

# Instructions on applying to the Communities In Schools of Florida Project

## Creating a Profile

### Creating a Profile

1. Go to the [www.my.americorps.gov](http://www.my.americorps.gov) website
2. Scroll down and click on **Apply to Serve**

AmeriCorps AmeriCorps VISTA AmeriCorps NCCC

VISTA & NCCC members may see an increase in living allowances starting 4/1 due to tax rate changes

Please enter your username and password. By clicking on "login" you are agreeing to the terms and conditions outlined below.

Please complete all required fields. An asterisk (\*) denotes a required field.

\* Username:

\* Password:

login

Forgot your Username? | Forgot your Password? | Login Help

**Apply to Serve** ?

Register to create a new Member/Alum account

Register to create a new Institution account

This is a United States Government computer system. This computer system, including all related equipment, networks, software, and data, is provided only for authorized U.S. government use. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. The Corporation for National and Community Service may monitor or audit any activity or communication on the system and retrieve

3. Follow the steps to creating a profile
4. Once you have created a profile you will receive an email with a link that you must use to complete registration. Click on the link provided and it will allow you to create a username and password for the system. You must login and confirm within **72 hours**. Ensure that you hit the "Next" button at the bottom of every screen before proceeding to the next step, otherwise information entered will be LOST

Create Profile: Step 1 of 4

[Click here for help.](#)

Please use the following fields to create a profile. Use your formal name that you would normally write on official documents rather than a nickname. Also, you must have a valid e-mail address. An asterisk (\*) denotes a required field.

Prefix: Please Select

\* First Name:

Middle Name:

\* Last Name:

Suffix:

\* SSN:  eg. 123456789

\* Date of Birth:  (mm/dd/yyyy)

\* E-mail Address:

\* Re-enter E-mail Address:

cancel previous **next**

Always remember to click "next" or information will be lost

5. Once you are done creating your username and password you will be directed to your user homepage

# Instructions on applying to the Communities In Schools of Florida Project: Creating References

## Creating references

You must first create references before you can create an application. Please know that references are sent directly to the person you indicate so be sure to enter correct e-mail addresses and choose individuals who check their emails often. You may also want to let the individuals you choose know that they should be expecting a reference questionnaire in an email.

6. To create a reference click on References from the homepage and you will come to a page where you can create references. You can create many references but only two will be used in your application. You can select or change which two to use at any time by selecting references during the application discussed below. At anytime you can check the status of a reference and send reminders to complete them.

HOME

My AmeriCorps

Click on References

Member Home  
Applications  
References  
Submissions  
Search Listings  
My Favorites  
Contact My AmeriCorps

Click here for help.

A minimum of two references must be created before submitting an application. In order to complete a reference request you will need the reference's name, e-mail, and address. Further, all reference requests will be submitted via e-mail, so please check that the email you provide is valid and current for each reference.

Name	Relation	Created	Modified	Completed	Delete
Keisha Ragland	Not available	06/15/2009	06/15/2009	No send reminder	<input type="checkbox"/>
Dr. Bernadette Kelley	Job Supervisor	01/11/2008	01/11/2008	Yes	<input type="checkbox"/>
Linda Sapp	Not available	01/11/2008	01/11/2008	Yes	<input type="checkbox"/>

back create new delete

- 8a. In your application which you will complete later you can select which two references you would like to submit. You can change this at anytime even after submitting an application

My AmeriCorps

Create Application: step 8 of 8

Click here for help.

Employment History >  Skills & Experience >  Community Service >  Education >  
 Motivational Statement >  Criminal History >  Optional Information >  References

### References

Please select two references to be submitted with this application. If you have not created two reference requests, you may create them now by clicking create reference. Please note, in order to complete a reference request you will need the reference's name, e-mail, and address. Further, all reference requests will be submitted via e-mail, so please check that the email you provide is valid and current for each reference.

