



**MASSACHUSETTS LEGAL ASSISTANCE
FOR SELF-SUFFICIENCY
2011 - 2012
AMERICORPS SERVICE PLAN GUIDELINES**



Members and partners together create an individualized member service plan that will assure that MLASSP and AmeriCorps service requirements will be met, using the format set out below and return to the MLASSP Program Director by October 1, 2011.

Member _____

Legal Aid Organization (LAO) _____

Office _____

Supervisor _____

The Member will provide a minimum of 1700 service hours over 46 weeks in the following manner.

(a) Engaging in assigned services minimally from _____AM to _____PM and later as necessary and as warranted by the Member’s assignments in the performance of professional tasks and activities, ___ days each week, _____ through _____.

The Member will receive the same lunch periods, holidays, Member’s birthday, vacation days as employees of the LAO, and understands that these periods do not count toward service hours.

The Member understands that sick days and vacation days will not be applied to the service hours requirement.

At least _____ hours will be served in this way.

(b) Providing assigned services for additional hours, including evenings and weekends from time to time as required to further the goals of the LAO, such as conducting community education, participating in relevant community events, engaging in volunteer recruitment, and furthering the Member’s professional growth through reading assigned materials.

At least _____ hours will be served in this way.

Service Hours	
(a)	
(b)	
	1700

1. Meeting the

minimum hours

requirement: Indicate how the member will fulfill the minimum requirement 1700 service hours in the program term. Specify the number of hours to be served each week, and the hours to be worked each day. Holidays, sick days, and vacation days may not be applied to the service hours requirement.

The 2011 MLASSP AmeriCorps Program will include forty-six (46) weeks of service beginning on September 13, 2011, and concluding on July 30, 2012. Members who are not able to fulfill the minimum 1700 service hours requirement will not be eligible for the \$5,550.00 educational award.

When the office work week is less than 35 hours, additional hours can be earned through activities outside of 9 - 5, such as outreach and community education, training (Masslegalservices.org and other sites with relevant information), volunteerism, fundraising, legal research, readings in the law and poverty, and the like.

2. **Project Description:** Describe the legal assistance activities the member will engage in at the partner's site. Describe the kinds of cases the member will assist in and any special outreach or community education activities planned. Indicate how the case service requirements outlined in the attached position description will be met.
3. **Volunteerism:** Describe the volunteerism activities the member will engage in. Each member will recruit a minimum of five (5) legal aid volunteers with each volunteer serving twenty (20) additional hours assisting attorneys and AmeriCorps legal interns in providing legal advocacy and outreach in Massachusetts.
4. **Training, Education, and Supervision:** Describe the plan to provide training, education, and supervision for the member. The plan must include member participation in all training activities of MLASSP and for regular supervision by qualified professionals to include ninety (90) hours of direct supervision by qualified professionals. Training activities may not exceed 20% of member time including orientation.
5. **Fundraising** is an allowable activity if it is in support of the member's service activities; however, fundraising activities may not exceed 10% of member time.
6. **Provide identifying information on Service Plan:** Member's name, member's signature and date signed, partner's name, site location, service supervisor's name and qualifications, signature and title of supervisor and date signed.

Please let the AmeriCorps Program Director know if you have questions about these guidelines.