



AmeriCorps College Coach

# MEMORANDUM OF UNDERSTANDING

Between

***Sub-grantee (MCNCE AmeriCorps “Host Site”)***

Contact Information (for designated Site Supervisor):

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**Project Sponsor (“MCNCE”) Montana**  
Campus Network for Civic Engagement  
Network Office  
DHC 020  
Missoula, MT 59812-3960  
(406) 243-5181  
([affiliate campus list here](#))

The purpose of this agreement is to delineate the terms, conditions, and responsibilities regarding the participation of the Host Site in the Montana Campus Network for Civic Engagement AmeriCorps College Coach Project.

***I. Missions***

**Montana Campus Network for Civic Engagement** (hereafter, “MCNCE”) is a higher education network that advances the public purposes of colleges and universities by deepening their ability to improve community life and to educate students for civic and social responsibility. As the largest higher education network in Montana, MCNCE actively addresses community-identified needs through student and faculty engagement, service learning, and community volunteerism.

**AmeriCorps:** AmeriCorps is a national program that provides opportunities for Americans to serve in communities and whose mission is to make our people safer, smarter, healthier, and foster civic engagement through service and volunteering. AmeriCorps places full-time members and part-time college student team members with community organizations and public agencies to serve directly with beneficiaries and meet critical community needs.

***II. Duration***

The project, including the term of service of the AmeriCorps College Coach(es), will begin on September 3, 2025 and will end on July 31, 2026.

***III. Responsibilities***

**MCNCE Affiliate/Campus Partner**

*As the Project Co-Sponsor, the local MCNCE Affiliate, represented by a campus employee, authorizes the MCNCE Network Office to manage the following:*

- Serving as the liaison to the federal sponsor, ensuring compliance with provisions, [regulations, and AmeriCorps](#) College Coach members' receipt of appropriate benefits;
- Recruiting sub-grantees to serve as project host sites;
- Identifying departmental contacts to serve as campus partners for local AmeriCorps College Coach projects;
- Providing training and technical assistance to AmeriCorps College Coach members, including: leadership competencies and skills needed to complete project objectives;
- Ensuring mission focus and grant compliance among sub-grantees and partners;
- Recruiting and retaining a qualified individual to serve as the AmeriCorps College Coach for approved projects, for a term no more than ten months;
- Submitting reports, pictures, videos, and other documentation to the federal sponsor and media outlets;
- Ensuring progress toward the mission, goals, and objectives written in the project work plan; and,
- Allocating, reallocating, withholding, or removing AmeriCorps College Coach resources, as necessary.

#### **IV. Sub-grantee/Host Site Responsibilities**

*As the MCNCE AmeriCorps College Coach Host Site, the Sub-grantee is responsible for the following:*

- Designating a Site Supervisor to oversee the AmeriCorps College Coach(es) and serve as the site-level liaison to MCNCE and the funding agency (see Attachment A);
- Supporting the missions of the AmeriCorps College Coach and Montana Campus Network for Civic Engagement;
- Recruiting and retaining a qualified individual to serve as the AmeriCorps College Coach for approved projects, for a complete term of service;
- Making every reasonable effort to ensure that the health and safety of the AmeriCorps College Coach member is protected during the performance of assigned duties;
- Fostering a diverse, equitable, accessible, and inclusive organizational culture that recognizes and celebrates the differences of others;
- Supporting the integration of AmeriCorps College Coaches new to the community into the local community by connecting them with social and cultural activities;
- Providing the necessary resources for the AmeriCorps College Coaches to accomplish all project tasks;
- Ensuring progress toward the mission, goals, and objectives written in the AmeriCorps College Coach Position Description;
- Notifying MCNCE staff immediately of any site-level changes in staffing, supervision, partnerships (including campus or community partner), physical location of AmeriCorps College Coaches, or proposed College Coach Position Description;
- Creating/strengthening the campus-community partnership outlined in the project application;
- Allowing members to participate in local emergency disaster relief efforts as needed and ensuring members participate in all scheduled National Days of Service (September 11 National Day of Service and Remembrance and Martin Luther King Jr. National Day of Service);
- Utilizing the words "Montana Campus Network for Civic Engagement" and "AmeriCorps" exclusively in reference to this partnership and the AmeriCorps College Coach(es), and regularly utilizing logos and other branding materials and verbiage to explain the program and its participants (e.g., on the organization's website, in newsletters, and among lists of partners); and,
- Remitting a host site administration fee assessed by the project. This fee will be used for program expenses, including members' living allowance, training, and administration. For details, contact the MCNCE AmeriCorps Manager at 406-243-5181.