Name	Relation	Created	Modified	Completed	Select
Keisha Ragland	Not available	06/15/2009	06/15/2009	No	<input type="checkbox"/>
Dr. Bernadette Kelley	Job Supervisor	01/11/2008	01/11/2008	Yes	<input checked="" type="checkbox"/>
Linda Sapp	Not available	01/11/2008	01/11/2008	Yes	<input checked="" type="checkbox"/>

new reference cancel previous

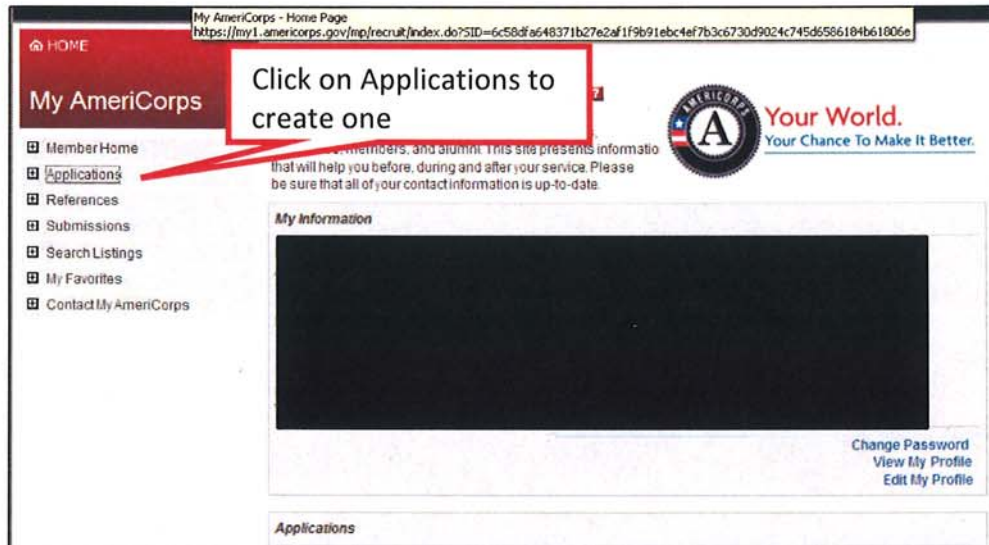
Finish Application

## Instructions on applying to the Communities In Schools of Florida Project: Creating an Application

### Creating an application

An application must be created before you can apply to the project. Creating an application is only the first part of applying to our project. Once you are finished creating an application you must then submit that application to Communities In Schools Florida which you will see in the next section

7. On the left there will be a menu with several links. Click on Applications to create an application



8. Follow the steps to create your application. There are 8 steps to completing the application. Make sure to enter information in every field. If you have nothing to put in that field or it is not applicable to you please indicate that or else you will not be able to continue. Also remember only to put applicable characters in their respective fields. For example only put numbers in fields that ask for numerical data. Once you have completed the application you are now ready to apply to the project. You cannot apply to the project without having a completed application. You can tell if your application or sections of your application are complete by looking at the check boxes above the sections. **Example below:**

An unchecked checkbox indicates that a section is incomplete

**Create Application: step 1 of 8**

Thank you for making an application. After each step, when you click next your information will be saved. All saved information will remain saved should you wish to exit the application and return later.

Employment History >  Skills & Experience >  Community Service >  Education >  
 Motivational Statement >  Criminal History >  Optional Information >  References

