HOST SITE REQUIREMENTS

➢ Provide a safe working environment for members.

➢ Provide adequate and appropriate member supervision.

➢ Provide site orientation.

➢ Develop goals with the member at the start of the term.

➢ Maintain open communication with Program Manager; notify STEP AmeriCorps program staff regarding any concerns or issues as it applies to the member/site.

➢ Provide site specific and/or member development training as appropriate to service position.

➢ Support member participation in STEP AmeriCorps trainings, member meetings, and service projects

➢ Ensure members do not perform prohibited activities.

➢ If unsure if a certain task may be a prohibited activity or not, contact Program Manager for clarification prior to asking the member to perform this task.

➢ Keep member and STEP AmeriCorps program staff informed of the member's progress.

➢ Have the capability and capacity to meet administrative obligations (member evaluations, in-kind, quarterly reports, etc.)

➢ Meet financial obligations/cash contribution.
   o Full Time Member: $9375
   o Reduced Full Time Member: $7685
   o Half Time Member: $5040

➢ Meet in-kind obligations, primarily through supervision hours.