#### **V. Prohibited Activities**

*The Host Site and Project Co-Sponsor understand that under **no** circumstances may the AmeriCorps College Coach(es) participate in the following activities:*

- Partisan and nonpartisan political activities, including voter registration;
- Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition;

- Labor or anti-labor organization or related activities;
- Religious instruction, worship services, proselytizing, or any other specifically religious activity as an official part of their duties;
- Any project or activity where the involvement of the AmeriCorps College Coach(es) will result in the displacement of employed workers or impair existing contracts for service;
- Assisting in planning, initiating, participating in, or otherwise aiding in any demonstration whatsoever;
- Providing abortion services or referrals for receipt of such services;
- Distracted Driving: As per Montana Secretary of State 2.6.210, “Cell Phone uses... text messaging is prohibited”; or,
- Using any title other than “AmeriCorps College Coach” or “AmeriCorps Member” to describe the member(s) and using any title other than “Montana Campus Network for Civic Engagement AmeriCorps College Coach Project” to refer to the program providing the AmeriCorps College Coach resources.

Additional information about prohibited activities may be found online in the MCNCE AmeriCorps Resources-MCNCE Member Agreement.

***VI. Term of Service for AmeriCorps College Coach(es)***

A mandatory AmeriCorps Member Pre-Service Orientation (PSO) will take place via Zoom or in person for AmeriCorps College Coaches—TBD. The service term for the AmeriCorps member(s) is eleven months from September 3, 2025 -July 31, 2026. Full-time College Coaches are eligible for up to 7 sick days and 7 vacation days (subject to change based on hours served), to be reported to the AmeriCorps Program Manager or Senior Leader as they are used. College Coaches who begin mid-year or who sign on for a term of service that is less than ten months will receive fewer sick and vacation days.

***VII. AmeriCorps College Coach Position Description***

Each MCNCE AmeriCorps project includes an AmeriCorps College Coach Position Description that has been approved by the federal funder. Each Host Site is expected to further develop the position description to reflect the specific tasks and activities that will result in the stated goals and objectives of the overall project. For MCNCE’s AmeriCorps projects, the College Coach Position Description has specific, measurable outcomes for both the community partner and campus partner. Host Sites should not propose or assign service activities outside of the scope of the position description.

***VIII. Accessibility and Reasonable Accommodation***

The Project Sponsor and Host Site are responsible for providing necessary resources and adequate workspace for the AmeriCorps College Coach(es) to accomplish project tasks. This involves ensuring that all facilities and projects are accessible, and that reasonable accommodations are provided to the AmeriCorps College Coach(es), upon request.

***IX. Program Year Calendar***

The program year calendar reflects the trainings and events for both Site Supervisors and AmeriCorps College Coaches, taking place within September 3 – July 31 each service year. Site Supervisors are welcome and encouraged to attend appropriate trainings throughout the year. AmeriCorps College Coaches are required to attend and participate in all trainings and events listed on the MCNCE AmeriCorps calendar. Program Calendars are subject to change by MCNCE staff.

***X. Attachments***

**The following items are considered part of this agreement and must be adhered to:**

- A. Site Supervisor and Commitment to Meet Grant Requirements Agreement (Page 5)
- B. Host Site Fiscal Agreement (Page 7)
- C. Host Site Cost Share Schedule (Page 8)
- D. Application/Program Assurance & Application Submission Instructions (Page 9)

***XI. Endorsements***

After reading all of the above, please sign below to demonstrate that you understand the terms, conditions, and responsibilities for participation in the MCNCE AmeriCorps project.

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Sub-grantee/Host Site:

Host Site Representative Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Campus Partner/MCNCE Affiliate Campus: \*

Campus Partner Name\* \_\_\_\_\_

Title \_\_\_\_\_

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

Date \_\_\_\_\_

Project Sponsor/MCNCE Network Office:

MCNCE Representative \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*(This line is necessary if above Sub-grantee/Host Site is not a higher education institution and [affiliate](#) of Montana Campus Network for Civic Engagement)

**Attachment A: Site Supervisor and Commitment to Meet Grant Requirements Agreement**

**Site Supervisor and Commitment to Meet Grant Requirements**

The Site Supervisor’s signature below indicates that your host site agrees to the following requirements that are prerequisite to host Montana Campus Network for Civic Engagement (MCNCE) AmeriCorps College Coach(es):

As Site Supervisor for MCNCE’s local AmeriCorps College Coach project, I, \_\_\_\_\_ (name/title), agree to undertake the following responsibilities:

