

### AmeriCorps Program FUNCTIONS Requiring a Continuity Plan

Funding	<ul style="list-style-type: none"> <li>Keep records of <b>types, amounts, and sources of program funding</b>, as well as grant end dates, spending status and how the budgets are managed at your organization.</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Prepare information on <b>technology used</b> in program management – how to access and use it and where to go for help.</li> </ul>
Recordkeeping	<ul style="list-style-type: none"> <li>Maintain <b>complete and compliant records</b>. Provide new staff with access to program files and educate them about recordkeeping procedures and requirements.</li> </ul>
Data Collection/ Reporting	<ul style="list-style-type: none"> <li>Prepare clear guidance on your <b>performance measurement and data collection</b> processes and instruments and how they are used for reporting.</li> </ul>
Member Management	<ul style="list-style-type: none"> <li>Outline <b>member management processes</b> – recruitment, enrollment/exit deadlines, service sites, training, timekeeping and payroll, supervision, pending grievances, alumni engagement, etc.</li> </ul>
Contacts/ Relationships	<ul style="list-style-type: none"> <li>List and describe contacts and functions of <b>key stakeholders</b>, such as board members, partners, funders, subgrantees, site directors/member supervisors, media, etc.</li> </ul>

### TOOLS for Developing a Continuity Plan

Timeline/Calendar	<ul style="list-style-type: none"> <li><b>Manage a calendar</b> that incorporates OneStar, and organizational due dates, as well as timelines for key activities.</li> </ul>
Policies and Procedures	<ul style="list-style-type: none"> <li>Maintain <b>written policies and procedures</b> on all program management aspects and AmeriCorps requirements. Develop <b>transition materials</b> in preparation for staff turnover.</li> </ul>
Cross-Training	<ul style="list-style-type: none"> <li>Develop program management in which <b>operational knowledge is shared</b> by multiple staff, leadership is engaged at multiple levels, and financial and program staff work as a team.</li> </ul>
Technology	<ul style="list-style-type: none"> <li><b>Utilize technology</b> to track workflow, share information, ensure back-up of important documents, etc.</li> </ul>
Resources	<ul style="list-style-type: none"> <li><b>Outline external support</b> available to your program(s) during transition, such as: AmeriCorps regulations and guidance; OneStar staff; peers; etc.</li> </ul>