

AmeriCorps Member Paperwork Checklist

Onboarding

- Email Acceptance of Internship Offer from Hire Letter
- Complete AirTable [Program Onboarding Form](#)
- Sign Position Description on PandaDoc
- Complete WorkBright Onboarding Documents
 - Criminal History Check Consent & Disclosure Form
 - Photo ID Upload
 - Social Security Card Upload
 - U.S. Passport or Birth Certificate Upload
 - Driver Release Authorization Form
 - Assumption of Risk and Release Agreement
 - AmeriCorps Member Attendance Policy
 - Emergency Contact Sheet
 - Medical History Questionnaire
 - Form I-9
 - Federal W4
 - State W4 (ID/OR Only)
 - Acknowledgement and Release
 - Code of Professional Ethics
 - Memorandum of Understanding
 - AmeriCorps Eligibility Determination Form
 - AmeriCorps Member Service Agreement
 - AmeriCorps Health Insurance/Childcare Form (1700 HR Only)
 - CIGNA Health Insurance Enrollment (Waiving/Enrolling for 1700 HR Only)
 - Payroll Advance Program Form (Payroll Draw)
 - Intuit Direct Deposit Form
 - Optional Voided Check (Recommended)
- Complete Truescreen and Fieldprint Background Check Authorization

- Create an [AmeriCorps Portal account](#)
- Complete pre-enrollment form on AmeriCorps account

During Internship

- Complete Driver Training and [Quiz](#).
- Complete and Sign Production Log (Monthly or Last day)
 - [Online Production Submission Form](#)
- Complete Timesheets (Submitted and Signed by the 20th monthly)
 - [Online Timesheet Submission Form](#)
- Submit Reimbursement Requests Monthly
 - [Online Reimbursement Submission Form](#)
- [First Intern Check-In Form](#) (Completed One Month Through Program)
- [Mid-Term Evaluation Form](#) (Completed Half-Way Through Program)

Exiting

- Complete Mid-Term Evaluation AC Form (675 Hour+)
- Complete End of Term Evaluation AC Form
- Complete any Incident Reports (As Needed)
- Complete [Internship Exit Form](#)
- Complete [Self-Evaluation Form](#)
- Complete exit form on AmeriCorps Account
- Complete Public Lands Corps Hiring Authority Verification Form at 640 Hours or End of Internship (If Applicable)
- Optional [After Internship Survey](#)