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2023-2024 Be Well Fox Valley AmeriCorps Program Information:

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BENEFITS OF BECOMING A HOST SITE:

- Be Well Fox Valley (BWFV) AmeriCorps provides an AmeriCorps member(s) to serve at and for your organization. The member can provide a variety of service activities to support your organization's health and well-being goals.
- Host sites can select the service term and member position that aligns best with their needs.
- Low cost to your organization! Utilizing an AmeriCorps member through the BWFV AmeriCorps Program costs less than hiring an employee.
- No HR hassle! BWFV AmeriCorps administers the program, including paying for member background checks, administering member payroll, and member benefits (if members are eligible).
- Host sites recruit (BWFV helps with recruitment as well), interview, and select their AmeriCorps member.
- Ongoing technical assistance, training, and support will be provided by BWFV AmeriCorps.
- BWFV AmeriCorps assists with the member's onboarding orientation, training, ongoing professional development opportunities, and disciplinary procedures that arise throughout the service term.

BENEFITS OF SERVING AS AN AMERICORPS MEMBER:

AmeriCorps members received a variety of benefits during their service. Members will have the opportunity to apply to serve at specific host site organizations.

- Members will receive professional and personal development through:
 - Giving back to the Fox Valley community and having a positive impact on health and well-being.
 - Receive a variety of hands-on experiences and development opportunities within the health and human service, non-profit, and public agencies sectors
 - Networking opportunities with local professionals, community members, and other AmeriCorps members
 - Trainings provided by the host site, BWFV AmeriCorps, and other local and state training offerings
 - Participating in a national service initiative
 - Learn new skills or enhance or utilize existing skill-sets
- Members also receive financial benefits. The benefits vary based on the required hours that members need to complete during their service term. The benefits will be specified in each position description.
 - Living allowance (administered twice a month)
 - Education award (if members successfully complete their hour and service requirements by the end of their term) which can go towards future tuition costs or federally qualified student loans. Any member 55 or older at the start of their term of service may transfer the education award to his or her children or grandchildren
 - Loan forbearance & interest accrual on federally qualified student loans
 - Health, dental, and vision insurance coverage and childcare benefits (only for positions that average 35-40 hours/week)
- Members may be able to align AmeriCorps service with a school internship

WHAT IS AMERICORPS?

AmeriCorps is a federally funded national service program that engages over 80,000 members in service each year to address national problems through direct service. These members impact communities and organizations by increasing capacity and resources in an identified area of need. In return, members gain valuable professional, educational, and life experiences, and receive an education award to use towards future education costs or federally qualified student loans. To learn more about AmeriCorps, please visit <https://americorps.gov/>.

- **What's a member?** An individual who is serving through AmeriCorps.
- **What's a host site?** A host site is an organization where the member will be serving his, her, or their time. Members will serve at the selected organizations to increase capacity and resources towards supporting a culture of health and well-being for Fox Valley residents. The following non-federal entities are eligible to apply as a host site:
 - Federally Recognized Indian Tribes
 - Educational Institutions

- Governments Agencies
- Nonprofit Organizations

WHAT IS PUBLIC HEALTH AMERICORPS?

AmeriCorps and the Center for Disease Control and Prevention joined forces to launch the Public Health AmeriCorps. Public Health AmeriCorps has two main goals:

- Address public health needs of local communities by providing support in state and local public health settings and advancing more equitable health outcomes for underserved communities.
- Create pathways to good quality public health-related careers through onsite experience and training, with a focus on recruiting AmeriCorps members who reflect the communities in which they will serve.

Public Health AmeriCorps includes many sectors of health and human services, including community health educators, nurses, dietitians, social workers, and more.

WHAT IS BWFV?

Mission: Partnering to advance a culture of health and well-being for all

Vision: The Fox Valley is a place where all people have the opportunity to live longer, healthier, and happier.

BWFV is a tri-county initiative (Calumet, Outagamie, and Winnebago Counties) that connects the work of community partners to advance a culture of health and wellbeing for all. BWFV connects a variety of people and organizations across the Fox Valley to improve physical, social, and mental health and well-being. 5 goals drive the BWFV initiative:

1. A vibrant regional food system that provides access to healthy, affordable food for all people.
2. A cohesive and connective multi-model network that provides recreational and transportation options for all people.
3. Local settings (hospitals, communities and neighborhoods, schools, early care centers, worksites, and faith institutions) that promote healthy choices and behaviors.
4. Strong community-clinical partnerships that help prevent and manage chronic disease.
5. Inclusive public spaces that foster social connection.

