



SAN FRANCISCO STATE UNIVERSITY

**WELCOME
FELLOWS!**



#CaliforniansForAll
**College
Corps**



AGENDA:



01 WELCOME!

02 EXPECTATIONS

03 HUMAN BINGO

04 AGREEMENTS

05 POST IT WALL

06 LIVE SCAN

07 \$\$\$

08 AMERICA LEARNS

09 CALENDAR

**010 MATCH RESULTS/
SCAVENGER HUNT**

MEET YOUR COORDINATORS!



Sonia Chen
College Corps Coordinator

✉ soniac@sfsu.edu

☎ 415-338-3575



Jennifer Luviano Flores
(She/Her/Hers)
College Corps Support Coordinator

✉ jflores34@sfsu.edu

Website: <https://icce.sfsu.edu/>

Location: HSS 206

- **Timely Communication**

- Respond emails- coordinators & host site supervisors
- Checking ILearn- all information/complete tasks
- Keep us in the loop!

- **Respectful & Responsible**

- Report time on America Learns
- Your responsibility to complete 450 hours for \$10,000
- We are here to support!

*All trainings/meetings are mandatory (unless specified)

For any missed trainings- watch recordings & complete short assignment on ILearn

- **Supervision and Service:**
 - Presence, direction, & supervision of organization employee
- **Designated supervisor:**
 - Orient, train, support & guide Fellow service
 - Learning experience, review progress & give feedback
 - Approve Fellow service hours in America Learns
 - Align focus areas and performance measures
 - Positive, impactful, and meaningful experience
 - Not alone when working with protected classes
 - Appropriate supervision at all times Volunteers (CV) College Corps regulations
 - 4 hours for host site's initial onboarding session/orientation
 - Any ongoing trainings/meetings after the Fellows' initial week will be counted toward the direct service hour



<https://californiavolunteers.app.box.com/s/lub6wsy6nr9si5rqfrrv2i161npcng8i>
Watch welcome video using link above!

SPECIAL GUEST!



JENNIFER LESHNOWER
SPECIAL ADVISOR, MEMBER EXPERIENCE | #CALIFORNIANSFORALL COLLEGE CORPS

HUMAN BINGO!

WALK, MEET, & HAVE A CONVERSATION

- **NAME**
- **PRONOUNS**
- **MAJOR**
- **YEAR**
- **BACKGROUND INFO**
- **WHAT DO YOU HOPE TO GAIN FROM THIS PROGRAM?**
- **FEEL FREE TO SHARE ANYTHING THAT IS COMFORTABLE FOR YOU !**



5 MINUTES BREAK!
NEXT: ONBOARDING-
AGREEMENTS

DOCUSIGN- ALL FELLOWS

- Log into [DocuSign](#) with your SFSU email address.
- All students have access to DocuSign, [this is how you log in to DocuSign.](#)
Will receive:
 - College Corps Background Check Authorization Form
 - Video, Photography, Visual Image And Artwork Release Form
 - Fellow Service Agreement
 - For AB 540 students eligible - DSIG grant application



DSIG GRANT APPLICATION

- **STEPS:**

- Student enter Academic Year for the Grant Application and completes section 1 & 4.
- Financial Aid to do section 2
- SF State complete section 3
- SF State submit completed form to dsig@csac.ca.gov
- Student will be notified via email regarding the results

