization Information

2. Organization Applying *

3. Type of Organization *

Mark only one oval.

☐ 501(c)3 Certified

☐ Local Government

4. Organization Mailing Address *

5. Organization Website *

6. Total Number of Staff at Organization *

7. Name of Primary Contact Person *

8. Title of Primary Contact Person *

9. Telephone Number of Primary Contact Person *

10. Email Address of Primary Contact Person *

11. Member Supervisor - Name *

12. Member Supervisor - Title *

13. Member Supervisor - Email Address *

14. Member Supervisor - Telephone Number *

15. Organization Mission Statement *

16. Does the organization serve any of the following communities: Boston, Lawrence, Lowell, Chelsea, Lynn, and/or Woburn? *

Mark only one oval.

☐ Yes

☐ No

17. How many volunteers participate with your organization yearly? *

18. How many YOUTH does your organization serve yearly? *

19. Desired Number of AmeriCorps Member Positions *

NOTE: Two (2) positions is the recommended maximum for a host site, but if you are applying for more than two (2), be sure to fully describe your host site's capacity to reach all of the goals for each of the positions.

Mark only one oval.

☐ 1

☐ 2

☐ 3

Organizational Need

The goal of the SCI AmeriCorps Program is to build capacity at nonprofit organizations to enhance their ability to engage volunteers and offer youth development programming.

20. How would hosting a SCI AmeriCorps Member align with your organization's mission and goals? *

21. How would hosting a Member align with capacity-building objectives of the SCI AmeriCorps Program? *

22. What infrastructure exists to ensure a Member will be successful at your organization? *

23. Please describe your organization's capacity building need in offering youth enrichment programming. *

24. Please describe your organization's capacity building need in volunteer engagement. *

25. Please describe the organization's vision for how hosting a Member (or Members) will address the organization's need(s). *

26. Briefly describe how Member activities will connect opportunity youth between the ages of 12 to 18 with the people, experiences and resources that increase their prospects for success *

Member
Position
Objectives
&
Activities

SCI AmeriCorps Members should engage in service activities that address the need to connect opportunity youth between the ages of 12 to 18 with the people, experiences and resources that increase their prospects for success. Host organizations should understand the overall mission of the SCI AmeriCorps Program and must certify that the service activities the SCI AmeriCorps member carries out will contribute to the Program's capacity-building objectives.

27. Please select which capacity building activities in Youth Enrichment programming in which the Member(s) will engage. *

Check all that apply.

- ☐ Developing and implementing Community Service-Learning (CSL) projects
- ☐ Youth Mentorship
- ☐ Leadership or Management of other Enrichment Activities

28. Describe the service activities the Member(s) will perform in Youth Enrichment programming and how that will build capacity at your organization. *

29. Please describe how a Member developing and implementing a Social Capital Youth Project (SCYP) at your organization would build capacity in Youth Enrichment programming. *

Additional SCYP details: (1) Focus on community needs identified by the youth & members; (2) Goal is to empower youth to positively impact their communities and build their social capital through collaboration with peers and adults while developing leadership skills; (3) SCYP youth participants will engage in at least 6 coaching sessions facilitated by Members and adult volunteers as part of the SCYP planning.

30. Please select which capacity building activities in Volunteer Engagement in which the Member(s) will engage. *

Check all that apply.

- ☐ Volunteer Management Systems development and/or implementation
- ☐ Volunteer Recruitment
- ☐ Ongoing Volunteer Coordination
- ☐ Volunteer Event Planning and/or Management
- ☐ Community Outreach & Relationship Building

31. Describe the service activities the Member(s) will perform in Volunteer Engagement and how that will build capacity at your organization. *

32. Describe how the Member position will differ from a full-time staff position. *

33. Please share a plan for adapting Member service activities if the COVID-19 pandemic continues to impact the 2022-2023 program year? *

Member Position Description, Supervision, & Recruitment

Position Description

34. Please provide a 3-5 sentence overview of the Member service position. *

35. List the primary tasks of the Member service position. *

Please list no more than 5.

36. List the essential skills or required experience needed for the position. *

37. What will be the required service weekdays & hours for the Member(s) you host? *

E.g. Monday-Friday, 9am-5pm (members must serve an average of 40 hours/week)

38. Please address whether a member could serve with you relying on public transportation. *

Member Supervision

39. Please describe your plan for onboarding and then supervising the Member(s) during the service year. All plans should include a weekly check-in, at minimum. *

40. Please describe any relevant experience to explain why the listed Member Supervisor will be a good fit as a supervisor. *

41. How will the Member(s) be supported on a personal level? *

42. How will the Member(s) be supported in keeping up with their responsibilities to SCI AmeriCorps ? *

(i.e. data collection, attending AmeriCorps-related events or trainings, communicating service impact)

43. How will the Member(s) be supported if they have limited to no professional or volunteer-related experience? *

44. What skills will the Member(s) develop through service at your organization? *

45. What additional professional development opportunities can you offer the Member(s) through your organization? *

Member Recruitment

SCI strives to recruit a diverse corps of 25 individuals each year, and effective recruitment requires our host site partners to play a key role in assisting in advertising, outreach, and applicant engagement.

46. Please share a 3-5 specific strategies that your organization will implement to support recruitment efforts. *

47. Please share the name, email, and phone number of the organization's staff member that will work with SCI AmeriCorps to support Member recruitment. *

Certification of Commitment

In submitting this information to the SCI AmeriCorps Program, I certify below that the information in this application is true and correct to the best of our knowledge, and understand that if the SCI AmeriCorps Program receives funding for our proposed position(s), and we are selected to host a SCI AmeriCorps Member, we are responsible for the following:

48. Assisting SCI in recruitment efforts for the Member(s), including ongoing participation in the recruitment/placement process until your position is filled. This includes prompt follow-up with candidates referred for 2nd interviews (e.g. within 1 or 2 business days.) *

Mark only one oval.

☐ Yes

☐ No

49. Providing on-site supervision and support for the Member including an orientation and training. *

Mark only one oval.

☐ Yes

☐ No

50. Providing adequate work space on-site including desk, computer, phone, office supplies and access to any required databases and online systems. *

Mark only one oval.

☐ Yes

☐ No

51. Participating in Member evaluation, site visits, and other SCI events deemed appropriate. *

Mark only one oval.

☐ Yes

☐ No

52. Attending any mandatory supervisor meetings. *

Mark only one oval.

☐ Yes

☐ No

53. Communicating regularly with the SCI AmeriCorps program staff regarding any successes and/or challenges of the Member(s). *

Mark only one oval.

☐ Yes

☐ No

Final
Submission

Our organization has reviewed the 2022-2023 SCI AmeriCorps Host Site Application Application and all information that goes along with it, and is willing to commit to hosting a SCI AmeriCorps Member(s) to provide direct service in the capacity building focus areas of Youth Enrichment Programs and Volunteer Engagement between September 2022 and June 2023. If selected to host an AmeriCorps member our organization agrees to follow program regulations and other requirements of SCI and the AmeriCorps Agency administering the grant.

SCI AmeriCorps is an Equal Opportunity Employer, part of the AmeriCorps national service network, and required by law to comply with the AmeriCorps Provisions under guidance of the Massachusetts Service Alliance.

54. Organization Name *

55. Name of Authorized Submitter *

56. Title of Authorized Submitter *

57. Submission Date *

Example: January 7, 2019

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