WHAT IS THE BWFV AMERICORPS PROGRAM?

The BWFV AmeriCorps Program has been in operation since September 2018 (formally known as the Weight of the Fox Valley AmeriCorps Program) and supports the BWFV initiative and community partners. The BWFV AmeriCorps Program currently receives funding from Public Health AmeriCorps.

Why: The purpose of the federal AmeriCorps Program is to allow individuals of all ages and backgrounds to give their time and talent to strengthen communities. Numerous data points throughout the Fox Valley and Northeast Wisconsin indicate that social determinants of health negatively impact residents' health and well-being, including the ability to meet basic needs, high prevalence of chronic disease, poor health habits, and mental health. BWFV and numerous community organizations are working to improve and address social determinants of health and physical, mental, and social health and well-being needs.

The BWFV AmeriCorps Program mobilizes AmeriCorps members to support BWFV, partner host site organizations, and community members by providing capacity building services to health and well-being programs and initiatives throughout the greater Fox Valley region. These activities should align with at least 1 of the 5 BWFV Goals listed above.

Goals: The BWFV AmeriCorps Program has the following goals for the 2023-2024 service year:

- Enroll at least 14 AmeriCorps members to support host site and/or community health and well-being programming
- Members will support at least 8 host site organizations with increased capacity building. Of the 8 organizations, at least 6 organizations will report an increase in efficiency, effectiveness, and/or scale or reach in their member-supported health and well-being programming.
- Provide training and ongoing support to all participating host site organizations



- Provide, lead, and/or connect enrolled members to personal and professional development training opportunities
- Positive improvement in health and well-being throughout the greater Fox Valley region

Where: BWFV AmeriCorps members will serve at partner host site organizations and in the community throughout Calumet, Outagamie, Winnebago, and neighboring Wisconsin Counties. The day-to-day service will occur at the host site organization (or the service will support the host site organization). The following non-federal entities are eligible to apply as host sites:

- Federally Recognized Indian Tribes
- Educational Institutions
- Governments Agencies
- Non-profit Organizations

Here are some examples of past BWFV AmeriCorps host sites:

- County and city health departments
- Non-profit health systems/clinics
- Non-profits entities
- Educational institutions, such as Menasha Joint School District and UW-Oshkosh Head Start
- Here are past and/or current examples of BWFV AmeriCorps host site organizations: Aurora Medical Center, Ascension Medical Group, Calumet County Public Health, Community Clothes Closet, Feeding America Eastern Wisconsin, Fox Valley Advance Care Planning Partnership (in partnership with Mosaic Family Health), Mosaic Family Health, NEW Hmong Professionals, NEW Mental Health Connection, Partnership Community Health Center, Pillars, SOAR Fox Cities, ThedaCare, United Way Fox Cities, Winnebago County Health Department

Additionally, United Way Fox Cities serves as the fiscal agent for the BWFV AmeriCorps Program. All contract agreements and financial invoicing/payments will occur through United Way Fox Cities.

How: Member activities: BWFV AmeriCorps members will provide capacity building services to support health and well-being throughout Calumet, Outagamie, Winnebago, and neighboring Wisconsin Counties. Members may also recruit volunteers to support their service activities and/or support host site health and well-being programming. Host sites will determine the activities the member will perform at their host site. More information about member capacity building services can be found below:

- **Capacity building services:** Members will provide capacity building services that allow partner host site organizations to expand the scale, reach, efficiency, and/or effectiveness of their programs and/or initiatives that align with at least 1 of the 5 BWFV goals. Members can provide the following capacity building services:
 - Volunteer Management: Improving an organization's volunteer procedures (i.e., recruitment, volunteer position descriptions, orientation, and recognition).
 - Training: Training to volunteers (i.e. how to implement services to clients) and/or staff (i.e. new curricula, materials, programs, etc.).
 - Systems development: Improving organizational (or specific program) systems to increase efficiency, effectiveness, and/or scale/reach. This includes community needs assessment; community awareness, engagement, outreach; program development and delivery; material development, etc. 4) Resource development: Researching and securing resources to support a specific program within an organization (i.e. writing for non-federal grants; in-kind resources; and donated supplies). Resources must not violate the prohibited activities.
 - **Examples of past/current member capacity building service activities:**
 - Helped create, run, and support a new Prevent Type II Diabetes Program. This included completing and analyzing community needs surveys, creating new educational materials for participants in the program, providing one-on-one support to the participants in the program, and assisting with program evaluation.
 - Process improvement projects for health and well-being programs, client enrollment into a program, etc.



