**WHY JOIN COMMON THREADS STATEWIDE AMERICORPS TEAM?**

The statewide team could be a good fit for you if:

* Your mission is focused on connecting kids to healthy food through gardening and cooking programs
* You can imagine hosting AmeriCorps service members to be the “boots on the ground” for program delivery

Common Threads has been hosting AmeriCorps service members since 2010. The statewide team was formed in 2018 in order to promote:

* **Efficiency -** The passion, intelligence, and commitment that AmeriCorps members bring to community projects is invaluable. However, managing an AmeriCorps contract can be a lot of work - particularly if you’re only hosting one or two members. Common Threads centralizes many of the aspects of hosting AmeriCorps members (recruitment, training, management of timesheets and benefits, etc.) so that each partner sites’ time and effort in these areas can be kept to a minimum.
* **Building a community of best practice -** too often in the school gardening and food education field, individual schools or organizations spend unnecessary time developing curricula, navigating district policies, designing and facilitating training, coordinating summer garden care, etc. Our statewide coalition allows us to learn from each other and work towards a community of best practices at the state level.

**HOW TO APPLY**

**Please send any questions and completed forms as a Google Doc or Word file to** [**laura@commonthreadsfarm.org**](mailto:laura@commonthreadsfarm.org)**. Applications will be considered on a rolling basis as space allows.**

**ORGANIZATION INFORMATION**

|  |  |
| --- | --- |
| Organization name: |  |
| Type of organization: | (e.g. nonprofit, school, etc.) |
| Mailing address: |  |
| Website: |  |
| Primary contact: |  |
| Phone: |  |
| Email: |  |

**READINESS CHECKLIST**

Does your organization meet the expectations for participation in the statewide team?

* **Mission**: Our organization hosts gardening and/or cooking programs for kids with the goal of growing good eaters: increasing children’s knowledge, motivation, and resources needed to make healthy food choices, and increasing children’s willingness to try more fruits and vegetables (if your mission also has an environmental stewardship mission, so much the better!)
* **Timeline:** We can commit to recruiting a member no later than July 31, 2020 and having them start on August 24 for training in Bellingham and serve through August 15, 2021 (if this time-line doesn’t work for you, but you’re otherwise qualified and intrigued, contact [laura@commonthreadsfarm.org](mailto:laura@commonthreadsfarm.org) to discuss options.)
* **Service Hours:** Can your organization provide 1700 hours minimum of meaningful service and training opportunities for an AmeriCorps Member? (As with the point above, if you’d like to consider a part-time member, more conversation will be needed.)
* **Identified supervisor:** Has your organization identified a staff member who can provide supervision to the AmeriCorps member?
  + Can the identified supervisor commit to quarterly supervisor meetings (by phone)?
  + Can the identified supervisor ensure that they will hold weekly check-in meetings with their member?
  + Can the identified supervisor ensure that no fewer than 10% of the member’s service hours are dedicated to training.
* **Resources:** Can you organization ensure that each AmeriCorps member will have access to:
  + AmeriCorps Gear (this can be buttons, caps, lanyards…. Something that identifies them as service members - and we’ll guide you on where to access this, you just need to budget for it.)
  + Computer/phone/organizational email address
  + Office space
  + Regularly scheduled training (we will provide you with a list of trainings, and you may choose to do them“in house” or to send your members to Bellingham to participate in trainings hosted by Common Threads or other approved locations.)
* **Cost**: Is your organization able to pay the $15000 fee per member on or before August 20, 2020 (This covers the stipend that is paid directly to your service member - all other costs: health insurance, payroll taxes, program administration, etc. - are covered by Common Threads’ award from Serve WA, the state’s service commission.) Please contact [laura@commonthreadsfarm.org](mailto:laura@commonthreadsfarm.org) if a payment plan is needed. In exceptional cases, we will also consider a fee reduction.
  + Does your organization understand that this fee is non-refundable once the service term starts, and that in the event of an early departure of a member, the burden of replacing that member will land most heavily on your organization (Common Threads will support you navigating the replacement process, but we won’t lead that process or do it for you.)

>Is any portion of the participation fee being paid to your organization by another partner?

* NO
* YES, and I can provide partner organization name and contact information and amount being paid by them

>Is any portion of the participation fee being paid with Federal funds?

* NO
* YES, and I can provide an authorization statement from the Federal entity that our organization has permission to use Federal funding for this purpose
* **Union Concurrence:**

>Are your organization’s employees represented by a local labor organization?

* + NO (skip to next question)
  + YES

>Have any proposed AmeriCorps member responsibilities typically been performed by members of the local labor organization?

* + NO
  + YES

*NOTE: If you answer YES to either of these questions, your organization will need to provide written concurrence of the AmeriCorps placement from the local labor organization and provide that to Common Threads by June 15, 2020.*

* **Hiring Limits:** Can your organization commit to NOT hiring an AmeriCorps Service Member before the end of their service term?

**AMERICORPS POSITIONS REQUEST**

|  |  |
| --- | --- |
| Total # of requested AmeriCorps Members |  |

**NARRATIVE APPLICATION**

1. Why are you interested in hosting AmeriCorps service member(s) at this time?
2. Our AmeriCorps project is focused on growing good eaters through gardening and cooking programs. How will AmeriCorps members at your organization help to
   * increase children’s knowledge, motivation, and resources needed to make healthy food choices, and
   * increase children’s willingness to try more fruits and vegetables?
3. Please describe what you expect your AmeriCorps member(s) will do (paint us a picture of a day/week in the life. If this will vary by season, go ahead and describe each season.)
4. Please attach an organizational chart and tell us a little about how an AmeriCorps member will be supported.
5. Hosting AmeriCorps service members is an exchange - members give their time, talent, and passion. In return, Common Threads and our partner host sites offer them training, support, and professional development opportunities. Please describe how your service member(s) will be supported in developing as professionals. Please also describe what trainings you would be willing to host for members of the statewide team.
6. How does your organization foster an inclusive workplace?
7. Tell us a little about who your organization serves. How many youth? In what settings? What are the demographics of the youth population?

Please also fill out the following form:

|  |  |
| --- | --- |
| Anticipated # of schools to be served by your AmeriCorps member |  |
| Anticipated # of classrooms to be served by your AmeriCorps member |  |
| Anticipated # of students aged K-12 to be served by your AmeriCorps member |  |
| Anticipated # of volunteers that will be recruited/managed by your AmeriCorps member |  |
| Anticipated # of volunteer hours to be completed by volunteers above |  |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_