

AmeriCorps Safety Policy Manual

2020-2021

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# Safety Policy Statement

It is the policy of the Child Abuse Prevention Center (CAP Center) that accident and injury prevention is considered of primary importance in all phases of operations and administration. The CAP Center’s management strives to provide safe and healthy working conditions and to establish and insist upon safe work practices at all times by all AmeriCorps members. Management is responsible for devoting the resources necessary to implement and maintain an Injury and Illness Prevention Program. The CAP Center believes that no task is so important that an AmeriCorps member must violate a safety rule or risk injury or illness in order to get the job done.

The prevention of accidents and injuries is an objective affecting all levels of the organization and its activities. It is therefore a basic requirement that each service site make the safety of AmeriCorps members an integral part of his/her regular management function. It is equally the duty of each AmeriCorps member to accept and follow established safety regulations, policies and procedures.

Every effort will be made to provide adequate training to AmeriCorps members. However, if an AmeriCorps member is ever in doubt of how to do the job safely, it is their responsibility to ask their supervisor or the AmeriCorps Project Manager for assistance.

AmeriCorps members are expected to assist management in accident and injury prevention activities. Unsafe conditions must be reported. Fellow service site staff who need help should be assisted. All AmeriCorps members are responsible for basic safe work practices.

Any injury that occurs on the job must be reported to management as soon as possible. Under no circumstance, except an emergency, should an AmeriCorps member leave a shift without reporting an injury that has occurred.

Safety is a team effort. We must all work together to ensure a safe workplace.

# Responsibility for Safety

## The CAP Center and Service Site Responsibility

The CAP Center has established an Injury and Illness Prevention Program which includes practices, policies and procedures which ensure that a safe workplace is maintained for all AmeriCorps members. The CAP Center and the Service Site have the following responsibility in the Injury and Illness Prevention Program:

* Comply with the California Occupational Health Act, both under the general Duty Clause and all applicable state and local regulations covering daily activities.
* Be familiar with all applicable legal regulations related to safety and notify affected AmeriCorps members of these regulations.
* Develop and implement safety rules, policies and procedures designed to protect AmeriCorps members.
* Provide support to all programs and committees whose function is to promote injury and illness prevention.
* Actively participate in safety committees as required.
* Demonstrate a positive attitude and set a safe example.
* To assess AmeriCorps members for safety achievement and to recognize those AmeriCorps members accordingly.
* To investigate and monitor accident trends in order to facilitate accident prevention.

## Supervisors’ Responsibility

Supervisors are defined in the safety manual as those who supervise or direct AmeriCorps members. Supervisors have the following responsibility:

* Familiarize themselves with CAP Center safety policies, programs and procedures.
* Be responsible at all times and see that service is performed in a safe manner and that safety rules, regulations, policies and procedures are followed. Good supervision is the key to a safe and productive work environment.
* Set the proper example for AmeriCorps members to follow.
* Take disciplinary action when necessary to enforce safety rules, policies and procedures.
* Be responsible for informing new AmeriCorps members about the hazards of the job and how to perform the job safely.
* Be responsible for the inspection of all work areas and equipment. Supervisors shall give prompt attention to needed repairs and to safety suggestions and/or the AmeriCorps Project Manager of repairs/suggestions.
* Not permit any AmeriCorps member to use or be under the influence of alcohol or drugs during business hours.
* Investigate and report or notify the AmeriCorps Project Manager to investigate all personal injury accidents and property damage accidents.
* Ensure that needed first aid, safety equipment and protective devices are provided wherever necessary.
* Take prompt corrective action wherever unsafe conditions or unsafe acts are noted or reported.
* Ensure that all AmeriCorps members know what to do in an emergency.

