



## Participation Requirements Mandatory Trainings

### Participation Requirements for AmeriCorps Evaluation Institute and All-Grantee Meeting

Per the 2017-2018 OneStar Grant Terms and Conditions, the 2018 All-Grantee Meeting (AGM) is mandatory for Primary Program and Fiscal staff listed on the grantee's Authorized Representative Form (ARF). Specific attendance requirements for the AmeriCorps Evaluation Institute and All-Grantee Meeting are:

- February 27, 2018: AmeriCorps Evaluation Institute – *Optional, but highly recommended*
- February 28, 2018: All Grantee Meeting Day 1 – *Required for Primary Program and Fiscal Contact*
- March 1, 2018: All Grantee Meeting Day 2 – *Required for Primary Program, Optional for Primary Fiscal*

If the primary program contact is not available, please contact your Program Officer for approval of an appropriate substitute. If the primary fiscal contact is not available, please contact your Grants Officer for approval of an appropriate substitute. Attendees are responsible for taking back and applying all knowledge and updates received during the meeting.

All mandatory events require full participation. Failure to participate fully in mandatory events will become part of the program's grantee performance report and will result in the issuance of a Notice of Noncompliance.

Full participation is defined by:

1. Participants attend all scheduled sessions (plenary and breakout) in full (from scheduled start to end time);
2. Participants are actively engaged in all sessions (plenary and breakout) and activities;
3. Participants maximize all opportunities for learning, sharing and networking; and
4. Subrecipients are responsible for all materials presented. OneStar will provide sufficient notice to Subrecipients regarding the content of any events such that the subrecipient may ensure that the appropriate staff person is in attendance.

Note: Programs are welcome to register additional participants; however, we will place a priority first on ensuring each program is represented adequately, and then open participation to additional staff as space permits. In the event that this event should become overbooked, we will establish a waiting list and will communicate that along with further instructions by mid-February.

Note: Registrants who are "no shows" for this event will be fined and receive an invoice to cover the cost of training materials, meals, and supplies.