



**STEWARDS**  
INDIVIDUAL PLACEMENTS  
A program of Conservation Legacy

# MEMBER ORIENTATION



**AmeriCorps**

# KEY TALKING POINTS



1. Overview
2. How We Support You
3. How Your Site Supports You
4. AmeriCorps
5. Earning Your Education Award
6. AmeriCorps Prohibited Activities
7. AmeriCorps Resources
8. Timesheet Overview
9. Timesheet Schedule
10. Paystubs & Time Off
11. Reporting
12. Risk Management
13. Employee Assistance Program (EAP)
14. Public Lands Hiring Authority (PLC)
15. Webinars
16. Important Bookmarks
17. Closing

# HOW ARE WE CONNECTED?

Your term is made possible by a complex web of partnerships. You are part of the Stewards Individual Placements which is a program of Conservation Legacy. Stewards has an agreement with your host site and manages the administrative and remote support for your term.

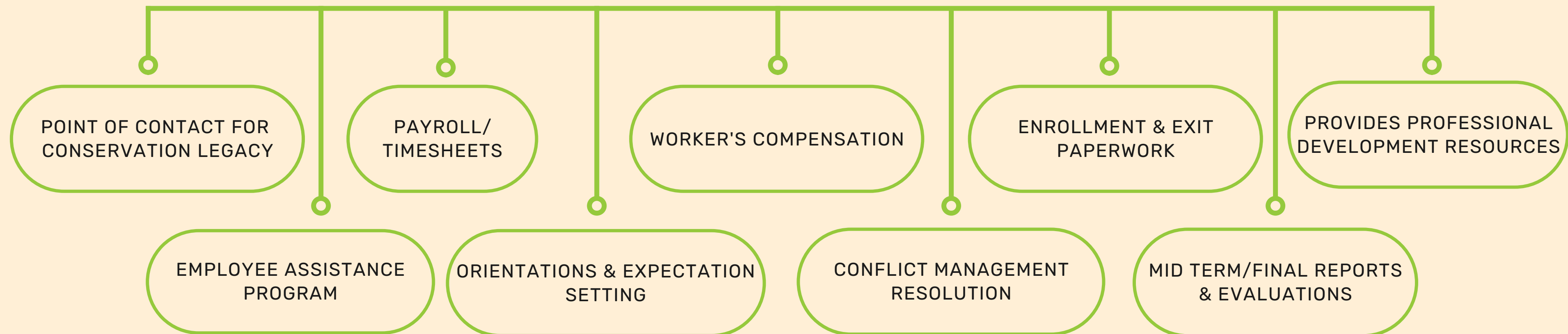


\* A detailed background is included in the Stewards Member Handbook

# HOW WE SUPPORT YOU

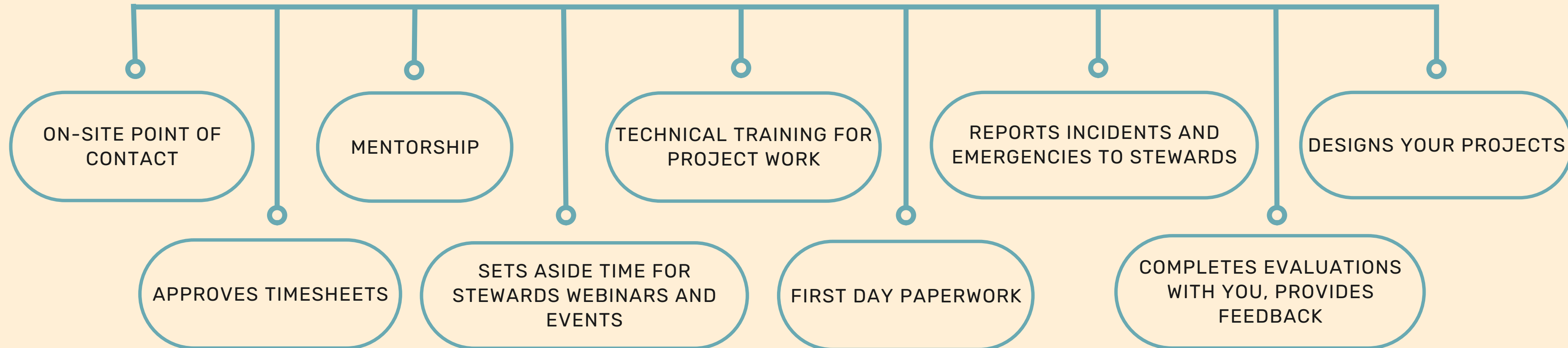


## STEWARDS INDIVIDUAL PLACEMENTS



# HOW YOUR SITE SUPPORTS YOU

## FEDERAL PARTNERS & SUPERVISORS



# WHAT IS AMERICORPS?

- You are an AmeriCorps Member
- National and Community Service Program
- Many branches of service (State & National, VISTA, Senior Corps)
- Provide your Segal Education Award
- Mission: To improve lives, strengthen communities, and foster civic engagement through service and volunteering.

# AMERICORPS EDUCATION AWARD

- Available after your end date
- Taxed after funds are requested and distributed
- Must be used within 7 years
- Typically used for paying back federal student loans or for undergraduate/graduate tuition; other opportunities to use Award non-traditionally



**AmeriCorps**

# EARNING YOUR EDUCATION AWARD

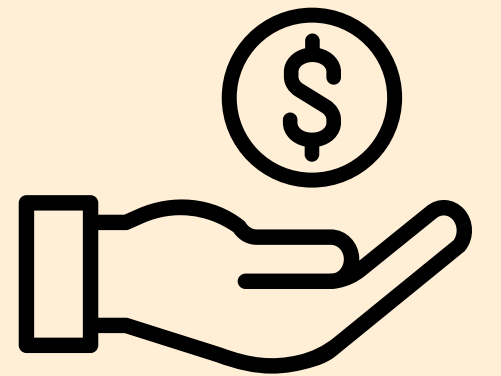
## Eligibility Requirements:

1. Complete the full duration of your term = staying until the agreed upon end date
2. All required Service Hours are achieved
