



# 2018 Energy Express

*...where breakfast, lunch, and learning don't take a summer break!*

## Two AmeriCorps Opportunities...

- **Mentor** (serves directly with children)
- **Community Coordinator** (serves directly with volunteers)

**College-student mentors** make learning fun for small groups of school-age children by creating an enriching environment focused on reading, writing, drama, and art. Mentors also eat breakfast and lunch with the children – a valuable time to develop strong bonds.

**Community Coordinators** raise awareness and involve parents and the community with children's learning. Community Coordinators recruit, train, and supervise volunteers to read with children and engage in other activities at the site.

## AmeriCorps members will receive...

- A living allowance of \$1,850 subject to all state and federal taxes.
- Valuable training before and during Energy Express.
- A Segal AmeriCorps Education Award in the form of a voucher for \$1,252.91 (available October 2018).
- An opportunity to earn college credit (arrangements made individually).

*\* See detailed information regarding the Segal AmeriCorps Education Award and term limits on page 4.*

## About Energy Express...

Energy Express, an 8-week AmeriCorps summer service opportunity, makes a difference in the lives of West Virginia children.

### During the summer, children living in rural and low-income communities often:

- Fall behind academically
- Suffer nutritionally

### Energy Express promotes school success by:

- Focusing on reading and related activities
- Serving two nutritious family-style meals each day
- Working with children in small groups
- Involving older youths and community members in children's learning
- Making reading fun for children
- Increasing family involvement





# Qualifications/Responsibilities

## **AmeriCorps Mentor Minimum Qualifications:**

18 or older by June 8, 2018, U.S citizen, Full-time undergraduate or College-bound graduating high school Senior, or May 2018 college graduate or December 2017 college graduate without full-time employment.

## **Specific AmeriCorps Service Responsibilities:**

Enhance children's interest and skills by developing, implementing, and evaluating reading-related activities focused on weekly place-based themes and promote children's nutritional well being.

## **AmeriCorps Community Coordinator Minimum Qualifications:**

18 or older by June 8, 2018 U.S. citizen and must have a high school diploma or equivalent

## **Specific AmeriCorps Service Responsibilities:**

Recruit, train, supervise and track volunteers, manage the completion and submission of volunteer data, create program awareness through the media to promote sustainability, involve community partners at the site

## **AmeriCorps Service Responsibilities of Both Positions:**

Serve all days during the 8 consecutive weeks of service and complete a minimum of 300 hours of service

Participate in the entire statewide Energy Express training with site team (lodging and meals provided)

Participate in the AmeriCorps Swearing-in Ceremony

Engage in outreach to children's families through family visits and follow-up communications

Build relationships with children, families, and members of the community

Participate in all program meetings and events

Be actively involved in improving personal performance through training and reflection

Act as a positive role model for children and volunteers at the site

Complete a visible community project with the site team

Facilitate a guided reflection activity

Participate in regional end-of-service reflection and celebration event

Assist with site cleanup

## **Program Dates**

On-site Training with Site Team Starting.....	June 8
State Training: Morgantown/Charleston.....	June 11-12
AmeriCorps Swearing-in Ceremony.....	June 11-12
Family Visits and Site Preparation.....	June 13-18(Wed.– Sun)
Community Project and Contacts with Families.....	June 8– July 27
Service with Children/Volunteers.....	June 18– July 27
Regional End-of-Service Reflection & Celebration.....	July 23-27(one day)
Site Cleanup.....	July 27

***Members are required to serve on-site everyday for at least 6 hours and to serve some evenings and weekends to meet all service responsibilities and requirements.***



# Questions & Answers

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**Q:** What is AmeriCorps?



**A:** In alignment with the Serve America Act, this AmeriCorps State and National (AmeriCorps) Notice of Federal Funding Opportunity will focus AmeriCorps grantmaking in six Focus areas identified by the Act: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures and Veterans and Military Families. In exchange for their service, AmeriCorps members earn a living allowance and a Segal AmeriCorps Education Award. Energy Express is an AmeriCorps program.

**Q:** What is the time commitment?

**A:** Energy Express is a full-time commitment of a **minimum of 300 hours of service** from June 08– July 27 for an average of 37.5 hours a week. In addition to June 16-17, members are required to serve some evenings and weekends to meet all service responsibilities and requirements.