* We will send via DocuSign by 8/31st- you will be notified via SFSU email

AB 540 STUDENTS-ELIGIBLE FOR DSIG

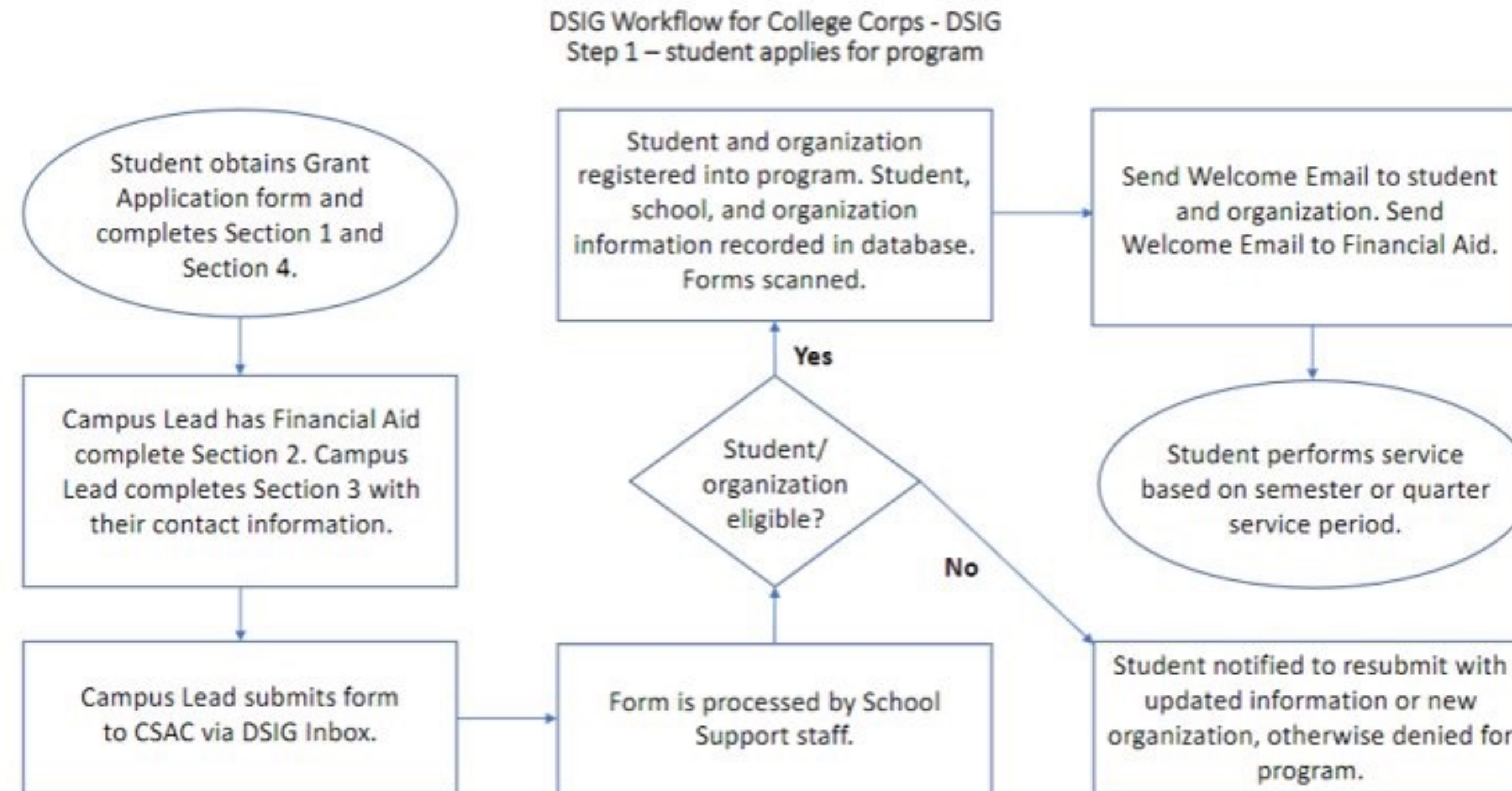


SAN FRANCISCO
STATE UNIVERSITY

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**College
Corps**

DSIG CHART PROCESS



AB 540 STUDENTS

INFORMATION FOR DSIG

The California Student Aid Commission (CSAC) will award up to **\$4,500 per academic year (up to \$2,250 per semester)**

Only for active Cal Grant A or B Grant eligible students

***Determined by financial aid**

For College Crops, you will need to complete 450 hours for the 2022- 2023 Academic Year with a qualifying service organization.

