

Member Name: _____

Program: _____

Date: _____

Member exit date: _____



Checklist for Exiting AmeriCorps members:

- Review member file for all required documents (especially for eligibility), including forms required by the legal applicant
Note: A minimum of two references should be on file
- Criminal history and NSOPR (www.nsopr.gov) check on file
- File member's resignation letter
- Check all member forms for signatures and dates
- Ensure that all time/service logs are complete, accurate, signed and dated
- Ensure that all hours have been entered into MSL
- Ensure that hours in MSL and the hours entered into the Portal are the same and correct
- Exit interview/evaluation *Date completed:* _____
- Make sure member signs and dates an AmeriCorps exit form (found at www.ServeAlabama.gov: AmeriCorps-Resources) *Date completed:* _____
- Make sure you have member's contact information
- Member uniform/equipment returned (if required)
- Inform member to update contact information in the Portal and MSL
- Exit member for cause or compelling reason; document in member file
- Exit member in the Portal and certify hours served *Date exited:* _____
- Exit member in MSL *Date exited:* _____