**Employment History**

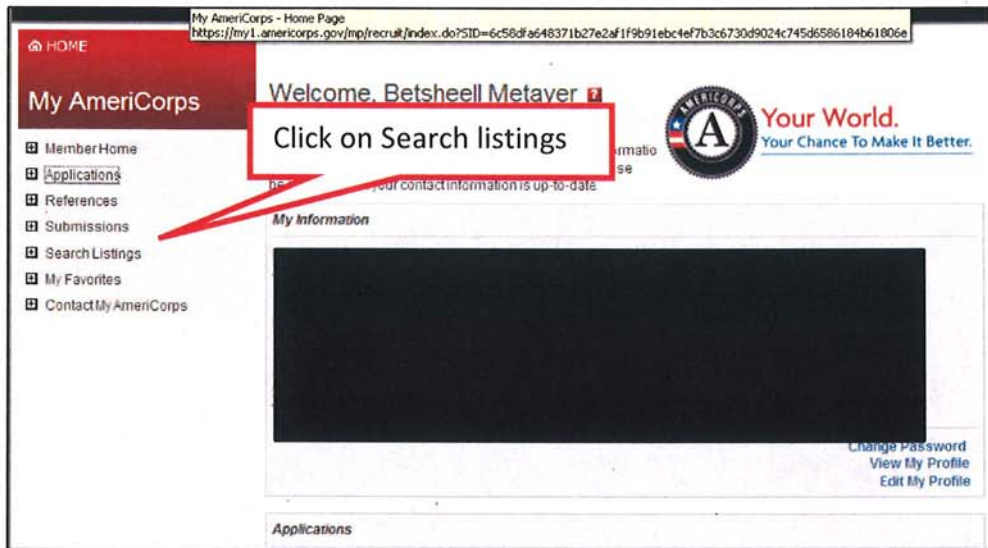
[Click here for help.](#)

Beginning with the most current or most recent position, list and briefly describe the last four positions you have

A checked box indicates that a section is complete

## Instructions on applying to the Communities In Schools of Florida Project: Applying to the Project

9. On the homepage click on search listings



10. You will be brought to a search page. Scroll down to the search field and in the box titled Program Name type in Communities In School of Florida and hit Search.

The screenshot shows the search page. At the top, there is a heading 'To search for programs, you may use either the Quick Search or Advanced Search option.' Below this, there is a 'Quick Search' section with the instruction 'To search for programs by type and/or location, or to find a specific program name, please'. There are three input fields: 'Program Type', 'State', and 'Program Name'. The 'Program Name' field contains the text 'communities in schools of florida'. A red box highlights the 'Search' button below the input fields. A callout box points to the 'Program Name' field with the text 'Type in Communities In Schools in the box as shown here and click search'. Below the 'Quick Search' section, there is an 'Advanced Search' section with the instruction 'You may select any of the following criteria to narrow your program search.' There are two columns of checkboxes: 'AmeriCorps Program Type' and 'Service Terms'. The 'AmeriCorps Program Type' options are: AmeriCorps NCCC, AmeriCorps NCCC Team Leaders, AmeriCorps State / National, AmeriCorps VISTA, and AmeriCorps VISTA Leaders. The 'Service Terms' options are: Full Time, Part Time, and Summer. There is also an 'Education Level' section with a question mark icon and the text 'A few of our projects require a certain level of education in order to serve. What is your'.

## Instructions on applying to the Communities In Schools of Florida Project: Applying to the Project

- Once you hit search the results page should display Communities In Schools of Florida VISTA Project 2007 (Look below for screenshot). Click on our project, which will bring you to a page with a more detailed description.

[Click here for help.](#)

**Accepting Applications Now**

---

Results 1 Through 1 Your search returned 1 results.

Program Name	Program Type	Start Date	Location
<b>Communities In Schools of Florida VISTA Project 2007</b> This project establishes coordination among youth serving organizations and schools, thereby improving services to at-risk youth, and helping them make long-term academic and life gains.	VISTA	08/01/2007	FL

**Click Here**

**Refine Search**

- You will come to a detailed description page. Scroll down and click on Apply Now

**My AmeriCorps** Communities In Schools of Florida - VISTA Project 2007

**My AmeriCorps**

**Member Duties:** VISTA members on this project are engaged in one of three possible activities. The three activities that VISTA members can be engaged in are: volunteerism, resource development, and partnership development. Those members engaged in volunteerism recruit and coordinate volunteers, assess the needs for volunteers, help with local colleges and non-profit organizations for volunteers, and create a network of volunteers. Those members engaged in resource development research, identify funding sources, submit funding proposals, coordinate resources for funding or in-kind donations, and organize funding campaigns. Those members engaged in partnership development create databases of current partnerships, identify potential partnerships, and identify potential case partnerships.