## AmeriCorps Member Responsibility

The CAP Center expects each AmeriCorps member, regardless of his/her position with the organization, to cooperate in every aspect with the company’s safety program which requires that AmeriCorps members:

* Follow all CAP Center safety rules. Failure to follow the rules may result in disciplinary action, up to and including termination.
* Report all injuries and accidents immediately to the supervisor and ensure medical aid is obtained without delay if needed.
* Maintain equipment in good condition, with all safety guards in place when in operation.
* Be in good physical condition before starting service and get adequate sleep.
* Wash thoroughly after handling materials that may be hazardous to one’s health.
* Wear appropriate clothing for the job to be accomplished. Loose clothing, rings and jewelry may be dangerous around equipment.
* Know the locations of first aid kits, flashlights and fire extinguishers and know how to use them.

## General Safety Standards

In order to maintain a safe and productive service environment, it is necessary to have rules that govern AmeriCorps member behavior and job performance. The CAP Center has established specific safety rules that all AmeriCorps members must follow. Violation of these rules may result in disciplinary action, up to and including termination.

The following list of safety rules is not a complete list. Supervisors will inform staff of other rules when appropriate.

* If unsure of how to do the job, ask a supervisor.
* Do not take chances or serve without proper safeguards.
* Watch for hazardous conditions and report them immediately.
* Smoking is prohibited within the service site, unless designated.
* Do not modify a safety device so that it does not perform its intended function.
* All injuries and accidents are to be reported immediately to supervisors, regardless of how minor.
* Do not perform any act that may result in harm to anyone or agency property.
* Do not operate equipment unless all guards and safety devices are in place and functioning properly.
* Have easy access to alarms, exits, fire extinguishers, and all other emergency equipment.
* All temporary conditions that present unusual hazards must be appropriately guarded by the use of ropes, warning signs, and/or barricades. All AmeriCorps members must observe these guards and warnings.
* Possession of or use of alcohol or drugs is strictly forbidden on agency properties or anywhere during business hours.
* AmeriCorps members who drive vehicles for AmeriCorps service will:
  + Obey all traffic laws, including speed limits, and
  + Provide proof of a valid California driver license and automobile insurance.

# Back Safety, Material Handling, and Ladder Safety

## Back Safety

Lifting objects and moving them from one place to another is a very simple operation, however, if this operation is not done correctly, it may cause injuries.

### Lifting Procedures

1. Do not try to lift objects that may be beyond your physical capacity and training. Get help or use a cart.
2. Face the load.
3. Put one foot alongside the object, and one foot behind.
4. Bend at the knees; let your legs do the work.
5. Keep your back straight and the load as close to you as possible.
6. Grip the load firmly with the palms of your hands, while lifting by straightening your legs.
7. Avoid twisting as you turn with a load. Turn with your feet instead.
8. Do not try to lift something above waist level in one motion. Set the load on a table or bench, and then change your grip to lift the load higher.
9. When lifting heavy objects from the floor, kneel on one knee, roll or tip the object onto the other knee, then pull the load next to your stomach and stand up.
10. To put the object down, reverse the lifting procedure.

## Material Handling

Use the following safe practices:

* Don’t move it twice if once will do. Plan your work.
* Use gloves when handling materials that are rough, sharp, hot or cold, or that are covered with hazardous substances.
* When moving a load, be sure that your path can been seen and it is clear from obstructions or tripping hazards.
* Place material on a strong, level base. Interlock the material so it doesn’t come apart.

## Ladder Safety

Ladder safety and accident prevention begins with selecting the right ladder for the job and includes inspection, set-up, proper climbing or standing, proper use, care, and storage.

Always check a ladder before using it. Inspect metal and fiberglass ladders for bends and breaks. Never use a damaged ladder. Tag it as “defective” and report it to your supervisor.

When setting up a ladder, make sure it is straight and sitting firmly on the ground or floor. If one foot sits lower, build up the surface with firm material; don’t set it on boxes, bricks or other unstable bases. Lean the ladder against something solid, but not against a glass surface. Make sure the ladder is placed at a safe angle, with the base away from the wall or away from doorways or walkways, unless protected by a barrier.

Many ladder accidents occur because of slipping or skidding. This can be prevented by ensuring that the ladder is equipped with non-slip safety feet, blocking its base or tying it to a sound permanent structure.

