



## Class 4 SERVE HOUSTON Project Site Application

### The Basics

\* 1. Organization Name

\* 2. Mission Statement

\* 3. What type of organization is this?

- Nonprofit
- Government
- School
- For profit
- Other (please specify)

\* 4. Organization Website

\* 5. Your First & Last Name

\* 6. Your Email

\* 7. Your Cell

\* 8. Your Title

\* 9. Your CEO/Executive Director First + Last Name

\* 10. Your CEO/Executive Director Email

\* 11. Your Organization's Fiscal Contact's Name

\* 12. Your Organization's Fiscal Contact's Email

\* 13. Before you invest your time in completing this detailed application, please be aware that there is a placement fee per class of SERVE HOUSTON AmeriCorps members, and your organization's CEO/Executive Director will be asked to sign a Memorandum of Understanding.

[Please click here to see the breakdown of the placement fee.](#)

- I understand. Move me forward in the application process.
- Oh I didn't realize that! I'll pass for now.



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Now the good stuff!

**It's important that you are familiar with the term *direct service* as it relates to AmeriCorps programs. *Direct service* refers to activities that provide a direct, measurable benefit to an individual, a group, or a community.**

### EXAMPLES:

- Tutor children in reading as a literacy coach
- Support after-school programming
- Engage in community clean-up projects or neighborhood watch program
- Provide relief services to a community affected by disaster or health information to a vulnerable population

\* 14. Please explain how the SERVE HOUSTON AmeriCorps program will create a **healthier future** for the Houston community at your organization. Describe the project and/or services a team of SERVE HOUSTON AmeriCorps members would be accomplishing and/or providing at your site.

*Please include how this service would positively impact the community.*

Next, please list all **essential vs. nonessential** tasks and activities that will be asked of your SERVE HOUSTON AmeriCorps team.

*The distinction should align with the Americans with Disabilities Act (ADA). Essential functions are the basic duties that a member must be able to perform, with or without reasonable accommodation. Factors to consider in determining if a function is essential include whether the reason the position exists is to perform that function, the number of other members available to perform the function or among whom the performance of the function can be distributed, and the degree of expertise or skill required to perform the function.*

\* 15. List ALL the **essential** tasks and activities that will be asked of your SERVE HOUSTON team, i.e. the basic duties that a member must be able to perform, with or without reasonable accommodation.

*Review a list of prohibited and unallowable activities for AmeriCorps members [here](#).*

\* 16. List ALL the **nonessential** tasks and activities that will be asked of your SERVE HOUSTON team.

Review a list of prohibited and unallowable activities for AmeriCorps members [here](#).

\* 17. Do any of the above mentioned tasks and activities duplicate an activity that is the same or substantially equivalent to activities provided by a State or local government agency in the greater Houston area?

- Yes
- No

\* 18. Do any of the above mentioned tasks and activities displace (wholly or partially) an employee, position, or volunteer at your organization?

*EXAMPLE: reduction in hours, wages, or employment benefits*

- Yes
- No

\* 19. Will any member of your SERVE HOUSTON team perform services or duties that have been performed by or were assigned to any—

- Presently employed worker;
- Employee who recently resigned or was discharged;
- Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
- Employee who is on strike or who is being locked out.

- Yes
- No

\* 20. Please write 1 - 2 SMART goals for your SERVE HOUSTON team to accomplish - as a team, not individuals - during their service with you.

**S = Specific** | What *exactly* are you trying to achieve?

**M = Measureable** | How will you know when you've achieved it?

**A = Attainable** | Is it genuinely possible to achieve it?

**R = Relevant** | Does it contribute to your agency's mission?

**T = Time-bound** | When do you want to achieve this by?

Goal #1

Goal #2



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### The Deets

**It's ok if some of these things change between the time of your application and the start of the program. Simply notify us by email.**

\* 21. Main physical address of the primary location where members will be serving.

Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text" value="-- select state --"/>
ZIP/Postal Code	<input type="text"/>

\* 22. What days and hours is this location address open?

Monday	<input type="text"/>
Tuesday	<input type="text"/>
Wednesday	<input type="text"/>
Thursday	<input type="text"/>
Friday	<input type="text"/>
Saturday	<input type="text"/>

\* 23. Will members be serving at more than 1 location?

- Yes, definitely
- Maybe, not sure yet
- No, definitely not

\* 24. Members will begin their service by attending at least 1 week of training with SERVE HOUSTON program staff before they begin service at your site. Once they begin service at your site, you are expected to facilitate onboarding and training specific to your organization and their agreed-upon project. Please share those details below.