  - a. Must achieve at least your minimum hour requirement, although it is generally expected that you will exceed these hours
3. All timesheet entries, reports and final tasks must be completed
  - a. Reminders for these will be sent out by your Program Coordinator prior to end date.

**If you leave before the end date listed on your AmeriCorps Service Agreement, you will forfeit your entire Education Award** (e.g. you are dismissed for disciplinary reasons, you get a position elsewhere, etc.).

## Exceptions: Medical or Family Emergency

- Alert your Program Coordinator immediately if you need to take time off for emergencies.
  - Potential for a prorated award (not guaranteed & must be approved by AmeriCorps on a case-by-case basis)



# AMERICORPS PROHIBITED ACTIVITIES



## **AmeriCorps Members are expressly prohibited from:**

- Selling or soliciting within any building or on the grounds for which they are serving
- Endorsing in an official capacity products or processes of commercial firms
- Use of government equipment for any personal use
- Accepting gifts, loans, or gratuitous services for doing or not doing their service properly
- Having direct or indirect financial interest that conflicts with their participation
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to Federal office or the outcome of an election to a State or local public office



# HELPFUL AMERICORPS RESOURCES



**AmeriCorps Education Award General Information:**

<https://www.americorps.gov/members-volunteers/segal-americorps-education-award>



**Non-Traditional Guidance on using your Award:**

[https://stewardslegacy.org/uploads/programs/Using-Your-Education-Award\\_2024.pdf](https://stewardslegacy.org/uploads/programs/Using-Your-Education-Award_2024.pdf)



**Manage your account & Education Award through:**

<https://my.americorps.gov/mp/login.do>



**AmeriCorps Alumni:**

<https://americorps.gov/members-volunteers/alumni>




If you have questions about these websites,  
please contact the National Service Hotline  
(AmeriCorps) at: 1-800-942-2677

