



Host Site Application 2009-2010 Program Year

Huron Pines AmeriCorps is a program designed to provide local nonprofits and conservation districts involved in the natural resource management of Northeast Michigan with highly qualified individuals for a one-year term of volunteer service. Conversely, the service should provide members with real-world experiences, networking and training opportunities, and professional responsibilities so that members develop as leaders in conservation. Ten HPA members will each serve 1,700 hours at a host site from September 2009 through September 2010. Host site applications are due July 2, 2009. This is a competitive process and host sites will be selected based on the impact members would have in Northeast Michigan. The selection committee will finalize their decision by July 20, 2009. Host sites will need to enter into a contract with Huron Pines and prepare a member position description no later than August 3, 2009. Member positions will be posted in early August with the intent that members will begin their service on September 21, 2009.

Member Activities

The purpose of hosting an AmeriCorps member is to increase the amount of conservation work being completed, improve services to your community, add value to your organization, and provide members with a challenging and rewarding experience. Members must provide direct service and their duties must be aligned with the goals of Huron Pines AmeriCorps. The four goals are:

Volunteer Engagement: The overall goal of AmeriCorps is to promote an ethic of service in our local communities. By engaging volunteers in hands-on conservation we are not only completing important projects but also educating and expanding our network of conservation champions. It is important that every AmeriCorps member participate in recruiting volunteers and developing high-quality opportunities for those volunteers to serve your organization.

Habitat Restoration: Members can engage in a variety of on-the-ground conservation improvement or protection projects. These activities may include wildlife habitat improvements, erosion control practices, water quality monitoring, preservation of undeveloped lands and conducting resource inventories.

Environmental Stewardship: Members are encouraged to promote environmental stewardship during their term of service. They can develop resource-oriented information such as press releases, website updates, brochures and newsletter articles. Members may promote the services of the organization and participate in hands-on-conservation learning, conduct presentations, train volunteers and develop environmental curriculum.

New Conservation Services: Members can develop new conservation services for their host sites. These services must incorporate at least one of the following: volunteer engagement, habitat restoration, or environmental stewardship. If members engage in developing a new service they must implement at least a portion of the new service during their year of service.

www.huronpinesamericorps.org

A nonprofit 501(c)(3) organization and an equal opportunity provider.

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Prohibited Activities

Members must add value to the organizations they serve. They cannot replace a staff position nor can they serve as administrative help. AmeriCorps members can raise money for a specific project they are coordinating, but cannot be involved with an organization's development campaign (i.e. preparing membership mailings, writing fundraising letters or soliciting for general operating funds). Other prohibited activities include attempting to influence legislation; organizing or engaging in protests, boycotts, strikes or union organization; engaging in partisan political activities; engaging in religious instruction; or organizing voter registration drives. Member participation in any of these activities while engaged in service is cause for immediate dismissal of the member and host site from the program.

Host Site Responsibilities

Host sites are responsible for providing adequate supervision, office space, supplies and \$5,300 cash match for each member. Host sites will need to designate a supervisor who will be responsible for the member on a daily basis and will also serve as the point of contact for Huron Pines. The supervisor is required to attend a one-day orientation at Huron Pines and will be responsible for validating member timesheets and developing two week schedules. Host sites shall provide Huron Pines with monthly in-kind match (value of rent, supplies, supervision hours, etc.). Host sites are responsible for ensuring that members are engaged in and focused on the activities and goals in their position descriptions.

Supervisors are also responsible for ensuring that members do not engage in any prohibited activities and are focused on completing the tasks identified in their position description. Member position descriptions and daily tasks must be reflective of the fact that Huron Pines AmeriCorps is designed to provide members with real-world experiences, networking and training opportunities and professional responsibilities. Host sites are required to represent members as Huron Pines AmeriCorps members and acknowledge program sponsors where applicable, and may not supplement member living stipends. Host sites are encouraged to actively participate in member recruitment and selection and provide members not only with site orientation but also any training necessary for them to successfully complete their service.

