



Conservation Legacy - Alternative Service/Work Plan

Member Name: _____ Service Site: _____

Supervisor Name: _____ Today's Date: _____

Plan start date: _____

Plan valid through: _____

What is the reasoning for the alternative service/work plan?

- Accommodate member needs
- Government Shutdown**
- Natural disaster/emergency
- Other:

Where will the AmeriCorps member or hourly intern be completing their alternative service/work plan?

Please select:

What date (if any) do you expect the member to transition back into the field/office?

Anticipated date: _____

This plan consists/consisted of the following tasks (please be as detailed as possible). In addition to project tasks, plans must address communications expectations, and task oversight.



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This plan was pre-approved by the project supervisor. During this alternative service/work plan, the member/intern understands that they MUST outline tasks completed on their Salesforce timesheet by day in the comments section. Their designated project supervisor or Conservation Legacy supervisor will be responsible for carrying out their work plan as they would under normal daily operations outside of the closure.

Please be sure to contact your Stewards Program Coordinator if your member will be transitioning from alternative service and returning back to the office or field.

Signed,

Member Signature: _____

Project Supervisor Signature: _____

Conservation Legacy Staff Signature: _____

****During lapse of appropriations only:**

- Please note that the member must not utilize any shut-down prohibited government resources.
- The member MUST note "alternative service/work" on their timesheet and write their daily tasks in the comments out for the Program Coordinator to review in the timekeeping system.
- Conservation Legacy will provide professional development, leadership training, and other enrichment programming, based on Conservation Legacy's responsibilities outlined in our agreement.
- The member's normal Program Coordinator will be their supervisor while their project supervisor is on furlough.
- I _____ (member signature), understand this protocol for a lapse in appropriations.