**Q:** Can I hold a job in addition to serving as an Energy Express AmeriCorps member?

**A: Holding a job while serving as an AmeriCorps member is strongly discouraged.** Energy Express is the primary focus for the summer. It is an intensive summer service experience that will demand time, enthusiasm, and lots of energy. **Members are required to disclose information regarding additional commitments prior to start of service.**

**Q:** Are there other responsibilities beyond working with children and volunteers?

**A:** Yes. Other responsibilities include: attending required statewide training, preparing the site, making family visits, maintaining contact with the families, planning and completing a community project with the site team, participating in reflection, on-site training, and open house as well as the end-of-service reflection and celebration.

**Q:** Are any absences excused?



**A:** Energy Express AmeriCorps is not a job, but a service commitment that requires members to focus on the program for the entire eight (8) weeks. All absences must receive prior approval in writing from the Energy Express state office. Absences are permitted only for freshman college orientation and job interviews for graduating college seniors. Individuals with an unexcused absence are not eligible for an education award. **No leave requests will be approved between June 8-June 17 due to required training or June 18, the first day with children.**

**Q:** What counties will have Energy Express?

**A:** In 2017, Energy Express served 82 communities in 38 counties. Although sites have yet to be selected for 2018, Energy Express will be held throughout the state. For more information, please visit the Energy Express website in mid-January: <https://extension.wvu.edu/youth-family/youth-education/energy-express>

**Q:** What is a living allowance?  
Is it taxed?

**A:** The living allowance of \$1,850, subject to all appropriate state, federal, and social security taxes, is intended to help AmeriCorps members meet living expenses while serving .

**Q:** What does the Segal AmeriCorps Education Award cover?

**A:** The Segal AmeriCorps Education Award of \$1,252.91 can be used to pay for tuition or on-campus housing at a institution of higher education. **Check with your institution for clarification.** It can be used to repay qualified student loans backed by the federal government under Title IV of the Higher Education Act (except PLUS loans) or under Titles VII or VIII of the Public Health Service Act.

**Q:** When will the Segal AmeriCorps Education Award be available?

**A:** The Segal AmeriCorps Education Award is granted upon successful completion of all Energy Express AmeriCorps member service responsibilities. It will be issued in late October (redeemable at [www.myamericorps.gov](http://www.myamericorps.gov)) and available to use for seven years. It is taxed the year it is redeemed.

**Q:** Can I transfer the Segal AmeriCorps Education Award?

**A:** **If you are age 55 by the first day of service (June 8) you can transfer the education award to a child, grandchild, or foster child. The award will be available to use for ten years.**

**Q:** How many terms of service can I serve?

**A:** Individuals cannot exceed four total AmeriCorps State and National terms of service or the value of two full time education awards. Since Energy Express is a minimum service program, you can serve up to 4 terms with Energy Express if you have not served in any other AmeriCorps, NCCC or VISTA programs. See the Energy Express website for more info.

**Q:** What is the selection process for AmeriCorps members?

- A:**
1. Applications are received by the state Energy Express office which determines if the application is complete.
  2. Energy Express state office e-mails a notification of receipt of application materials to applicant's current e-mail address.
  3. Applications are distributed to first-choice counties. (If that county does not have Energy Express, the application is distributed to your second choice).
  4. Counties screen applications, conduct interviews, and check references. It is possible to be interviewed by more than one county.

**Q:** Can I serve with Energy Express if I am currently an AmeriCorps member?

**A:** You are eligible if:  
Your current term of service with AmeriCorps ends before June 8, 2018.

**Q:** Can I serve with Energy Express if I am currently a Bonner Scholar?

**A:** Please call our office if you are a Bonner Scholar. Your eligibility depends on:  
If your term of service with Bonner ends before June 8, 2018. If you have received only one AmeriCorps education award from Bonner.

Deadline: Postmarked by March 1, 2018 (Please **do not staple** application)  
 Selection process will begin at that time. Applications accepted **until all positions are filled**.  
*Qualified individuals with disabilities and those from diverse backgrounds are encouraged to apply. We provide reasonable accommodations for qualified individuals.*

Official Use Only  
 Postmark Date: \_\_\_\_\_  
 Completed: \_\_\_\_\_  
 Email Date: \_\_\_\_\_  
 Entered: \_\_\_\_\_

\*Applying for (Check one only): ☐ AmeriCorps Mentor *or* ☐ AmeriCorps Community Coordinator

Name: \_\_\_\_\_  
                     Last                                    First                                    Middle                                    Maiden (if applicable)                                    Preferred name