AB 540 STUDENTS



5 MINUTES BREAK!
NEXT: LIVE SCAN

LIVE SCAN ON CAMPUS

UNIVERSITY POLICE DEPARTMENT ON CAMPUS

DIRECTIONS:

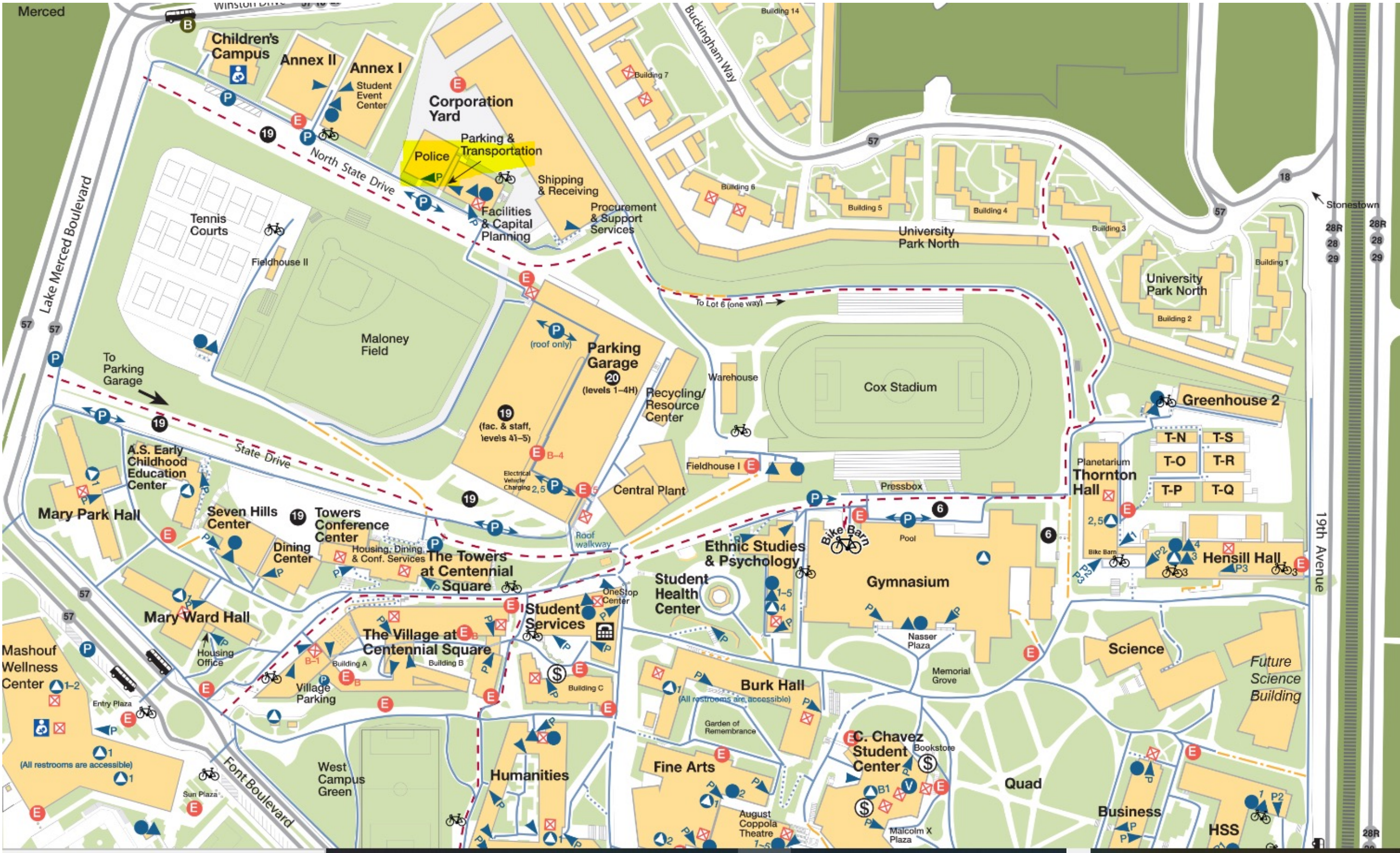
- Take 101 South to I-280 toward Daly City. Take the San Jose Avenue/Mission Street exit (immediately after the Ocean Avenue exit), bearing right onto Sagamore.
- Stay on Brotherhood Way and turn right onto Lake Merced Blvd.
- As you pass the Residence Halls, turn right onto North State Drive, which is just prior to the light at Winston.
- The University Police Department is located on the left hand side. Park in the visitor parking.
- Address: 100 N State Dr, San Francisco, CA 94132
- Phone: (415) 338-6043
- Website: <https://upd.sfsu.edu/>