Keep the steps and rungs of the ladder free of grease, paint, mud or other slippery material. Remember to clean debris off shoes before climbing the ladder. Always face the ladder when climbing up or down, using both hands to keep a good grip on the rails or rungs. Never carry heavy or bulky loads up or down a ladder. First, climb up the ladder, then pull up the material with a rope or bucket.

# Fire Prevention and Emergency Response and Evacuation Procedure

## Fire Prevention

1. Observe “No Smoking” regulations posted.
2. Fire extinguishers are located in building areas. Be aware of the fire fighting equipment around you.
3. Fire exits are to be clear and ready for immediate use.
4. In case of a fire, use first-aid equipment. Quick first aid to burn victim, properly applied, reduces suffering and may save a life.

## First Aid and Emergency Response

If a first aid emergency occurs, remain calm and take the appropriate steps until professional aid arrives. First aid emergencies may include handling a chemical spill, providing first aid to an injured person or assisting at an accident scene to rescue a victim. Stay clear of any imminent danger and do not get in the way of medical or emergency personnel.

### Basic First Aid

1. Do not move the victim or allow the victim to move unless there is imminent physical danger, such as fire, explosion or other similar dangers.
2. Keep the victim calm, in a relaxed state, and warm.
3. Get emergency help if necessary. If someone is with you, have that person go for help or dial 911, giving the location and type of injury. Have that person wait for professional aid to direct them to the scene.
4. Assess the situation. Feel for broken bones on all extremities and look for bleeding wounds, cuts, abrasions, etc.
5. If the person is bleeding, apply a bandage made of sterile materials, if available, or any other available material. Apply this to wounds with free flowing blood with firm but gentle pressure. Maintain the pressure until the blood flow stops. In situations where the cut is minor, clean with soap and water, flush wound with clear water, dry gently and apply a bandage over wound. In the case of a major cut or if an appendage is severed, apply a tourniquet one to two inches from the edge above the wound. Tighten the tourniquet until the blood flow stops.
6. If the person is not breathing: Make sure the person is lying flat on his/her back and call 911. Perform CPR breathing until help arrives only if you have attended a CPR course.

## Emergency Evacuation Procedure

In the event of fire, earthquake or any other emergency, it may be necessary to quickly evacuate the building in a safe and orderly manner. Each services site has a different emergency evacuation procedure. Service Site Supervisors must provide the Emergency Evacuation Procedure to their AmeriCorps members.

# Equipment and Vehicle Safety

* All AmeriCorps members are required to operate any automobile brought on agency property or used in the course of business in a safe and careful manner and observe all speed limits and traffic regulations.
* AmeriCorps members shall exercise safety precautions at all times while operating vehicles and equipment.
* There shall be no smoking in the vehicles, or within 25 feet of fueling vehicles, or when using combustible materials.
* No vehicles shall be fueled while the engine is running.
* Seatbelts must be worn at all times.
* Before getting in the vehicle to back up, check for objects behind the vehicle.
* Always drive defensively.
* Speed must be safe for the road and weather conditions.
* The California Vehicle Code must be obeyed at all times.
* Drivers will ensure that the agency and/or personal vehicles are in good operating condition at all times. Drivers will report any agency vehicle malfunctions to their supervisor.
* Vehicles must be adequately secured against accidental starting or movement when left unattended.

## Safe Driving

Drivers should keep their vehicles in good operating condition. Before driving, walk around the vehicle to ensure that tires are properly inflated and have good tread, check that lights are clear and working, and ensure that windshields are clean, and wiper blades are sharp.

Inside the vehicle, check the gas gauge, adjust the mirrors, seat, and seatbelt to a comfortable position. If unfamiliar with the vehicle, locate the lights, brakes, and wipers before operating. Make sure that horns, flasher lights, and other warning devices operate properly.

