



2140 Boyd Street
Williamsport, PA 17701



AmeriCorps

Dear Potential Partner Host Site,

STEP AmeriCorps would like to extend to you the opportunity to become a partner host site for the 2021-2022 Service Year. AmeriCorps members have served with non-profit, faith-based, community, and governmental organizations throughout Clinton and Lycoming counties to help meet critical community needs. Over the last twelve years, STEP AmeriCorps members have helped various agencies and schools serving as mentors, teachers, volunteer and event coordinators, caseworkers, outreach and eligibility workers, marketing assistants and computer instructors to name a few.

In exchange for service to your organization and the community, members earn an education award and receive a bi-weekly living allowance. Health coverage, childcare assistance and some travel expenses may also be provided. A fact sheet describing the member benefits is attached. Members will report to your site on the schedule you set except for one or two group meetings per month. A fulltime member commitment is a minimum of 1700 hours, a reduced fulltime is 1200 hours, and halftime is 900 hours.

Potential members can be recruited for your specific position, and candidates will be referred to you for interviews. You make the final selection on which candidate you would like to serve with your organization. If you may already have a volunteer or retired employee, or an alum, who would make a great AmeriCorps member to serve your organization, we encourage you talk with them about an AmeriCorps position and refer them to STEP AmeriCorps. FBI, PA Criminal History, and Child Abuse Clearances, and the National Sex Offender Registry are all required for each member selected and costs are covered by STEP AmeriCorps. Workman's Compensation is also provided through STEP for each member.

Requirements for the partner host site include providing adequate work, a safe environment, training, appropriate supervision, bi-yearly evaluations, and capacity building surveys and/or healthy futures surveys. Host Sites are also required to meet documented in-kind match as well as a cash match, both of which go toward the member's living allowance. In-kind, which is basically donated time and resources to help our member be successful, calculated into a dollar amount (not actual money) is explained and taught at Site Supervisor Orientation prior to the start of the service term. In-kind and cash match amounts are as follows:

- For each Fulltime Member: **\$8,925 Cash Match, \$6,000 In-Kind Donation**
- For each Reduced FT Member: **\$7,318 Cash Match, \$4,200 In-Kind Donation**
- For each Halftime Member: **\$4,800 Cash Match, \$2,800 In-Kind Donation**

If you are interested in having a STEP AmeriCorps member for 2021-2022, please complete the partner application as soon as possible. You can scan in the application and email it or mail it to 2140 Boyd St, Williamsport, PA 17701. I look forward to your potential partnership! Please reach out with any questions.

Sincerely,

Brittany Terre-Blanche

Brittany Terre-Blanche
Program Manager

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