



Campus Compact Only	
<input type="checkbox"/>	2017 – 18
<input type="checkbox"/>	2018 – 19
<input type="checkbox"/>	2019 – 20

## Connect2Complete: Equitable Pathways Summer Bridge ENROLLMENT CHECKLIST

**Step 1: Confirm Eligibility (EDUCATIONAL EQUITY PROGRAM MANAGER COMPLETES)**

**A. Eligibility Requirements: All AmeriCorps members with the College Access Corps Program must:**

1. Be a citizen, national, or lawful permanent resident alien of the United States
2. Be 18 or older
3. Have an AA/BA or some college
4. Agree to a National Service Criminal History Check and not have a sexual offense or murder conviction (other offenses may also prohibit participation, but will be determined on a case by case basis)

**B. Please verify eligibility of prospective AmeriCorps candidates by reviewing one or more of the following documents and checking the box(es) of the documents you used to verify eligibility. Include a clear copy of the document(s) in their ENROLLMENT PACKET.**

- Proof of U.S. Citizenship, National status, or Lawful Permanent Resident Alien of the United States status
  - Certificate of Report of Birth (DS-1350) issued by the U.S. Department of State
  - United States Passport
  - Report of Birth Abroad of a U.S. Citizen
  - Certificate of Birth-Foreign Service
  - Certificate of National status
  - Certificate of Citizenship status
  - Permanent Resident Alien of the United States Card
  - Passport OR Departure Record indicating that INS has approved as temporary evidence of lawful admission for permanent resident
  
- Age: 18+
  - What form of identification did you use to verify age? \_\_\_\_\_ Doc # \_\_\_\_\_
  
- Have an AA/BA or some college
  - Degree: \_\_\_\_\_ Institution: \_\_\_\_\_
  
- Member agrees to a National Service Criminal History Check
  - Signed National Service Criminal History Check Authorization Form

Reviewer Name \_\_\_\_\_ Reviewer Signature \_\_\_\_\_ Date \_\_\_\_\_



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**Step 2: Enrollment Process and Enrollment Packet (MEMBER, ED. EQUITY P.M. and SUPERVISOR)**

**ALL of the required forms must be submitted and signed before the member's term of service begins. (NOTE: Originals must be sent to state Campus Compact office. Please make copies for both the supervisor and the member.)**

The ENROLLMENT PACKET includes the following:

- Enrollment Checklist (this form)
- Copy of documentation that proves U.S. Citizenship, National status, or Lawful Permanent Residence Alien of the United States status
- National Service Trust Enrollment Form
- Program Orientation Form
- Member Contract (only need to submit pages 18 – 20 in packet)
  - Member Position Description (page 18 and 19)
    - Signed and dated by Supervisor
    - Signed and dated by Member
  - Member Contract Certification Form (page 20)
    - Signed and dated by Supervisor
    - Signed and dated by Member
- National Criminal History Check Authorization Form
- AmeriCorps Health Plan Options Form
  - Copy of Medical Insurance Card (options 1 and 2 only)
- AmeriCorps Child Care Form
- 2018 W-4
- I-9 Form (Supervisor completes page 2, section 2) Check proof of IDs
  - Passport or;
  - Birth Certificate and Driver License or;
  - Birth Certificate and Social Security Card or;
  - Social Security Card and Driver License
- Intuit Electronic Funds Transfer (EFT) of Net Wages Enrollment Form (required for Direct Deposit of bi-monthly living allowance checks)
- Drug Free Workplace/Service Location Form



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**Step 3: Next Steps (MEMBER, ED. EQUITY P.M. and SUPERVISOR)**

1. Have Members schedule FBI Field Print appointment as soon as possible (instructions included in offer letter email)
2. Have Member log into [my.AmeriCorps.gov](http://my.AmeriCorps.gov) to complete an application and enroll as AmeriCorps member into the College Access Corps Program
3. Complete, review, and then mail **ENROLLMENT PACKET** to state Campus Compact office:  
Oregon Campuses  
Justin Fontenot  
[justin@oregoncampuscompact.org](mailto:justin@oregoncampuscompact.org)  
[c2summerbridge@oregoncampuscompact.org](mailto:c2summerbridge@oregoncampuscompact.org)  
[connect2complete@oregoncampuscompact.org](mailto:connect2complete@oregoncampuscompact.org)  
Oregon Campus Compact  
620 SW 5<sup>th</sup> Ave/ Suite910  
Portland, OR 97204