A full-time AmeriCorps member is required to serve a minimum of 1,700 hours to receive an education award. It is the responsibility of project sites/sponsor organizations to design and operate projects which provide members the ability to meet the required number of hours. In addition, Project Supervisors must have a system in place to track member hours and keep them informed of their status at least quarterly. Project Supervisors must develop activities for their members to participate in when the project site/sponsor organization or school is not in session due to closures, vacations, or extended holidays.

All Washington Service Corps (WSC) service and training activities must take place in the state of Washington. The WSC Director of Programs and Operations may waive this requirement for emergency disaster relief efforts or other AmeriCorps- or WSC-sponsored or sanctioned service activities.

Service and Training Hours:
AmeriCorps members serving in full time positions generally serve 8 hours per day or 40 hours per week at their service sites. As part of their service, members may be assigned to activities that require variable hours. Examples of these activities may include camping overnight with youth, community fairs that cover extended hours, outdoor adventure/service project locations that require extended time to reach, and weekend leadership courses for students. Time reported for members should reflect their actual hours of service. Members must be provided adequate sleep and rest time, which would not be counted in service hours. As a general rule 14 hours is the maximum that may be accrued in a day for these unique service activities. Project sites may require these additional hours for members at these events and are to note this on time reports.

Members may not engage in or accrue service hours for any AmeriCorps prohibited activities while in service. The project site/sponsor organization must ensure that members are aware of the prohibited activities listed in the WSC Member Service Agreement.

Allowable Service and Training Activities:
Direct Service: Direct service activities address education, health, veterans, clean energy and economic opportunity needs. They provide a direct, measurable benefit to an individual, group or a community. Direct service is working with people to make a change, or performing work that is involved in making direct change. Activities can include but are not limited to outreach, training, teaching, tutoring, mediating, cleaning, counseling, recruiting volunteers, catching up on paperwork related to clients, preparing for class, coaching, cooking, serving, providing health care, and providing disaster relief services.

Alternative Service: Alternative service must be a direct service performed outside of a member's regular service activity. Any exceptions to this requirement must be pre-approved by
the WSC Program Coordinator. The rules on what is allowable for regular service also apply to alternative service.

In order to approve alternative service projects, Project Supervisors must obtain a form from their WSC Program Coordinator for recording and verifying the alternative service hours. Alternative service hours should then be added to the member timesheet as regular service hours. The alternative service forms do not need to be sent to WSC with the member timesheet. Instead, they must be kept by the Project Supervisor, be available during monitoring reviews and, if requested, a copy must be sent to the WSC Program Coordinator.

Members may wish to perform alternative service in addition to their regular service or they may need to make up hours because of personal absences. In addition, project sites/sponsor organizations may require members to perform alternative service while the project site is closed for holidays, vacations or other closures.

Alternative service must meet four criteria:

- the service must be pre-approved by the Project Supervisor;
- the service must be performed under supervision of a non-profit organization or a local, state or federal agency;
- the service should align with the scope (focus area) of the member’s regularly assigned direct service at his/her site;
- the service must be verifiable.

Education and Training:
Examples of these activities include: the WSC SERVES Institute, required core training, member development days and team-building exercises. In-service training that refers to direct service is also part of this category. All orientations, including the AmeriCorps orientation, would be included, as well as seminars, or workshops related to direct service. No more than 20% of a member’s time may be spent in education and training activities.

Fundraising:
Members may perform fundraising activities that directly support the project site/sponsor agency’s service activities. Members may not raise funds for living allowances or for an organization’s general operating expenses. In addition, members may not write grant applications to the Corporation for National and Community Service or any other federal agency. Hours performing fundraising activities may not exceed 10% of the member’s total hours.

For questions regarding this policy project sites/sponsor organizations should contact their WSC Program Coordinator.