ALL FELLOWS



#CaliforniansForAll
**College
Corps**

LOCATION OF UPD



SAN FRANCISCO
STATE UNIVERSITY

#CaliforniansForAll

College
Corps

HOW TO MAKE AN APPOINTMENT

1. Schedule [appointment](#) through SF State University Police Department (UPD)- on campus
2. You then will be directed to the **Appointment Calendar** homepage
Now schedule your desired day and time, once you confirm, you will be directed to complete a few questions.
3. On this questionnaire, indicate the following:
Ink or Live Scan: **click Live Scan**
If you are being fingerprinted for a campus department/group: click **yes**
If you answered "yes"...please specify the campus contact and department/group: in the box type **ICCE** Will you be paying or will a Campus Department pay:
for ICCE confirmed College Corps participants, click "**Department Recharge**".
In the follow-up question type re: what department will be recharged in the box type **ICCE**

ALL FELLOWS



WHAT TO BRING TO APPOINTMENT?

1. MASK/FACE COVERING are required to receive Live Scan/
Fingerprinting services.
2. Valid government issued ID such as: driver's license, state/
government ID card, or passport.
*Bring SFSU ID - optional

REFER: [HTTPS://UPD.SFSU.EDU/FINGERPRINTLIVE-SCAN-INFORMATION](https://upd.sfsu.edu/fingerprintlive-scan-information)

3. Live Scan Service Form



LIVE SCAN FORM

STEPS FOR COMPLETING THE LIVE SCAN SERVICE FORM:

- Complete the yellow highlighted sections
 - Every other item not highlighted yellow – leave blank.
 - You can complete the yellow sections handwritten or printed on computer.
 - The types of background checks that you are required to obtain are the Department of Justice (DOJ) and FBI.
 - Note: if you do not have a current Driver's License, leave this item blank and ask the Live Scan technician for guidance.
 - Note, you must be able to provide a valid government issued ID at your appointment.
- ✓ Live Scan Request Form can be downloaded from iLearn site

STATE OF CALIFORNIA
BCI 8016
(orig. 4/01; rev. 6/09)

DEPARTMENT OF JUSTICE

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

CA0380300
ORI (Code assigned by DOJ)

State Employee
Authorized Applicant Type

ICCE
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

San Francisco State University
Agency Authorized to Receive Criminal Record Information

1600 Holloway Avenue
Street Address or P.O. Box

San Francisco CA 94132
City State ZIP Code

04060
Mail Code (five-digit code assigned by DOJ)

Reginal Parson
Contact Name (mandatory for all school submissions)

(415) 338-7200
Contact Telephone Number

Applicant Information:

Last Name
Other Name (AKA or Alias) Last

First Name Middle Initial Suffix
First Suffix

Date of Birth Sex ☐ Male ☐ Female
Height Weight Eye Color Hair Color

Driver's License Number
Billing Number (Agency Billing Number)
Misc. Number (Other Identification Number)

Place of Birth (State or Country) Social Security Number

Home Address Street Address or P.O. Box City State ZIP Code

Your Number: OCA Number (Agency Identifying Number) Level of Service: ☐ DOJ ☐ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection) Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box Telephone Number (optional)

City State ZIP Code

Live Scan Transaction Completed By:

Name of Operator Date

Transmitting Agency LSID ATI Number Amount Collected/Billed

ORIGINAL - Live Scan Operator SECOND COPY - Applicant THIRD COPY (if needed) - Requesting Agency

WHAT HAPPENS AFTER?

- At the end of your appointment, the Live Scan technician will hand you a copy of the completed REQUEST FOR LIVE SCAN SERVICE PDF (they will fill out the bottom section of the form - see image below for reference).
 - **Keep this for your records, as this acts as a "receipt"/proof that you went through the process.**
 - **ACTION ITEM:** You will upload a copy (can be a jpeg image but needs to be not fuzzy) of this completed REQUEST FOR LIVE SCAN SERVICE PDF to iLearn to indicate that you completed this process. Please upload on the same day you completed the Live Scan as proof.
-
- **Tip:** If Live Scan site/operator cannot give you a paper copy of the complete Request for Live Scan, specifically the section, *“Live Scan Transaction Completed By”* – take a photo with your phone of the completed document.

| | | | |
|-------------------------------------|-------------|-------------|-------------------------|
| Live Scan Transaction Completed By: | | | |
| <div></div> | | <div></div> | |
| Name of Operator | | Date | |
| <div></div> | <div></div> | <div></div> | <div></div> |
| Transmitting Agency | LSID | ATI Number | Amount Collected/Billed |

ORIGINAL - Live Scan Operator

SECOND COPY - Applicant

THIRD COPY (if needed) - Requesting Agency

WHAT HAPPENS AFTER?