On the roadways, drive defensively. Follow the rules of the road. Stay out of the blind spots of other vehicles and do not tailgate. Instead, keep a safe distance from other vehicles by maintaining a safety cushion of space between your vehicle and those around you. As a precaution, know the condition of the weather and road, and drive only as fast as those conditions allow.

Stay alert and expect the unexpected. Watch out for and anticipate other drivers, pedestrians, cyclists or other hazards on or near the road. Scan for hazards, predict how it may affect driving conditions and pre-determine how to avoid or reduce them.

## Winter Driving

Before winter weather arrives, make sure everything in and about the vehicle is in good condition and operating properly.

* Are the windshield and all windows clear?
* Do the windshield wipers work?
* Are the blades in good condition?
* Can you see in all the mirrors?
* Are the headlights clean and allow for proper illumination and visibility?
* Do the tail and brake lights work?
* Do the emergency lights work?
* Does the defroster work?
* Do the tires have good tread and adequate pressure?
* Are the brakes working properly?
* Is there more than a quarter tank of gas?
* Do you have emergency repair equipment in the vehicle, including flashlights, flares, fire extinguishers, etc?

Check all of the above before the winter weather arrives. Reduce driving speed on wet, muddy, oily or icy roads and be alert for pedestrians and other hazards. Preventative maintenance and extra caution are important factors in vehicle accident prevention.

## Cell Phone Policy

In the interest of the safety of our AmeriCorps members and others, AmeriCorps members are prohibited from using cell phones while driving on agency business or agency time. However, if the job requires you to keep your cell phone turned on while driving, a hands-free device must be used. Writing, sending, or reading text-based communication – including text messages, instant messages, and e-mail – on a wireless device or cell phone while driving is prohibited under this policy.

# Ergonomics and Office Safety

## Ergonomics

Ergonomics is the study of people and their interaction with the elements of their job or task including equipment, tools, facilities, processes, and environment.

In a more practical sense, ergonomics is the science of human comfort. When aspects of the work or workplace exceed the body’s capabilities, the result is often a repetitive motion injury (RMIs). To help avoid RMIs, work demands should not exceed the physical capabilities of the worker. RMIs are also known by several other names including:

* Cumulative trauma disorders (CTDs)
* Musculoskeletal disorders (MSDs)
* Repetitive stress/strain injuries (RSIs)
* Overuse syndrome

### Good Ergonomics

* Adapt the job to your body. Do not force your body to fit the job.
* Be alert to symptoms of ergonomic injury and report them immediately, before serious or permanent damage can occur.
* Change positions and movement to reduce the risk of ergonomic injury.

### Symptoms Related to Poor Ergonomics

* Pain or achiness
* Numbness or tingling
* Stiffness
* Burning
* Swelling
* Weakness
* White fingers, possibly with loss of feeling
* Loss of finger dexterity

### Ergonomic Risk Factors

* Repetitive activities
* Forceful exertions, particularly with hands and/or combined with repetitive motion
* Prolonged time in one position
* Awkward body postures
* Continued contact of the hands or arms with the work surface
* Hand tools that either don’t fit the job or don’t fit the hand
* Bending continually from the waist
* Lifting from below the knees or above the shoulders
* Twisting at the waist, especially while lifting
* Lifting or moving objects that are too heavy or awkward

### Personal Job Ergonomics

* Arrange workstation so tools and material are within easy (twenty inches maximum) reach.
* Set work surface at approximately waist height.
* Keep elbows down on work surface; don’t lean on elbows.
* Work with palms down, wrists straight.
* Shift positions periodically to prevent prolonged sitting or standing.
* Perform tasks with both hands.
* Grip objects with the whole hand and fingers.
* Avoid using the center of palm to apply pressure.
* Use material handling systems rather than manual lifting whenever possible.
* Lift so that your knees, not your back, do the work.
* Do not lift objects that are too heavy or awkward.
* Do not twist while lifting or carrying a load.

### Proper Tools

* Select the right tool for the job.
* Select a tool that fits your hand.
* Use a power tool rather than a hand tool whenever possible.
* Use tools with padded handles and textured grips.