- Provide the required host site fee per College Coach placed with the host site. The fee to host one AmeriCorps College Coach and three or more part-time members is \$8,500 for MCNCE affiliates, \$10,500 for non-affiliates. Additional budget should be allocated for costs associated with hosting an AmeriCorps College Coach (e.g., phone, internet, computer, supplies) by the host site. Part-time AmeriCorps College Coach living allowances will need to be campus-supplied and can come from Federal Work-Study awards, internships, or other sources.
- Participate in Mandatory Site Supervisor Trainings/Check-in meetings:
  - Recruitment training session TBA
  - Site Supervisor Orientation in July/August
  - Monitoring visits in October/November and March/April
  - Check-in meeting(s) via Zoom with the AmeriCorps Program Manager (frequency and dates TBD)
- Participate in recruitment: In conjunction with the MCNCE AmeriCorps Program Manager, identify and select AmeriCorps College Coach(es) & three or more part-time College Coach(es) for service. This includes utilizing the MCNCE AmeriCorps position description, as well as developing responsibilities unique to your host site; recruiting, selecting, and orienting the member(s); and completing the required member paperwork by identified deadlines.
- Site Supervisors plan to dedicate 10-12 hours per week to supervision of MCNCE AmeriCorps College Coach(es) to include regular on-site supervision of the MCNCE AmeriCorps College Coach placed in the organization.
- Review and customize the On-Site Orientation Training plan for the AmeriCorps College Coach(es) to be placed at your site (a template will be emailed several weeks before the service term begins);
- Develop a thorough on-site orientation at the site level within the first two weeks of the AmeriCorps College Coach’s placement, ensuring that both the AmeriCorps College Coach and Host Site staff have a clear understanding of MCNCE and its AmeriCorps College Coach Project, as distinct from other AmeriCorps or VISTA programs;
- MCNCE will provide a three-week on-site orientation template to be completed with Site Supervisors and AmeriCorps College Coaches;
- Meet weekly with the AmeriCorps College Coach(es) to discuss their progress, goals, challenges, and accomplishments;
- Provide support to complete the goals of the MCNCE AmeriCorps program as defined above;
- Support the MCNCE AmeriCorps College Coach(es) in meeting mandatory training requirements. This includes member participation in a member orientation, monthly update calls, and webinars offered by the program at no cost, and three trainings during the term of service;
- MCNCE AmeriCorps College Coach bi-weekly check-in meetings are scheduled for Wednesdays at 9:30AM via Zoom.
- Verify each MCNCE AmeriCorps member’s weekly time logs by the required deadline, ensuring all members are noting the following 1) What (activity); 2) Who (beneficiary); 3) Why (impacts anticipated) and they are not including any Prohibited Activities;
- Meet regularly (e.g., quarterly, or more frequently) with the local MCNCE Affiliate/Co-Sponsor to discuss project goals and ensure alignment with MCNCE’s mission and strategic priorities;
- Ensure that all data reported by the host site to MCNCE are documented and verifiable;
- Meet reporting requirements within deadlines, including: review and approve monthly impact reports produced by the AmeriCorps College Coach;
- Ensure that the service of MCNCE’s AmeriCorps College Coach(es) do not displace or duplicate the efforts of staff, volunteers, or board members at the local Host Site;
- Encourage member participation in additional regional and/or statewide events and trainings, such as the

ServeMontana Symposium hosted by the Governor’s Office of Community Service;

- Provide the MCNCE AmeriCorps College Coach(es) with assistance in finding local low-cost housing (if necessary).
- Provide the MCNCE AmeriCorps College Coach(es) with access to records, curricula, and other program-related materials as appropriate;
- Provide support for telephone, mailing, printing, and supplies related to local programming efforts;
- Provide adequate office space, computer, internet, and email access, and technical support for all MCNCE AmeriCorps College Coach(es), and other support as necessary;
- Ensure the MCNCE AmeriCorps College Coach(es) completes and submits monthly impact reports according to the program schedule. Site Supervisors are expected to review these reports for accuracy and completeness prior to submission;
- Model a positive attitude about AmeriCorps and the requirements of the program;
- Communicate with the MCNCE AmeriCorps Program Manager about program activities and any issues or concerns related to or that affect the MCNCE AmeriCorps College Coach(es) at the host site;
- Take pictures of members in service and encourage the AmeriCorps College Coach(es) to take pictures and videos while serving to demonstrate their impact in the local community and share on the host site’s social media account(s);
- Ensure that appropriate branding and titling are used when referring to the “MCNCE AmeriCorps College Coach Project” serving via MCNCE initiatives;
- Ensure that the AmeriCorps College Coach(es) wear an AmeriCorps “A” pin, magnetic name tag (full-time members only), AmeriCorps shirt or sweatshirt containing the AmeriCorps Montana logo while serving;
- Display an AmeriCorps Montana window cling in a prominent location at the service site, such as the main entrance;
- Display the AmeriCorps Montana logo in a prominent location on the host site’s website;
- Refer to the AmeriCorps College Coach exclusively as an “MCNCE AmeriCorps College Coach” and do not assign any additional “job title”; and,
- Actively work to secure local resources (facilities, personnel, partnerships, funding, etc.) to be used in support of MCNCE’s AmeriCorps College Coach project.