Social Security # \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ \*Required (For internal use only)

Will you be at least 18 years old by June 8, 2018? ☐ Yes ☐ No

Are you a U.S. citizen? ☐ Yes ☐ No

Will you have a High School diploma or equivalent by June 8, 2018? ☐ Yes ☐ No

Permanent Address: \_\_\_\_\_  
                                     Street  Apartment #

\_\_\_\_\_  
                     City  State                                    Zip Code

Current Address: \_\_\_\_\_  
                                     Street  Apartment #

\_\_\_\_\_  
                     City  State                                    Zip Code

Current Phone: (\_\_\_\_) \_\_\_\_\_ Permanent Phone: (\_\_\_\_) \_\_\_\_\_

Mobile Phone: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_ (\*Required)

**\*Energy Express will send correspondence primarily through email—please check your inbox regularly.**

**As of Spring 2018:** (\*mandatory for mentor applicants)

☐ College-bound High School Senior GPA: \_\_\_\_\_  
 (Include copy of college acceptance letter, if available)

Name of institution: \_\_\_\_\_  
 Major: \_\_\_\_\_

— OR —

☐ Currently enrolled college student (check one)

☐ Full-time ☐ Part-time

Name of institution : \_\_\_\_\_

☐ Freshman ☐ Sophomore ☐ Junior

☐ Senior ☐ Graduate School

Major: \_\_\_\_\_ GPA: \_\_\_\_\_

**Previous Energy Express Experience:**

	Yes	No
1. Were you an Energy Express AmeriCorps Member?	<input type="checkbox"/>	<input type="checkbox"/>
<b>If so, circle position:</b> Mentor or Community Coordinator		
2. Were you a child in the Energy Express program?	<input type="checkbox"/>	<input type="checkbox"/>
3. Were you a volunteer in the Energy Express program?	<input type="checkbox"/>	<input type="checkbox"/>

**Bonner Scholar Experience**

	Yes	No
Have you been or are you currently a Bonner Scholar?	<input type="checkbox"/>	<input type="checkbox"/>

**Positions are available throughout West Virginia**

List counties (in priority order) where you can serve.

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_

**National Service Experience:**

1. Have you ever been or are you currently enrolled in an AmeriCorps program? **YES NO**

2. If you circled YES, Check all that apply:

☐ AmeriCorps ☐ VISTA ☐ NCCC

If you checked any box above, what was the:

Name of the Program \_\_\_\_\_

Program Location \_\_\_\_\_

Dates of service \_\_\_\_\_

3. Did you receive an Education Award? ☐ Yes ☐ No

If so, how many hours were required to receive an education award? \_\_\_\_\_

4. Have you been released for cause from an AmeriCorps program? ☐ Yes ☐ No

**\*You must exit current AmeriCorps position before June 8, 2018**



## A: References

Provide three references who have worked with you in some capacity within the past three years and are not related to you.

1. Name \_\_\_\_\_  
Phone: Day \_\_\_\_\_  
Evening \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Relationship:  
☐ Former Employer      ☐ Professor/Teacher  
☐ Other (please specify) \_\_\_\_\_
2. Name \_\_\_\_\_  
Phone: Day \_\_\_\_\_  
Evening \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Relationship:  
☐ Former Employer      ☐ Professor/Teacher  
☐ Other (please specify) \_\_\_\_\_
3. Name \_\_\_\_\_  
Phone: Day \_\_\_\_\_  
Evening \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Relationship:  
☐ Former Employer      ☐ Professor/Teacher  
☐ Other (please specify) \_\_\_\_\_

**B:** Have you ever been convicted or pled guilty or no contest to a crime (including DUI or worth less checks) other than a routine traffic violation? **If you are in doubt**, be sure to include.

☐ Yes    ☐ No

If yes, provide the following:

Date(s): \_\_\_\_\_

Place(s): \_\_\_\_\_

Charge(s): \_\_\_\_\_

*\*Note: A fingerprint based background check is required by AmeriCorps and will be conducted on individuals recommended for service. A conviction will not necessarily prevent you from being selected. The criminal record policy requires applicants to answer questions truthfully. **Any false statements will make you ineligible for service.***

## C. Essay (please type and attach to application):

**New Applicants:** What are your personal attributes that would make you a successful AmeriCorps member?

### **Previous Energy Express AmeriCorps members:**

As an experienced AmeriCorps member with Energy Express discuss three goals related to your service that will make this summer of service successful.

