To conclude the term of service for Washington Service Corps VISTA members and complete their exit in the system, the following items need to be completed. Please submit all paperwork to WSC in one complete packet via e-mail.

- **Future Plans Form**
  To be completed by member online in their My AmeriCorps Portal.

- **VISTA Exit Evaluation**
  To be completed by supervisor and e-mailed to WSC.

- **Last Timesheet**
  This should be submitted and approved by member and supervisor and reflect hours served including last day of service.

- **Life After AmeriCorps Survey**
  Can be completed online or in paper form and e-mailed to WSC. *This is optional for members exiting the program early.*

- **Member Reflection**
  Optional and e-mailed to WSC.

- **Alums Registration Form**
  Optional and e-mailed to WSC.

- **Member Resignation Memo**
  E-mailed or postmarked to the WSC, this is only for members who exit the program early and needs to include: why member is exiting early, the member’s official exit date, and an acknowledgement that member is aware they are ineligible to receive their end of term benefit unless exiting for compelling personal circumstances.

*Thank you for your service!*