

## Promise Fellow Pre-Service Information

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### Pre-Service Opportunities

Pre-Service is an optional short-term opportunity, separate from service, which allows candidates to engage in beneficial training or orientation activities offered by their host site prior to their official service start date. Pre-service is not meant to last more than a few days; some sites will use Pre-Service to invite candidates to join organization/department staff orientation days. Not all host sites will offer this option and most members will be on site for the first time following their Kickoff! Orientation with the Alliance. *Please Note: any required orientation must take place during a member's term or service and cannot be part of Pre-Service.*

For sites and members who mutually agree to a Pre-Service period, please review the below requirements. Pre-Service is voluntary and host sites cannot expect it as a requirement to service.

### Pre-Service Requirements

- Individuals cannot perform any duties during pre-service that they will be required to do during their term of service – pre-service activities must be distinct and separate from the Promise Fellow role. This can be an orientation period, but can include NO direct service with youth, or be a separate role entirely.
- A pre-service position cannot displace another paid, volunteer or staff position at the host site organization.
- Individuals are not AmeriCorps members during this time. This is a separate position and no hours will count towards service requirements; individuals will not earn a living allowance or be eligible for any benefits through the Alliance during this period.
- The position must end prior to the service start date.
- All supervisors and members must complete the Pre-Service Form for approval PROIR to engaging in any pre-service activities.

Pre-Service may be completed on a voluntary basis without compensation, or the host site may compensate a member for their pre-service time. This is up to the host site and will be indicated on the online form. Please discuss and mutually agree to your pre-service selection with your member BEFORE submitting this form. The Alliance reviews to ensure compliance of CNCS AmeriCorps guidelines specifically relating to non-duplication and non-displacement.

### Questions or Concerns?

Contact Hannah Zelmer, Business Manager, at [hzelmer@mnyouth.net](mailto:hzelmer@mnyouth.net) or 651.528.8584.