## D. Resume

**Attach your current resume.**

Check our website for a resume example.

### **Certification and Release Statement:**

*I certify that the information provided on this application is complete, accurate, and true to the best of my knowledge. I understand that **any** falsified or omitted information may be grounds for rejection of this application or termination of subsequent service in this program. I authorize West Virginia University Extension Service and/or its representatives to make reference checks using the names provided on this application and hereby release West Virginia University Extension Service and its representatives from any and all liability of every nature and kind arising out of any such reference check or other such investigation conducted pursuant hereto.*

**Signed** (in \*BLUE\* ink) \_\_\_\_\_ **Date** \_\_\_\_\_  
(Full Legal Name)

## APPLICATION PROCESS

1. Complete application form, typed essay, and resume (fill out in **BLUE INK** only)
2. Check your application. Incomplete applications cannot be considered.
3. Mail in:  
☐ Signed Application  
☐ Essay  
☐ Resume  
☐ Copy of Driver's License (front and back)
4. An e-mail notification will be sent upon receipt of application.
5. Screening and interviewing are conducted at the County level.

**Energy Express AmeriCorps Applications**  
**WVU Extension Service**  
**706 Allen Hall; PO Box 6602**  
**Morgantown, WV 26506-6602**

**Selections will be announced by late April 2018.**





## State of West Virginia AmeriCorps Background Check Consent Form

Please have candidate fill out the following:

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

I give permission for \_\_\_\_\_ to run the following checks as a condition of my service, and to share those results within the program as appropriate:

- State Background Check (if applicable, both State of Residence and State of Service)
- FBI Background Check

I understand that my position is contingent upon the organization's review of my National Service Criminal History Check results. I will not be eligible if the results show prior murder or sexual offender convictions, or if I have failed to disclose criminal history.

I understand that I will be provided a reasonable opportunity to review and challenge the factual accuracy of a result before action is taken to exclude me from the position. I further understand that the results will be screened in compliance with federal civil rights law, including Titles VI and VII of the Civil Rights Act of 1964 (and the Corporation for National and Community Services regulations under Title VI).

I understand that the organization must provide safeguards to ensure the confidentiality of any information relating to the criminal history check and that until my results have been returned and reviewed I will be accompanied by an approved representative of the organization, whenever I have access to vulnerable populations as defined in 45CFR 2540.205 (g).

I understand that I will not be charged by the organization for any part of the National Service Criminal History Check.

\_\_\_\_\_  
*Candidate Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Time*

The following section should be completed by Program Staff:

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

Will this position have access to Vulnerable Populations? \_\_Yes \_\_No

Please Provide a copy (front & back of government/state issued ID)



Verification of Government-Issued photo id: Copy of Government ID kept in file  
or

Driver's License State/ Number: \_\_\_\_\_

Initials/ Date \_\_\_\_\_

**Application can not be processed without a copy (front & back) of Government/state issued ID**



## Applicant Self-Identification Form

West Virginia University would appreciate your assistance in completing the information requested on this form. This information will be used to assess the effectiveness of WVU's Affirmative Action Plan and in meeting compliance obligations under state and federal law. Completion of the form is voluntary.

Name: \_\_\_\_\_  
Last First Middle

☐ Male ☐ Female

### RACE/ETHNIC CATEGORY:

***Are you Hispanic or Latino? SELECT ONE.***

- ☐ No, not Hispanic or Latino  
☐ Yes, Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

***What is your race? SELECT ONE OR MORE.***

- ☐ *American Indian or Alaska Native.* A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.  
☐ *Asian.* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.  
☐ *Black or African American.* A person having origins in any of the Black racial groups of Africa.  
☐ *Native Hawaiian or Other Pacific Islander.* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  
☐ *White.* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**How did you hear about Energy Express? (Answer all that apply to you.)**

Media:

- ☐ Newspaper ☐ Internet ☐ Radio ☐ Email ☐ Flyer ☐ Other \_\_\_\_\_

College:

- ☐ Financial Aid office ☐ Career Services office ☐ Service Learning office  
☐ Fair (job, career, service) ☐ Announcement in class ☐ Advisor ☐ Other \_\_\_\_\_

Others:

- ☐ Previous Energy Express member ☐ County WVU Extension Agent  
☐ School Counselor ☐ Friend ☐ Relative ☐ Other (please specify) \_\_\_\_\_

Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status.