- The results of the Live Scan will be sent directly to SF State UPD/HR. Once SF State UPD/HR receives results, they will inform us as to whether you are cleared to begin at your site.
- Then, we will inform you directly that you have been "cleared".
- You cannot start service- until you hear from us.
- You will not hear from UPD and please do not contact UPD for your status or results.
- If you have any questions, contact collegecorps@sfsu.edu
- The results of the Live Scan from the DOJ/FBI vary from a few days to weeks. We have no control as to when the results come in.

ALL FELLOWS



5 MINUTES BREAK!
NEXT: \$\$\$

BREAKDOWN OF FINANCIAL DISTRIBUTION

| NONDREAMERS | AB 540 STUDENTS |
|---|---|
| 1 Pathway | 2 Pathways: DSIG or CSU ED Award |
| \$7,000 In Living Allowance \$3,000 Segal Americorps Ed Award | DSIG: ED Award \$4,500 (*CSAC) Living Allowance \$5,500 |
| *Living Allowance pay monthly *Ed awards awarded upon completion of 450 hours | CSU ED Award: \$7,000 in Living Allowance \$3,000 CSU ED Award (through financial aid) *Determined by financial aid |

ED AWARD FOR NONDREAMERS

- We enroll you to egrants (SSN) by 8/31, complete the required section
- You have access to Complete the training
- Upload certificate on iLearn as proof of completion
- This process is required for you to be enrolled as Americorps members to receive your \$3,000 Education Award upon completion of service

FOR NONDREAMERS ONLY



KEY POINTS TO NOTE:

\$10,000 in completion of 450 hours

*Record all hours (direct service & training) on America Learns

Living allowance = monthly paycheck on the 15th

*Must complete: 40-50 direct service hours per month
Ideally: 45 hours per month!

AMERICA LEARNS

- Site to log service hours/ timesheet system
- We will enroll you onto America Learns, once enrolled you will:
 - Receive a welcome email
 - Follow the instructions & create a login
 - Complete your fellow profile
 - You will be able to see the site & supervisor information
- Complete your profile ASAP & sign agreements

***Complete 20 minutes- Fellow Entrance Survey**

By 8/31st



AMERICA LEARNS



Create a Password

(and opt into text messaging!)

01:58



<https://americalearns.freshdesk.com/support/solutions/articles/22000274402-college-corps-training-resources-for-fellows>

Required: watch all training videos

CALENDAR

- Welcome email to introduce host sites to students by 8/29
- Completion of additional requirements before site placement:
- Earliest site placement start date 9/1, latest site placement start date 9/30
- Host site will provide initial orientation/onboarding training session for Fellows between 9/1-9/30. 4 training hours will be dedicated to this initial orientation, any ongoing meetings/trainings after this initial week will be counted toward the direct service hours.
- Launch party for all Fellows and community partners to meet in person and outdoors at SF State's 5th Floor Admin Building Patio on 10/7 12-1pm
- Fellow biweekly cohort meetings on Fridays from 9:30am-11:30am 9/2/22-5/26/23
*First meeting is 9/2/22
- Last day for Fellows to complete service hours 5/31/2023



MATCH RESULTS SCAVENGER HUNT

We Hid Match Results Around The Room!

Find The Match Results

Find Your Group

Meet Together

Be a resource for each other- Share contact info, schedule, etc...
Talk about your excitement/ worries

We will be walking around to each group to address any questions/comments

Question: what does this fellowship mean to your group?
Every group will come up with 1 word that best summarize everyone's ideas

3 KEY TAKEAWAYS/NEXT STEPS

Host sites are confirmed

Receive agreements by 8/31

Complete live scan ASAP

Group photo





INSTITUTE *for*
CIVIC &
COMMUNITY
ENGAGEMENT

1600 Holloway Ave., HSS 206
San Francisco, CA 94132

(415) 338-6419 | icce@sfsu.edu

icce.sfsu.edu