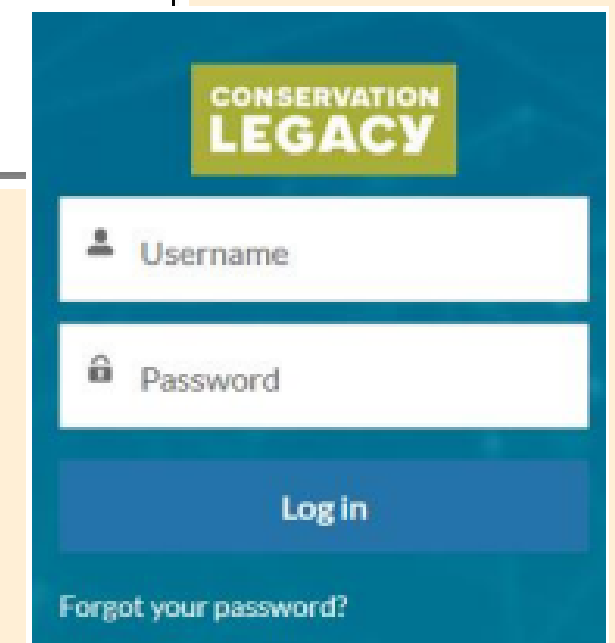
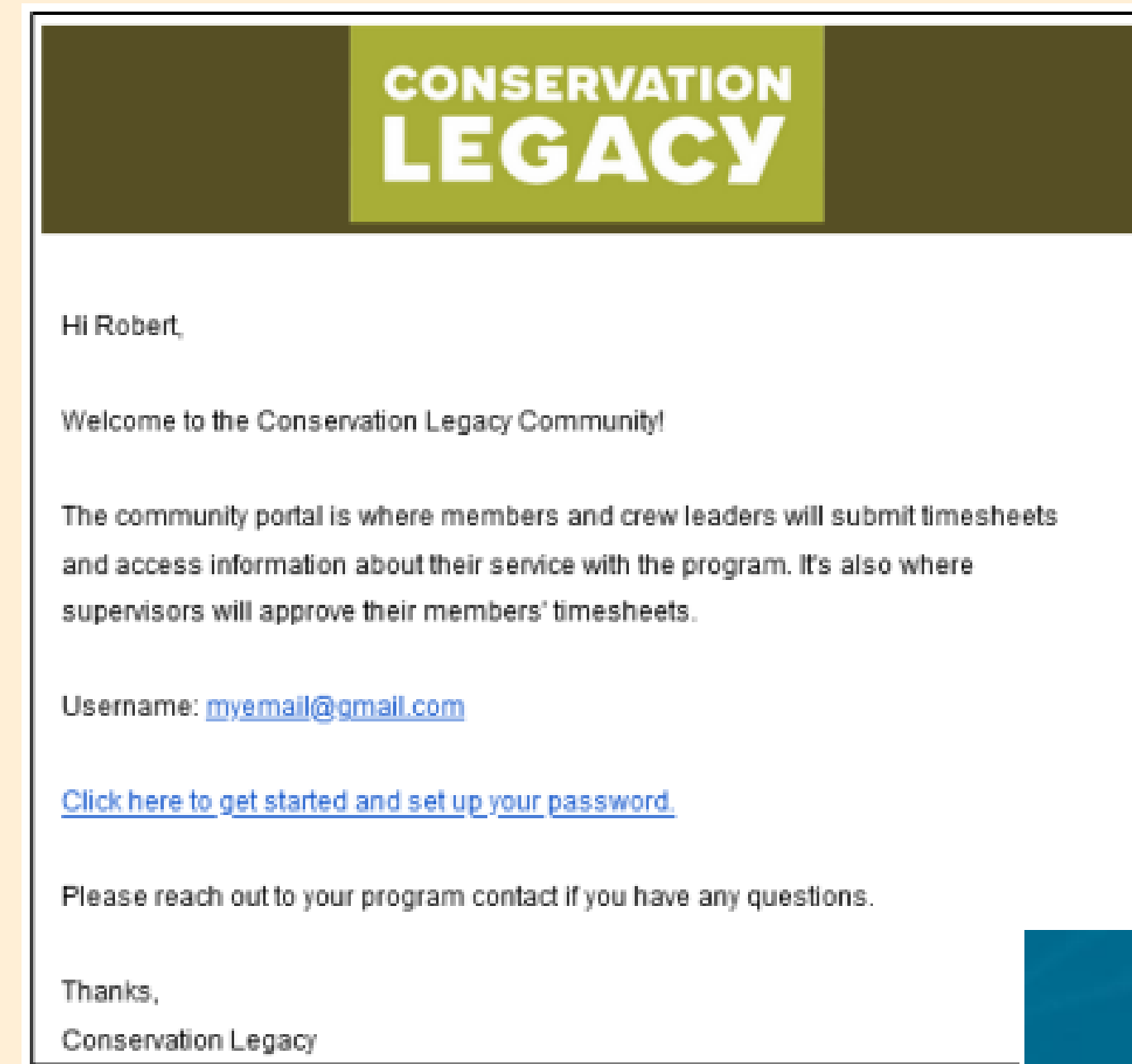
# TIMESHEETS