- Coordinate and lead new health and wellness programs and activities for programs and clients
- Coordinate and lead fruit and vegetable taste tests in early care centers, and for elementary, middle, and high school students.
- Update current marketing plans to include new social media platforms and revised public newsletters.
- Help organize and update a client intake process to improve case management.
- **Health Education (optional):** Members may create, deliver, and/or share health education as means to increase knowledge regarding numerous health topics (i.e. physical activity, healthy eating, sleep, stress management, etc.). This may include creating and delivering lessons or presentations, organizing educational events, or creating written materials, such as newsletter articles, social media posts, posters, etc.
- **Volunteer Management (optional):** To supplement capacity building activities, members may also engage in volunteers management as it relates to either :
 - Supporting and/or promoting member-related service activities
 - Directly supporting the host site organization’s health and wellness programs and/or initiatives that align with at least 1 of the 5 BWFV goals.
 - **Examples of past/current member activities that included volunteer management:**
 - Recruiting and using volunteers to help run a fruit and vegetable taste test during a lunch hour at a local school
 - Recruiting and using volunteers to help maintain a school or community garden/non-profit urban farm
 - Recruiting and using volunteers to help an outdoor 5k that a member helped coordinate

When: The 2023-2024 grant period runs from 9/1/2023 through 8/31/2024. During this grant period, BWFV AmeriCorps is offering a variety of service terms in which organizations can host a member(s). During the application process, host site organizations will select the service term(s), the member position, and the number of members they would like to host.

Service Term Option	Service Term Start-End Dates	Types of member positions available for the Term Option.	Average hours/week	Host Site Cash Match Amounts	Living allowance amount per pay period	Education award amount
Yearlong	9/1/23-8/31/24	1700 hour	35-40	\$7,000	\$958.33	\$6,895.00
		1200 hour	23-29	\$4,941	\$676.47	\$4,826.50
		900 hour	18-22	\$3,706	\$507.35	\$3,447.50
		675 hour	13-17	\$2,779	\$380.51	\$2,626.27
		450 hour	8-12	\$1,853	\$253.68	\$1,824.07
First half	9/1/23-2/28/24	900 hour	35-40	\$3,706	\$1,014.71	\$3,447.50
		675 hour	26-31	\$2,779	\$761.03	\$2,626.27
		450 hour	18-22	\$1,853	\$507.35	\$1,824.07
		300 hour	12-15	\$1,235	\$338.24	\$1,459.26
2024 term	1/3/24-8/31/24	1200 hour	35-40	\$4,941	\$1,014.71	\$4,826.50
		900 hour	27-31	\$3,706	\$761.03	\$3,447.50
		675 hour	20-24	\$2,779	\$570.77	\$2,626.27
		450 hour	14-16	\$1,853	\$380.51	\$1,824.07
Second half	3/1/24-8/31/24	900 hour	35-40	\$3,706	\$1,014.71	\$3,447.50
		675 hour	26-31	\$2,779	\$761.03	\$2,626.27
		450 hour	18-22	\$1,853	\$507.35	\$1,824.07
		300 hour	12-15	\$1,235	\$338.24	\$1,459.26



Summer	6/3/24-8/31/24	450 hour	35-40	\$1,853	\$1,014.71	\$1,824.07
		300 hour	24-28	\$1,235	\$676.47	\$1,459.26

HOST SITE FINANCIAL OBLIGATIONS:

Cash match information: Each host site organization will be required to provide a cash match to BWFV AmeriCorps, which supports member expenses, such as member onboarding expenses (i.e. background checks), member living allowance, benefits, supplies, and member training opportunities. The cash match amounts vary based on the number of hours the member is serving. The amount listed is per awarded member. **Per AmeriCorps rules and regulations, this cash match cannot be paid for with federal funds. If there are questions or concerns about this, please contact Amanda Ross.**

Member position	Cash match amount
1,700 hour position	\$7,000
1,200 hour position	\$4,941
900 hour position	\$3,706
675 hour position	\$2,779
450 hour position	\$1,853
300 hour position	\$1,235