## Office Safety

Although an office environment is generally considered to be safe, serious accidents can occur if safety rules are not followed.

* Never leave desk, file or cabinet drawers open as they may create a tripping or bumping hazard.
* Never open more than one file cabinet drawer at a time. If it is necessary to keep books or other heavy objects in a file cabinet, put them in the bottom drawers.
* Do not extend electrical cords, telephone or equipment cables across aisles or walkways, thereby creating a tripping hazard.
* Do not use extension cords to power equipment. Request permanent plugs to be installed where needed.
* Do not climb on chairs, overturned waste paper baskets, desks, tabletops or other improvised hazardous supports.
* Do not attempt to repair any electrical equipment. Report faulty equipment to your supervisor.
* Do not store materials on top of filing cabinets and open shelve units where they are likely to fall and cause injury.
* Smoking is not permitted in the building or within thirty (30) feet of the entrance doors.

## Violence in the Service Site

Service site violence can range from verbal or physical threats or intimidation to assault and battery. Occasionally, violence comes from within an organization. Stress from service assignments, performance review, change in policies, etc. can lead to disputes among team members, supervisors, and management. When these issues go unresolved, arguments, threats, harassment, vandalism, arson, assault, or other violent acts can be the result. Here are some ways to avoid these types of conflicts at the service site:

**Avoid Becoming A Target**

Think ahead to identify your risks and plan to avoid them. Everyone in your organization can work together to prevent violence. Report all violent incidents so measures can be taken to keep them from being repeated.

**Recognize Potentially Violent Situations**

Learn to recognize situations that could result in violence. Often a team member, customer, or client will express troubled feelings before becoming angry or violent. Many times, listening and concern are all that is needed at the early stages of trouble.

Be aware of places where an assailant could hide, and be aware of someone who is loitering or does not belong at the service site.

**Take Preventative Measures**

When you have to serve alone or in a small isolated group, use the “buddy system” or ask for an escort. Mobile phones can help you stay in touch.

When walking to your vehicle, have your keys ready, stay in well lit areas, appear confident, and avoid “hiding spots” or threatening strangers. Look in and around your vehicle before getting in, and lock your doors before you start your vehicle. If you are followed or threatened along the way, keep going to the closet safe area with people and a phone.

**Work at Serving Safely**

1. Follow your service site’s security guidelines.
2. Report suspicious activity. Don’t take matters into your own hands.
3. Take steps for personal safety when you are alone or at risk.
4. Stay calm in a violent situation.
5. After a violent incident, talk about it to reduce stress and fear.

# Bloodborne Pathogens

The Occupational Safety and Health Administration (OSHA) created rules to protect workers from exposure to the hepatitis B virus (HBV), the human immunodeficiency virus (HIV), and other bloodborne pathogens.

Any exposure to bloodborne pathogens can lead to disease or death. Only designated personnel who are trained, authorized and equipped to respond to medical emergencies and/or bodily spills will do so. All other personnel will avoid contact and notify their supervisor if a spill or exposure incident is encountered.

# Hazard Communication Program

The Hazard Communication Program provides information about the hazardous materials present in the workplace. The information includes container labeling, Material Safety Data Sheets (MSDS).

**Container Labeling**

Each site must ensure that each container of hazardous materials possess a label with the following information:

* Name of the contents
* Appropriate hazard warnings
* Name and address of the manufacturer

All secondary containers must be labeled in the same manner.

**Material Safety Data Sheets (MSDS)**

Material Safety Data Sheets for each hazardous material at the service site are filed in an MSDS binder. Each site will review newly arriving data sheets for significant health and safety information and see that new information is passed on to the appropriate staff, and check each MSDS for completeness. If an MSDS is missing or incomplete, a new MSDS will be requested from the manufacturer. OSHA will be notified if a complete MSDS is not received.

If a MSDS is not available for a particular material, contact the site supervisor.