## Conservation Legacy Portal:

Access to your timesheets, keep track of your AmeriCorps Education Award hours and log your monthly accomplishments here

## Login and Timesheets:

- Shortly after you start, you will receive an email from the Conservation Legacy community portal (community@conservationlegacy.org) that will provide a username and a link to set up your password.
- Please bookmark this website after you set up your account: [Community Portal](#) 
- Instructions are located within the member resource website timekeeping section. **Please review these before you reach out to your program contact with questions.**



# TIMESHEET SCHEDULE

You are responsible for keeping track of the timesheet due dates. The schedule is located on the website sent from your Stewards Program Contact in the timesheet section.

We highly suggest setting up an automatic reminder (phone, calendar, email, etc.) so you don't miss submitting your timesheet on or before the due dates.

Not submitting your hours on time could result in not receiving a paycheck on time.

Pay Period	MEMBER Timesheet Submission Due	SUPERVISOR Timesheet Approval Due	Living Allowances Disbursed
12/21/24 – 1/3/25	1/3/2025	1/6/2025	1/10/2025
1/4/25 – 1/17/25	1/17/2025	1/20/2025	1/24/2025
1/18/25 – 1/31/25	1/31/2025	2/3/2025	2/7/2025
2/1/25 – 2/14/25	2/14/2025	2/17/2025	2/21/2025
2/15/25 – 2/28/25	2/28/2025	3/3/2025	3/7/2025
3/1/25 – 3/14/25	3/14/2025	3/17/2025	3/21/2025
3/15/25 – 3/28/25	3/28/2025	3/31/2025	4/4/2025
3/29/25 – 4/11/25	4/11/2025	4/14/2025	4/18/2025
4/12/25 – 4/25/25	4/25/2025	4/28/2025	5/2/2025
4/26/25 – 5/9/25	5/9/2025	5/12/2025	5/16/2025
5/10/25 – 5/23/25	5/23/2025	5/26/2025	5/30/2025
5/24/25 – 6/6/25	6/6/2025	6/9/2025	6/13/2025
6/7/25 – 6/20/25	6/20/2025	6/23/2025	6/27/2025
6/21/25 – 7/4/25	7/4/2025	7/7/2025	7/11/2025
7/5/25 – 7/18/25	7/18/2025	7/21/2025	7/25/2025
7/19/25 – 8/1/25	8/1/2025	8/4/2025	8/8/2025
8/2/25 – 8/15/25	8/15/2025	8/18/2025	8/22/2025
8/16/25 – 8/29/25	8/29/2025	9/1/2025	9/5/2025
8/30/25 – 9/12/25	9/12/2025	9/15/2025	9/19/2025

*sample timesheet schedule*

# VIEWING YOUR PAYSTUB

- You will receive a bi-weekly email containing your paystub from: payroll@axiomhrs.com
- Paychecks are directly deposited the Friday after each pay period ends
- To view:
  - An email will be sent notifying you that you've received a pay stub. Click the link to login & view.



# TIME OFF



You are not guaranteed Planned Time Off (PTO) as it must be approved by your supervisor/mentor beforehand

## Recording time off:

Enter “0” in ‘project hours’ field. Write in the description box: "time off" (we track these days)



Days off **do not** count towards your AmeriCorps Education Award so please ensure days off are not hindering your progress towards your minimum AmeriCorps Hour goal.

You are paid a fixed weekly stipend, not an hourly rate, so you will still receive your full weekly pay if you take approved days off.

If you are a Scientists in Parks member, see the time off policy on the SIP participant [webpage](#) ‘during service’ tab



# REPORTING

The reports are a required progress report of your projects and help track the program's accomplishments and challenges.

## Written Mid-Term & Final Reports

- A link to the report and instructions will be sent by your PC prior to due date

### TIPS

- Answer questions thoroughly and share your experience through stories, project descriptions, and any successes/challenges
- Do not abbreviate acronyms the first time you use them.
- **SIP Only!** Final Reports require project examples. These don't have to be finished projects. This can be anything like a website you edited, post you made, or a database spreadsheet.



