



Massachusetts Service Alliance System Objective List 2010-2011



List of Systems

1. Recruitment

Objective: To ensure a fair and equitable recruitment process in order to create a diverse potential applicant pool that meets programs needs.

2. Selection

Objective: To ensure a fair and equitable member selection process by demonstrating a consistent application process followed for each applicant.

3. Eligibility and Enrollment for Member Files

Objective: To ensure that the program has all necessary paperwork and information for each member in their member files.

4. Tracking Member Hours

Objective: To ensure that timesheets are kept in a manner that is consistent with AmeriCorps requirements and members are on track to meeting the required number of hours of service.

5. Exiting Members

Objective: To ensure a consistent process for exiting members that includes exit forms, documentation for early release if applicable (cause or compelling circumstances) and exiting out of WBRS with correct hours within 30 days of the end of the term of service.

6. Developing and Implementing Member Training

Objective: To ensure that Members are prepared for service, civic engagement, and personal development through a planned, consistent, and structured method.

7. Member Supervision

Objective: To ensure members receive appropriate supervision, that reasonable accommodations are made when appropriate, and that supervisors evaluate member performance half way through the service year and at the end of the service year.

8. Tracking, Recording and Reporting Progress

Objective: To ensure the program is collecting, documenting and reviewing necessary data and that it is on track to meet its stated objectives and to ensure accurate and timely reporting of AmeriCorps related performance measure objectives.

9. Site Partner Management

Objective: To ensure the program clearly outlines relationships with site partners through formal agreements and manages those relationships.

10. Continuous Improvement

Objective: To ensure the program evaluates the quality of its service activities which includes involving extensive broad-based representation from the following: the community served, members and potential members, site partners, community-based agencies with a demonstrated record in providing services, foundations, and businesses.

11. Financial Management Systems

Objective: To ensure that grant related expenses are properly reported and that the programs maintain financial management systems that include written cost allocation procedures and systems that distinguish expenditures attributable to this Grant, expenditures not attributable to this grant and that adequate supporting documents for expenditures are maintained. This system will be used to test financial processes during the fiscal site visit and should minimally include:

- Disbursements

- Receipts

- Account Reconciliation

- Overhead Reconciliation

- Variance Analysis – Budget vs. Actual

Both the Program Officer and the Massachusetts Service Alliance Fiscal Department will review this system.

12. Documentation of Matching Funds

Objective: To ensure the program has sufficient matching funds available for upcoming program year and that these funds are properly documented.

13. Reimbursement

Objective: To ensure the program submits accurate and timely reimbursements including a Signed Reimbursement Request Cover Sheet with Program Initials, a PER, a General Ledger, and a clear reconciliation report tying expenses in the PER to the General Ledger. Both the Program Officer and the Massachusetts Service Alliance Fiscal Department will review this system.