**Program Details:** Children assistance, religious, choice of education, board or end of service, board - health coverage, living allowance, relocation allowance, board, training.

**Term:** Requires full time service without outside commitments.

**Service Area:** Community Outreach, Children/Youth, Education.

**Skills:** Communications, Community Organization, Education, Fund Raising/Grant Writing, Recruitment, Teaching/Training, Writing/Editing, Youth Development.

**Member Duties:** VISTA members on this project are engaged in one of three possible activities. The three activities that VISTA members can be engaged in are: volunteerism, resource development, and partnership development. Those members engaged in volunteerism recruit and coordinate volunteers, assess the needs for volunteers, help with local colleges and non-profit organizations for volunteers, and create a network of volunteers. Those members engaged in resource development research, identify funding sources, submit funding proposals, coordinate resources for funding or in-kind donations, and organize funding campaigns. Those members engaged in partnership development create databases of current partnerships, identify potential partnerships, and identify potential case partnerships.

Further help on this page can be found by [clicking here.](#)

**Program Summary:**

Program Type:	AmeriCorps VISTA
Program:	Communities In Schools of Florida - VISTA Project 2007
Program Start/End Date:	08/01/2007 - 08/31/2009
Work Schedule:	Full Time
Education Level:	Some college
Age Requirement:	Minimum: 18 Maximum: None
Program Location:	FLORIDA
Accepting Applications:	From 08/01/2007 To 08/31/2009
Contact:	Michelle Babin 666 Applewood Drive Tallahassee, FL 32304 850-904-6755 mbabin@cisfl.org mjbacin@cisfl.org

**Apply Now!**

[Return to Search Results](#) [Search Again](#)

-

## Instructions on applying to the Communities In Schools of Florida Project: Applying to the Project

14. A certification page will come up. Read the information and scroll down. You will be asked to certify that you are over the age of 18. The only reason a certification page would not come up is you have not created an application or if your application is incomplete
15. When you are finished click submit

**Submit Listing**

The following application will be used to submit:  
[Application 1](#)

### Certification

By submitting this application electronically, I certify that all of the statements made in this application are true, correct, and complete, to the best of my knowledge, and are made in good faith. Misinformation or omission of information could result in disqualification or termination as an AmeriCorps member. If I am selected for participation in some AmeriCorps programs, including AmeriCorps NCCC, I may be required to submit to a physical examination, including drug or alcohol testing. Background and security checks may also be conducted by some programs.

**PRIVACY ACT NOTICE:**  
The Privacy Act of 1974 (5 U.S.C. § 552a) requires that the following notice be provided to you: The authority for collecting information from you in this application is contained in 42 U.S.C. 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended; you are advised that submission of the information is entirely voluntary, but the requested information is required in order for you to participate in AmeriCorps programs.

The principal purpose for requesting this personal information is to process your application for acceptance into an AmeriCorps program, and for other general routine purposes associated with your participation in an AmeriCorps program. These routine purposes may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests, to present and former employers, references provided by you in your application, and educational institutions, for the purpose of verifying the information provided by you in your application. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of an arrest record. Information will not otherwise be disclosed to entities outside of AmeriCorps and the Corporation for National and Community Service without your prior written consent.

I am over the age of 18 and certify that all of the information I have provided is true and correct.

I am under the age of 18 and will send a certification form signed by my parent or legal guardian. (Please use the Print button below to download a printable version of this form. After completing the form, please mail it to the contact address listed in the description of the program to which you are applying.)

[Print](#) [previous](#) [submit](#)

Congratulations your application has now been submitted!!! You can view the status of and withdraw your application at anytime.

**AmeriCorps**

Please note:  
• Your application has been submitted successfully. You will be notified by email when the status of your application changes.

### Submissions

If you have been selected by a program, please click on the program name to accept or decline the offer.

[Click here for help.](#)

Program	Application	Created	Last Modified	Status
<a href="#">Communities In Schools of Florida - VISTA Project 2007</a>	Application 1	07/15/2009 02:01 PM	07/15/2009 02:01 PM	Submitted <a href="#">withdraw</a>