Host sites will be invoiced in two installments during the member’s service term:

1. First 50%: This will be invoiced when an applicant accepts the host site offer for a member position.
2. Remaining 50%: Mid-point of the service term

Other financial obligations: The following are the financial responsibilities of the host site:

- Host sites will supply their member with adequate workspace, including access to a workspace, computer, phone with voicemail, filing space, internet access, printer, access, incidental office supplies, printer costs, and materials. If necessary, provide the member with essential items and accommodations needed to perform the service virtually (i.e. due to COVID-19 safety practices and procedures, host site hybrid work policies, etc.).
- Host site travel reimbursement: if the host site requires any member-specific travel (such as travel to meetings, etc.), the host site may provide travel reimbursement for the member.

APPLICATION AND PROGRAM TIMELINE:

Application information and due dates: Organizations interested in applying for a member should complete and submit an application to Amanda Ross, BWFV AmeriCorps program director. The application can be found on our website: <https://bewellfoxvalley.org/> and click on the AmeriCorps tab.

Due to the number of service term options for the 2023-2024 BWFV AmeriCorps Program, applications will be accepted on a rolling basis through the final acceptance dates listed on the chart below. Applicants are encouraged to apply earlier than the listed deadline to allow for adequate time to recruit and onboard their member(s). Applications will be considered based on the number of remaining, available positions.

Service Term Option	Service Term Start-End Dates	Applications will be accepted through:
Option 1: Yearlong	9/1/2023-8/31/2024	6/30/2023 **application deadline extended to 6/30.
Option 2: First Half Service Term	9/1/2023-2/28/2024	6/30/2023 **application deadline extended to 6/30.
Option 3: 2024 Service Term	1/3/2024-8/31/2024	9/15/2023



Option 4: Second Half Service Term	3/1/2024-8/31/2024	1/5/2024
Option 5: Summer Service Term	6/3/2024-8/31/2024	3/15/2024

Program timeline:

The following is a general timeline that applies to all service term options listed above.

- **After notification of award:**
 - Finalize the member position description (template and support provided by BWFV AmeriCorps)
- **Member recruitment:**
 - Host sites and BWFV AmeriCorps share member recruitment responsibilities
 - Host sites prepare, coordinate, and conduct candidate interviews
 - Host sites select the candidate to serve as a member
- **Before the member starts:**
 - Completing the Memorandum of Understanding Agreement between the host site and United Way Fox Cities. Please note that someone from the host site organization will need to sign this document. Please be aware of your organization's legal processes and timelines. [Click here to view a template of the MOU.](#)
 - Attend supervisor trainings (pre-recorded videos and/or in-person)
 - BWFV AmeriCorps will work with the new member for AmeriCorps onboarding:
 - Payroll forms: United Way Fox Cities will administer member living allowances and benefits), citizenship verification, and completion of a member background check.
 - Background check: AmeriCorps requires members to complete a National Sex Offender Public Registry Check, a State of WI criminal history check, a state of residence criminal history check (if the applicant lives outside of WI at the time of application), and an FBI Fingerprint check. The checks DO NOT include a Caregiver Check. BWFV AmeriCorps is not able to share the physical background check results. If any concerns arise regarding the member's criminal history check results, BWFV AmeriCorps will contact the host site supervisor.
 - MyAmeriCorps Portal enrollment
 - The host site works with HR and IT processes to prepare for member
- **During the member service term:**
 - **Member starts:**
 - Supervisor provides member with orientation completes
 - Member and supervisor will complete onboarding paperwork and service plan (template provided)
 - Supervisor will complete pre-service term reporting requirements
 - First host site cash match invoice received
 - **Midterm**
 - Second cash match invoice
 - Host site visit from BWFV AmeriCorps
 - Mid-term member performance evaluation (template provided)
 - **End-term**
 - Member term-wrap up documents
 - End-term member performance evaluation (template provided)
 - Supervisor completes post-service term reporting requirements



ATTACHMENT A – BWFV AMERICORPS PARTNER EXPECTATIONS

Below are the expectations that host sites must commit to during the grant period:

Expectations related to AmeriCorps provisions

1. Ensure member activities are following the AmeriCorps grant provisions as outlined in the Memorandum of Understanding (MOU) between the BWFV AmeriCorps Program host sites. This includes ensuring member activities do not violate the AmeriCorps Prohibited Activities (see Attachment B and C). Please note that someone from the host site organization will need to sign this document. Please be aware of your organization's legal processes and timelines. [Click here to view a template of the MOU.](#)

