###### Appendix F-Member File Checklist

* AmeriCorps Application or Resume
* Proof of Education
  + High School Diploma/Official Transcript/ Self-certification
  + GED
  + Signed GED Agreement Letter/Independent Evaluation (Neither GED nor High School Diploma)
* Proof of Citizenship/Age (copy of actual document OR signed waiver)
  + A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands;
  + A United States passport
  + A report of birth abroad of a U.S. Citizen (FS–240) issued by the State Department
  + A certificate of birth-foreign service (FS 545) issued by the State Department
  + A certification of report of birth (DS–1350) issued by the State Department
  + A certificate of naturalization (Form N–550 or N–570) issued by the Immigration and Naturalization Service
  + A certificate of citizenship (Form N–560 or N–561) issued by the Immigration and
  + Permanent Resident Card, INS Form I–551;
  + Alien Registration Receipt Card, INS Form I–551;
  + A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or
  + A Departure Record (INS Form I–94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.
* Parental Consent Form (if under age 18)
* Proof of Criminal History Check
  + Consent Form Signed
  + Statewide Criminal Registry **Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
    - State of Origin **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
    - State of Service **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + FBI Search **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + National Sex Offender Public Registry (NSOPR) **Timestamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* Health Care Enrollment/Waiver
* Child Care Enrollment/Waiver
* Member Contract/Service Agreement (initialed pages & signed)
* Media Release Form
* Mid-Term Evaluation (Full-Time Members Only)
* End-of-Term Performance Evaluation
* Meets Tutoring Requirements (if applicable)
  + High School diploma (see above)
  + Quality/ State Standard Pre- & In- Service Training