**Hazardous Materials Inventory Reference Chart**

A Hazardous Materials Inventory Reference Chart listing all known hazardous materials used at your service site is posted in the MSDS binder and is located at your service site.

Specific information for each hazardous material can be found on the MSDS. Each site is responsible for updating the Hazardous Materials Inventory Reference Chart and making AmeriCorps members aware of the new materials that will be used at the service site.

**Hazard Communication Program**

1. All Material Safety Data Sheets (MSDS) are available for review. The information is kept in a MSDS binder.
2. You must be informed of the hazardous properties of all the materials you work with.
3. Read the label on the containers and follow the manufacturer’s instructions to the letter.
4. Know what the first aid treatment is and be prepared to carry it out immediately if necessary.
5. Store chemicals in a safe manner and in accordance with the manufacturer’s instructions.
6. Keep containers closed when not in use.
7. Inspect containers of corrosive materials at regular intervals. Report leaks immediately to your site supervisor.

# Injuries While Serving

If you are injured while providing service, you must follow the procedure below:

A. Immediately notify your service site supervisor. It is your responsibility to report service related injury or illness. Failure to report injuries may result in a delay and/or loss of benefits. If you do not report the injury or illness within 24 hours, you may not be eligible for Workers’ Compensation benefits.

B. Seek medical attention if necessary.

1. In a life threatening injury, call “911” for assistance. Your supervisor must be notified immediately. Any injury requiring emergency treatment should be treated at the nearest emergency room immediately following the injury.

2. In a non-life threatening injury, you must notify your supervisor to provide information regarding the injury. If you, or your supervisor, feel that medical treatment is necessary, you must go to an approved provider within the Medical Provider Network (MPN) unless you have pre-designated another health care provider prior to the injury.

i. To pre-designate a health care provider, you must, at the time of enrollment or prior to an injury, declare in writing, a personal health care provider of record, including the name, address, and telephone number, as your Workers’ Compensation health care provider.

ii. Your health care provider must be a medical doctor who retains your medical records/history and must agree to the designation in writing prior to the injury.

iii. If you go to another medical facility without prior authorization, your bills for treatment may not be paid, and may become your responsibility.

C.Should your doctor restrict you from regular duty because of a service related injury, you must immediately inform your supervisor. The Child Abuse Prevention Center (CAP Center) has a Return to Work program and your supervisor and/or CAP Center’s Human Resources or Operations Manager may be able to accommodate your restrictions and provide you with modified service activities.

D.Obtain a Claim for Benefits formfrom your supervisor and complete the AmeriCorps member section.

It is illegal to collect Workers’ Compensation temporary disability income while serving. If you return to service while collecting temporary disability, you must notify Human Resources at 916-244-1904 or the Operations Manager at 916-244-1935.

Workers’ Compensation fraud is a felony in California. Any person who files or contributes to the filing of a false Workers’ Compensation claim may be committing a crime punishable by a prison sentence and/or penalty fines.

At this time, The Child Abuse Prevention Center’s Workers’ Compensation Carrier is:

Prosight Specialty Insurance. If medical treatment is needed, the CAP Center will direct you to a MPN provider upon initial report of injury. You have the right to be treated by a physician of your choice within the MPN after your initial visit.

Acknowledgement and Certification

This is to certify that I have received the Child Abuse Prevention Center (CAP) Center AmeriCorps Safety Policy Manual (2020-2021) and that I will read and follow the CAP Center AmeriCorps Safety Policy.

I understand that these safety policies are for my benefit and to improve safe working conditions in the workplace. It is my responsibility to serve by these safety policies and if I become aware of any unsafe work practices or conditions, I am responsible for bringing these to my supervisor’s attention or the AmeriCorps Project Manager.

I understand that failure to follow these and/or other safety policies may result in disciplinary action, up to and including termination.

I also understand in the event that I am injured while in the course of my work, I am required to immediately report the injury to my supervisor and obtain first aid or medical treatment as necessary.

AmeriCorps Member Signature Date

AmeriCorps Member Name