



2014-2015 Enrollment Checklist

This is an Enrollment Checklist for: _____
(Member Name)

Member's Start Date: ____/____/____ Member's Last Date of Service: ____/____/____

Member is enrolling in a _____ hour term of service.

Document must be completed in collaboration with member by campus coordinator and signed by both the campus coordinator and exiting member. Failure to complete all fields below **will** result in a delay to the member's enrollment. Do not initial boxes that have been blacked out.

Member Initials	Coordinator Initials	
		Member attended a Utah Campus Compact AmeriCorps Program orientation. Date ____/____/____ Quiz Score: _____.
		<p>Coordinator must check one box below to verify fingerprinting:</p> <p><input type="checkbox"/> Member had their fingerprints taken to initiate an FBI background check. Date prints were taken: ____/____/____ OR</p> <p><input type="checkbox"/> Member has scheduled a date to get fingerprints done. Date scheduled: ____/____/____ *UCC will compare dates that are written here and the date shown either on the fingerprint card or the date the LiveScan was initiated. Do not provide a false date.</p>
		<p>Coordinator has run an NSOPW Check on the member and ensured the member is eligible to enroll. Coordinator must be able to check all boxes below):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check was run on all names (married and maiden) and aliases <input type="checkbox"/> All pages are dated and all jurisdictions have been reported <input type="checkbox"/> Coordinator has electronically signed this document with a date and time stamp and included the required language in the document <input type="checkbox"/> Coordinator uploaded the form in IPT.
		Member and coordinator thoroughly read and completed the Enrollment and Eligibility and Member Service Agreement form in IPT.
		Coordinator has verified member's age with CNCS allowed government documentation in IPT.
		Member agrees to their service term and dates of service. Member is aware that dates of service may change depending on enrollment status and completion of required documents.
		Member and coordinator thoroughly read all three requirements in the Member Service Agreement form in IPT (1. Grievance Procedures, 2. Drug Free Workplace, and 3. Nondiscrimination).



Member Initials	Coordinator Initials	
		Member, coordinator, and site supervisor have completed and signed the Position Description document.
		Member has checked that the desired service site is on the list of Qualified Service Sites for UCC. If the site was not on the list, member provided the coordinator with a completed Qualified Site Contract form. Coordinator must mail the original form to Utah Campus Compact.
		<p>All required information must be entered (scanned or typed) into IPT by coordinator. Please check each box below to confirm all documents will be uploaded prior to notifying UCC that the member is ready to be enrolled:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Member's NSOPW Check <input type="checkbox"/> Member's Orientation Quiz <input type="checkbox"/> Completed Position Description Form <input type="checkbox"/> This Enrollment Checklist form
		I understand that a knowing and willful false statement on this form can be punished by a fine or imprisonment or both under Section 1001 of Title 18, U.S.C..

Campus Coordinator Name (please print): _____

Participating Program/Campus: _____

Member Signature: _____ Date: _____

Campus Coordinator Signature: _____ Date: _____

By initialing and signing this document, both parties understand that they can be held accountable for repayment of expenses and education award funds to CNCS if funds were awarded inappropriately based on the information included in this document. Enrollment Checklist form **MUST** be uploaded into IPT. Coordinators should keep the original copies for documentation except for Qualified Site Contracts, which should be mailed to: Utah Campus Compact, Attn: Amy Wiscombe, The Gateway, 60 S 400 W, Salt Lake City, UT, 84101. Notify UCC once Checklist is uploaded in IPT to inform UCC member is ready to be enrolled.