Huron Pines Responsibilities

Huron Pines is responsible for all paperwork and reporting to program sponsors as well as payroll, health insurance and liability insurance for members. Huron Pines provides a full time Program Director to manage the program and serve as a point of contact for members and supervisors. Huron Pines develops training sessions and coordinates program-wide service projects. *New for 2009-2010:* Huron Pines reimburses members directly for any required travel to AmeriCorps meetings, trainings or service projects at the rate currently in use by Huron Pines. Any additional travel required by the host site is reimbursed directly by the host site to the member at the rate currently in use by that host site; it is not reimbursable by Huron Pines.



Huron Pines AmeriCorps

To apply to host an AmeriCorps Member at your organization, please complete the following Host Site Form. Return the form to Huron Pines no later than **July 2, 2009**: 501 Norway Street, Grayling, MI 49738. If you have any questions please contact Lisha Ramsdell at 989-344-0753 or lisha@huronpines.org.

I. Information about your organization:

Name of Organization: _____

Address: _____

Phone: _____ Fax _____ email: _____

Name of Primary Contact: _____ Title: _____

Number of AmeriCorps members requested: _____

II. Host Sites: Roles and Responsibilities

In partnership with the AmeriCorps Program each host site will be responsible for providing Members with supervision and guidance, while promoting an ethic of service, and fostering an appreciation of natural resources.

Check below to indicate your ability to meet the following requirements:

A. Facilities:	<input type="checkbox"/> Office Space	<input type="checkbox"/> Desk Space	<input type="checkbox"/> Computer	<input type="checkbox"/> Phone
	<input type="checkbox"/> Fax	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Supplies	
B. Cash Match:	<input type="checkbox"/> \$5,300 cash match for one full time member (36 hours/week provided quarterly during the course of a year). For member living allowance, training, travel costs.			
C. Mileage:	<input type="checkbox"/> Reimburse members for travel required by the host site. (AmeriCorps required mileage will be reimbursed by Huron Pines to the member directly.)			
Daily supervision is required of each host site. Tasks include developing weekly schedules, validating member timesheets, providing training, etc. Check below to indicate your ability to meet the supervisory and training requirements.				
D. Supervision:				
<input type="checkbox"/>	Assist in recruiting and maintaining members.			
<input type="checkbox"/>	Provide daily on-site supervision, ensuring that member activities conform to the activities described in the Host Site MOU and the member's Position Description.			
<input type="checkbox"/>	Meet with member on a weekly basis—help develop schedules, correct problems, etc.			
<input type="checkbox"/>	Submit financial and narrative progress reports to Huron Pines Program Director.			



Huron Pines AmeriCorps

<input type="checkbox"/>	Sign a formalized agreement with Huron Pines outlining the roles and responsibilities of the host site and member. This must be completed no later than August 3, 2009.
<input type="checkbox"/>	Participate in member recruitment efforts including posting in local papers, on host site website, etc.
<input type="checkbox"/>	Participate in a day-long host site orientation in early fall.

III. AmeriCorps Member Description

We understand that each organization may have different needs required of an AmeriCorps Member. Please indicate your area(s) of interest.

Check below to indicate your organizational needs. (Please note that the purpose of this program is to improve and protect natural resources , member duties should be reflective of that.)	
<input type="checkbox"/>	Creating new services or program offerings to improve and protect natural resources. Please define:
<input type="checkbox"/>	Serving as a coordinator for volunteer projects.
<input type="checkbox"/>	Developing environmental stewardship materials.
<input type="checkbox"/>	Implementing on-the-ground water resource improvement projects.
<input type="checkbox"/>	Hosting natural resource workshops with local officials, community members and others.
<input type="checkbox"/>	Promoting watershed stewardship to school groups, landowners, and others.
<input type="checkbox"/>	Prioritizing sensitive areas for land protection.
<input type="checkbox"/>	Assisting with erosion control activities.
<input type="checkbox"/>	Conducting water quality monitoring programs.
<input type="checkbox"/>	Other: Please Describe

IV. Impact/benefit to Northeast Michigan

Huron Pines serves the 11-county region of Northeast Michigan. This part of the Lower Peninsula is an underserved area and Huron Pines seeks to bring more opportunities to help improve the natural resources and local communities. For organizations interested in participating as a host site in Huron Pines AmeriCorps Program, whether located in our service area or outside, please submit a brief description of how your group's participation will contribute to the greater conservation effort in Northeast Michigan.

V. Please indicate how AmeriCorps members will engage volunteers through service with your organization

