



onestar
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2016 AmeriCorps Texas

All-Grantee Meeting

February 25-26, 2016

Cover Your Assets

Use the force, Luke



Policies and Procedures

- Why are they important?
 - CNCS and OneStar perspective
 - Helps set expectations for members, staff, host sites, people served
 - Prepares programs for the unexpected
 - Help programs run more smoothly when staff turnover occurs
 - Many aspects of running an AmeriCorps program requires organizations to follow their written policies and procedures



Group Activity:

Drafting Policies and Procedures

- In groups of 5-6, follow the instructions on the handout and be prepared to present!



Grievance Procedures

- Complaint vs. Grievance
- Required for AC programs
- Start Up document review
- Interpreting the language
- Developing a plan of action



Group Activity: Grievance Procedures

- In your group of 5-6, review the Grievance Procedure handout.
- Each group will be assigned one of the 4 steps of the sample grievance procedures
- The group will be tasked with interpreting the language and explaining it to the entire audience.



Brainstorm

What policies and procedures are needed for AmeriCorps programs?

*If you have strong policies and procedures for any of the topics that you are willing to share, list your name, program name, and the policy on the large post-it. OneStar will be in touch to collect the policy.





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