



**APPENDIX A to Host Site Agreement
CTEP SITE VISIT REVIEW
TOOL**



Program Year _____

Site Location: _____

Mid-Year Monitoring _____

Name of Site Supervisor: _____

Year End Monitoring _____

of Years in CTEP Program: _____

Directions: Site Supervisors, please print and complete prior to visit by CTEP staff.

CTEP EXPECTATIONS	YES	NO	COMMENTS
The Site has an adequate space for the Member (phone with answering machine, access to computer that has internet and email, place to save files electronically on site, access to printer and copier, access to refrigerator and microwave, place to keep personal belongings, is accessible for people with disabilities)			
Site is playing an active role in recruiting for their future Member			
Site is following up with potential candidates in a timely manner			
Member and Supervisor meet on at least a weekly basis at a regularly scheduled time			
Supervisor is responsive to Member needs			
Member's service plan is appropriate to the talents of the Member and has the right mix of direct service and capacity building activities			
Member has an average of two hours a day when they are uninterrupted by clients to better concentrate on capacity building projects and direct service preparation			
Member is not involved in any general site fundraising or other activities as prohibited by AmeriCorps			
Supervisor has let CTEP staff know if a Member has violated the terms of their contract in some way			
Member is not replacing the work of staff at the site			
Site is reimbursing Member for travel if traveling between service sites during the day, or the conditions of the service require new travel beyond what the Member had originally agreed upon at the beginning of his/her term			

Supervisor is the only staff Member who gives the Member service tasks, or CTEP has approved an alternate system			
Supervisor approves Member timesheets by the Wed after each payroll due date			
Supervisor responds to calls or emails from CTEP in a timely manner			
Supervisor submits in-kind hours monthly by the first Wed of the following month			
Supervisor is providing at least 15 hours a month to CTEP program			
Supervisor attended CTEP Site Supervisor meetings			
Site submitted partner fee within 30 days of the start of the Member			
Member has received business cards from the site			
Supervisor submits data reporting and other required tasks to CTEP complete and on time			
Site has implemented plan to gather learning goals and life goals achieved of clients assisted by member			

SITE FEEDBACK FOR CTEP STAFF	YES	NO	COMMENTS
CTEP staff responds to site questions in a timely manner			
CTEP staff has clear and respectful communication style			
CTEP staff is helpful in resolving member conflicts, if any			
CTEP tools (Member Service Plan, Capacity Building Survey, Reporting) are clear and easy to understand			
OTHER?			

Areas agreed for improvement by Host Site: _____

Areas agreed for improvement by CTEP: _____

Site Supervisor Signature: _____ Date Signed: _____

CTEP Staff Signature: _____ Date Signed: _____