How will you introduce the CEO/Executive Director to the team?

What other staff members/departments should meet the team?

Will you facilitate your standard volunteer onboarding session/content with the team?

What will you do to make the team's first day with you special?

What specific topics/skills will you train the team on so they are fully prepared to achieve the goals you have outlined for them?

Where will you place the *AmeriCorps Serves Here* yard sign we provide to you?

What technology, accounts, and/or spaces will they need access to?

Where will the team's break room/lounge/storage space and/or desks be located?

What else are you planning?

Would you like the SERVE HOUSTON Program Staff to come out and introduce your organization to AmeriCorps rules & regulations?



## Class 4 SERVE HOUSTON Project Site Application

### Site Supervisors + The Power of People

**Site Supervisors have a great deal of influence over the success of your SERVE HOUSTON AmeriCorps team. So, we are careful in the selection of the people who serve in these roles.**

**Every project site is required to designate 1 primary Site Supervisor and *at least 1* backup Site Supervisor.**

**PRIMARY SITE SUPERVISOR is responsible for the daily supervision of the team members. Members should have immediate access to the primary site supervisor for review and approval of programmatic ideas developed by the team. Members should also see/interact with the primary site supervisor during each of their shifts.**

**BACKUP SITE SUPERVISORS are just as familiar with AmeriCorps program guidelines as the primary site supervisor. However, they may only see the team members when the primary site supervisor is out of office. You may designate as many backup site supervisors as you like.**

**[View the full description here.](#)**

\* 25. Do you know who at your organization would make a stellar SERVE HOUSTON AmeriCorps site supervisor?

- Yes, I'm 100% sure I'm picking the right person.
- Yes, I think so.
- No, I have no idea.

Please note: it is mandatory for all new primary site supervisors to be interviewed by SERVE HOUSTON before your organization is accepted as a site.

\* 26. Please tell us who you think will make the BEST Site Supervisor for your AmeriCorps team members.

<b>Name</b>	<input type="text"/>
<b>Role at your organization.</b>	<input type="text"/>
<b>Why are they the best fit?</b>	<input type="text"/>
<b>Email Address</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>

\* 27. And who will be designated as a back up site supervisor?

<b>Name</b>	<input type="text"/>
<b>Role at your organization.</b>	<input type="text"/>
<b>Why are they the best fit for a backup?</b>	<input type="text"/>
<b>Email Address</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>

\* 28. Do you plan to have more than 1 backup site supervisor?

- Yes
- No
- Maybe





## Class 4 SERVE HOUSTON Project Site Application

May 28 - August 2, 2024

\* 29. **Mandatory** Site Supervisor Training is scheduled on Thursday, 5/2/24, and Friday, 5/3/24, in Midtown.

- **New primary and (at least 1) back up site supervisors** will be required to attend on Thursday, 5/2/24, from 9:00am - 4:00pm AND Friday, 5/3/24, from 9:00am - 4:00pm.
- **Returning primary and back up site supervisors** will only be required to attend on Friday, 5/3/24, from 9:00am - 4:00pm.
- We promise we'll make it fun and worth your time.
- Lunch will be provided!

*\*We may change the date/times slightly, depending on how many new vs. returning site supervisors will be participating in Class 4.*

- We'll be there!
- I'm not sure we can make it.

\* 30. The mandatory Project Site Matching Fair is scheduled on **Thursday, May 9th and Friday, May 10th @ 8:30am - 5:00pm** in Midtown.

- This is your chance to meet the final candidates and rate your favorites!
- At least 1 site supervisor is required to attend.
- You are welcome to divide the day into shifts amongst all your site supervisors.
- Lunch will be provided!

- We'll be there!
- I'm not sure we can make it.

\* 31. Every member on your team is required to serve a minimum of 32 hours per week at your site (300 hours during the entire service term). What are your recommended daily **start and end times** for your team?

Please be as specific as possible.

Sunday	<input type="text"/>
Monday	<input type="text"/>
Tuesday	<input type="text"/>
Wednesday	<input type="text"/>
Thursday	<input type="text"/>
Friday	<input type="text"/>
Saturday	<input type="text"/>

32. If you are able to be flexible with the schedule described above, please explain below.

\* 33. What is your ideal number of team members for this service term?

*Check all that apply.*

- 3 (is the minimum)
- 4
- 5
- 6

34. What questions, comments, or suggestions do you have for us?