## Monthly Accomplishments

- You'll receive a monthly email reminder to enter in the Community Portal the accomplishments you've recently achieved.
- **Not all sections will apply to your position** so do your best to complete sections that are familiar to you and your projects. A guidance document will be included on the online resources webpage.



# RISK MANAGEMENT



**A** With your supervisor,  
learn your site's safety  
protocols

**B** Review Conservation  
Legacy's Worker's  
Comp. Guidelines

**C** In the event of an  
incident, follow our  
Guidelines

## Most Importantly:

- You are covered under our Worker's Compensation Plan. If an incident arises during work time, you or your supervisor must contact us within **48 hours of the incident.**
- Then, submit an Incident Report Form (IRF) in the Community Portal.
- If you need to seeking care, ensure you bring the '**Letter from Treating Provider**' to the treating facility, which has our insurance info on it. You will need to provide the completed & signed Letter to your Program Coordinator. For each subsequent visit to a care facility, you must bring a new Letter from Treating Provider.

# EMPLOYEE ASSISTANCE PROGRAM

Employee Assistance Program  
— Work/Life Balance\*

Toll-free 24/7 access:

• 1-800-854-1446  
(multi-lingual)

• [www.unum.com/lifebalance](http://www.unum.com/lifebalance)  
Group # 0913486



*All members have access to Conservation Legacy's EAP Program*

- **3 free sessions of support per year for DIFFERENT concerns.** Examples include:
  - Stress Support & Management
  - Career advice
  - Personal Finance
  - Depression
  - Anxiety
  - and more!

# CONFLICT MANAGEMENT

If you experience conflict during your service, Stewards can serve as a 3<sup>rd</sup> party to help restore relationships between involved parties.

Please contact your Program Coordinator as soon as possible if issues arise at your site.

# PUBLIC LANDS HIRING AUTHORITY (PLC) (NONCOMPETITIVE HIRING AUTHORITY)



Work Log – To be completed by the participant

Dates (Ex. Daily, weekly, or specific dates)	Work duties and include how they relate to an appropriate conservation project (Ex. Planted native species to restore prairie lands)	Location	Hours Worked

**USAJOBS**



Special authorities

1. Must complete 640 hours on appropriate conservation project(s) + **\*must be between ages 16–30 or up to 35 if veteran to be eligible** →

2. Complete & Submit an **Hours Verification Form**, including Work Log. Form has section for supervisor then must be sent to your Program Coordinator to complete 'partner section' →

3. Once approved, it is **valid for 2 years**. Search "Public Land Corps" in USAJobs

Reach out to your Program Coordinator with questions or for more information.  
Not all positions are eligible.



# BEYOND SERVICE TRAININGS SERIES

These virtual, monthly sessions are led by Conservation Legacy staff members. They are meant to provide professional development to and connect all Individual Placements (that's you!) from across Conservation Legacy programming.

## Topics include:

- Charting your path
- Supporting Pollinators
- Grant Writing 101
- Resume & Interviewing Skills
- Navigating USA Jobs and more!

## How To Join

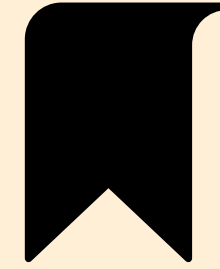
Find the email sent from your Program Coordinator containing the calendar invite OR click the direct link in the flyer.

## Missed a session?

Fear not! All sessions are recorded and a link to previous recorded sessions are sent at the training's conclusion



# IMPORTANT BOOKMARKS



**Stewards website w/ important resources:**

<https://stewardslegacy.org/american-corps-member-resources>

**Scientists in Parks Participant website w/ important resources:**

<https://www.scientistsinparks.org/>

login top right under 'participants'

**Timesheet Portal:**

<https://conservationlegacy2.my.site.com/s/login/?ec=302&startURL=%2Fs%2F>

**HAVE A  
GREAT  
EXPERIENCE!**

## IMPORTANT REMINDERS

*Please keep your Program Coordinator informed of any changes to your term such as leaving early or needing to take significant time off.*

*Please also let us know if any issues at your site arise. We are here to help!*



**CONSERVATION  
LEGACY**

