



## AmeriCorps Promise Fellow 18-19 Member Initiated Hours

Member Initiated Hours (MIH) are service and training activities a member independently identifies and pursues unassociated to the Alliance, host site or the primary duties of their Promise Fellow position. MIH hours are available as a way for a member to earn supplemental hours through service or training activities but are not meant to replace regular service. While Member Initiated Hours are not directly related to a member's position, appropriate MIH activities help inform daily service and fit into the Promise Fellow model of Caring Adult Support, Service and Service Learning Opportunities, or Out of School Support.

### *Member Initiated Service Hours examples:*

- Volunteering at local library to support after school craft club that students in 6th-12th grade attend
- Volunteering with Girls on the Run supporting students in 6th-12th grade with out of school support
- Volunteering with Wilderness Inquiry supporting students in 6th-12th grade with out of school support

### *Member Initiated Training Hours examples:*

- Trainings or professional development activities that build leadership, communication, mentoring or other service related skills
- Trainings or activities that further develop an understanding of education policies, mental health and trauma, race and privilege, youth work, youth development, cultural competency, criminal justice and juvenile justice system, etc. that help to inform a member's service
- College, graduate, or community education courses related to youth development. Members can earn hours for class time, but not for time spent on homework, preparing for class, or taking tests.

**Member Initiated Hours must be requested and pre-approved before a member may start participating or earning hours.** The request process provides a mechanism for supervisors and the Alliance to easily verify Member Initiated Hours so they can be confidently approve as accurate and allowable.

The Member Initiated Request Form will ask the member to identify:

<ul style="list-style-type: none"> <li>● Date(s) of service or training activity</li> <li>● Title of service or training</li> <li>● Description of how the hours inform service</li> </ul>	<p><b>Service Hours:</b></p> <ul style="list-style-type: none"> <li>● Information for organization's contact person</li> </ul> <p><b>Training Hours:</b></p> <ul style="list-style-type: none"> <li>● Training source (link to website, registration page, etc.)</li> </ul>
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Promise Fellows are encouraged to first discuss possible MIH opportunities with their Alliance trainer and site supervisor to determine if proposed activities are a good fit. Members interested in pursuing Member Initiated Hours will need to request the MIH plan from their Alliance Trainer. A completed a MIH plan must be signed, dated by the member and supervisor, and then submitted to their Alliance Trainer for review and approval.

### **Recording Member-Initiated Hours on Timesheets:**

All MIH plans must be approved by the Alliance before a member can begin earning hours. Once approved, all MIH activities must be listed in the timesheet descriptions and include the title of the specific activity, hours in the appropriate category (service or training), and a designation that they are Member Initiated Hours.

Saying only "MIH" is NOT enough information, always include the title of the activity. For example:

*"Volunteered with Girls on the Run - Member Initiated Hours" in service hours*

*"Attended Restorative Justice training (MIH)" in training hours.*