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**Site Supervisor and Commitment to Meet Grant Requirements Certification**

I agree to act as a direct supervisor for the AmeriCorps College Coach(es) placed at \_\_\_\_\_  
\_\_\_\_\_(Host Site), in accordance with the terms set forth in this MOU. I agree to ensure the member’s timely completion of required program paperwork, including time logs and monthly impact reports, and that they align with program activities and performance measures.

\_\_\_\_\_  
Site Supervisor Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Date

## Host Site Fiscal Agreement

Host Site Applicant Institution/Organization:

Department:

Site Supervisor Name:

Site Supervisor Title:

Telephone Number:

Email:

<input type="checkbox"/>	We are a <a href="#">Montana Campus Network for Civic Engagement (MCNCE) affiliate</a> in good standing. We understand that each College Coach requires a \$8,500 per College Coach host site fee and part-time members are paid via campus Work-Study awards.
<input type="checkbox"/>	We are a community-based organization (school, nonprofit, or government) working in partnership with a <a href="#">MCNCE affiliate campus</a> . We understand that each College Coach requires a \$10,500 per College Coach host site fee and part-time members are paid via campus Work-Study awards. <b>Please name the partner campus:</b> <a href="#">Click here to enter text.</a>

**Information about Host Applicant's Authorized Institutional Fiscal Officer (Legal Applicant) responsible for appropriating funds:**

Name:

Title:

Address:

City/State/Zip:

Telephone Number:

Fax Number:

Email:

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*The legal applicant certifies to the best of his/her/their knowledge that these data are true and correct, that the governing body of the applicant has duly authorized the filing of this application, and that the applicant will comply with the assurances required of an approved proposal.*

Name:

Title:

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

Date:

**Montana Campus Network for Civic Engagement AmeriCorps  
Host Site Cost Share Schedule – September 2025 Cohort**

Cost Share is assessed of each partner organization in order to fulfill all staffing, administrative, compliance, management, support, and training needs. The full dollar value of placing an AmeriCorps College Coach is approximately \$35,000/year, which includes a living allowance, Education Award, and health care, as well as member support, program administration, training, and service-related travel costs.

The annual Host Site Cost Share Fee may be paid all at once or broken down into two half payments. Part of this commitment includes an administrative fee, which must be paid in conjunction with the first quarter cost share upon the placement of an AmeriCorps College Coach. This administrative fee is assessed of partners outside of the Montana Campus Network – since they do not have an existing financial stake in the organization – and helps to cover costs associated with MCNCE’s administration of the program. The remaining fee supports program operations.

Partner Type	Administrative Fee	First Half	Second Half	Grand Total
MCNCE Affiliate Campus	N/A (paid via affiliation)	\$4,250	\$4,250	\$8,500
Nonprofit, K-12, or Government	\$2,000 non-refundable	\$5,250	\$5,250	\$10,500

*Host sites will receive an invoice from MCNCE prior to each payment’s due date. Partners have the option of paying in a single installment or up to two (2) installments over the course of the year.*

**Payment Schedule (Due Dates):**

September 2025 - Administrative Fee (for non-MCNCE affiliates) & First half of the cost share  
January 2026 - Second half of the cost share

**Reimbursement protocol if AmeriCorps service is terminated:**

Administrative fees are non-refundable. After completion of the first quarter, any refunds will follow a prorated system: if 25-50% of service is completed, half of the full cost share is held. If 51-75% of service is completed, three quarters of the full cost share is held. If 76-100% is completed, all of the cost share is held.

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**Please sign below:**     Invoice us for the entire fee                       Invoice us twice

I agree to pay, in full, the participation fee associated with hosting an AmeriCorps College Coach. I understand that early termination does not guarantee a reduction in the overall fee assessed.

\_\_\_\_\_  
Host Site Representative Name and Title

\_\_\_\_\_  
Organization or Institution

\_\_\_\_\_  
Host Site Representative Signature

\_\_\_\_\_  
Date



**MCNCE AmeriCorps Application/Program Assurance:**

*By signing below, I indicate that the information provided above and in the online MCNCE AmeriCorps application is accurate to the best of my ability.*

**Printed name:**

**Title:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Application Submission Instructions:**

Submit all application materials electronically to <https://mtcc.submittable.com/submit>.

**Application Checklist:**

- Site Supervisor and Commitment to Meet Grant Requirements – completed with authorized signature (page 5/6)
- Host Site Fiscal Agreement – completed with authorized signature (page 7)
- Host Site Cost Share Schedule – completed with authorized signature (page 8)
- Application/Program Assurance – completed with authorized signature (page 9)
  
- Other required attachments—Due January 10, 2025:**
  - Position Description(s): Templates will be provided.
    - MCNCE AmeriCorps College Coach
    - MCNCE AmeriCorps College Coach - part-time college student.
  - Partner Memoranda of Understanding, one per partnership.