

TEAMS/AmeriCorps Required Forms Checklist

This checklist itemizes the forms and projects you need to complete and submit to the TEAMS Office. **It is important that we receive documents on or before the dates specified so that we can process your Education Award promptly.** Please mail all required forms by the appropriate due date DIRECTLY TO LISA RAMLOCHAN. Please **KEEP COPIES OF EVERYTHING YOU SUBMIT TO OUR OFFICE FOR YOUR RECORDS.**

✓	Form	Due Date
	AmeriCorps Enrollment Form	Orientation
	Job Description / Mentor Verification Form	Orientation
	Participation Agreement	Orientation
	Permission Slip / Grievance Procedure Acknowledgement Form	Orientation
	Forbearance Request Form (for those with existing student loans)	Orientation
	September Timesheet - <i>original only</i>	October 13 th
	October Timesheet - <i>original only</i>	November 10 th
	November Timesheet - <i>original only</i>	December 15 th
	Mentor Teacher Evaluation of Fellow/Member, Baseline (Pre)	December 15 th
	Service-Learning Project Progress Report Form	December 15 th
	December Timesheet - <i>original only</i>	January 12 th
	January Timesheet - <i>original only</i>	February 9 th
	February Timesheet - <i>original only</i>	March 9 th
	March Timesheet - <i>original only</i>	April 13 th
	April Timesheet - <i>original only</i>	May 11 th
	May Timesheet - <i>original only</i>	June 8 th
	June Timesheet - <i>original only</i>	July 1 st
	Student Academic Performance Evaluation Record baseline (pre) data by end of 1 st Quarter, record post data by May 1 st	See instruction sheet
	Student Survey (administer no later than May 1 st)	May 11 th
	Student Survey Tally Sheet	May 11 th
	Mentor Teacher Evaluation of Fellow/Member, Post	May 11 th
	End of Service Evaluation Form	May 11 th
	Service-Learning Project Final Report Form	May 11 th
	Exit Form	May 11 th