Expectations related to the members

1. Ensure a positive work environment and service activity opportunities for member to complete their hourly requirements
2. Assist with recruitment and onboarding of members at the host site organization
3. The host site organization has a physical office location that the member can report to (either on a day-to-day basis and/or a hybrid format)
4. Provide the member with workspace, basic office supplies, access to a phone, internet, computer, and business cards. If necessary, provide the member with essential items and accommodations needed to perform the service activities virtually via hybrid service format (i.e., due to COVID-19 safety practices and procedures, host site organization policies and procedures, etc.).
5. Ensure a positive work environment and offer enough service activity opportunities that allow members to meet their hourly requirements.
6. Ensure member activities align with the member activity (or activities) that are selected in this application.
7. Support member professional development by:
 - a. Orientating and training members to their host site and community
 - b. Ensuring members have the necessary training and resources to successfully meet their responsibilities.
 - c. Completing the member service plan (template will be provided by the BWFV AmeriCorps Program) outlining programming responsibilities, their schedule, and individual professional development goals.
 - d. Engaging in a discussion of member goals and offering opportunities to explore professional interests. This may include providing the member with professional development training.
 - e. Holding (at a minimum) bi-weekly supervisory meetings.
 - f. Encouraging participation in the larger national service network.
8. Allow members to fully participate in any BWFV AmeriCorps Program:
 - a. Member orientation, required trainings and/or meetings, and professional development meetings.
 - b. Service projects.
9. As host site organization policies and finances allow, provide the member travel reimbursement for host site required travel. BWFV AmeriCorps will provide travel reimbursement for BWFV AmeriCorps-specific travel.
10. Identify and provide a site supervisor, who will:
 - a. Participate in supervisor orientation and meetings.
 - b. Meet with the member (at minimum) on a bi-weekly basis to discuss goals, activity opportunities, activity progress, data reports (as needed), and provide assistance and advice (as needed).
 - c. Review, validate, and approve member timecards weekly via the OnCorps platform.
 - d. Conduct member performance evaluations (BWFV will provide templates to use).
 - e. Ensure members wear service gear that has the AmeriCorps logo whenever logging hours. This service gear will be supplied by the BWFV AmeriCorps Program.

Expectations related to BWFV AmeriCorps administration

1. Participate in partnership activities and program oversight through BWFV AmeriCorps Program director meetings (estimated to be one to four meetings for the grant period of 9/1/2023-8/31/2024).
2. Maintain timely, open, and honest communication with BWFV AmeriCorps Program director and partners
2. Share responsibility for BWFV AmeriCorps Program projects.
3. Immediately communicate issues related to member performance or host site integrity to the BWFV AmeriCorps Program director.
4. Submit required documentation promptly including, but not limited to:
 - a. Host site reporting documents (pre and post capacity building assessment)
 - b. Member service plan (template to be provided)



- c. Member performance evaluations for all awarded members (template to be provided)
- d. Review, validate, and approve member timecards weekly (BWFV AmeriCorps utilizes the online platform OnCorps)
- e. Review and validate member-submitted data as necessary. Other data review and validation may occur as needed, including member monthly reports and other auditable data.

ATTACHMENT B – PROHIBITED ACTIVITIES

45CFR § 2520.65 - <https://www.law.cornell.edu/cfr/text/45/2520.65>

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

- a) Attempting to influence legislation;
- b) Organizing or engaging in protests, petitions, boycotts, or strikes;
- c) Assisting, promoting, or deterring union organizing;
- d) Impairing existing contracts for services or collective bargaining agreements;
- e) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h) Providing a direct benefit to—
 - i) A business organized for profit;
 - ii) A labor union;
 - iii) A partisan political organization;
 - iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v) An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j) Providing abortion services or referrals for receipt of such services; and
- k) Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

In the [AmeriCorps Grant Terms and Conditions](#), additional activities were included to this list:

- a) Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
- b) Election and Polling Activities. AmeriCorps member may not provide services for election or polling locations or in support of such activities.
- c) All locations where members serve should post a list of the prohibited activities.



ATTACHMENT C—RULES OF NON-DUPLICATION AND NON-DISPLACEMENT

[§ 2540.100 What restrictions govern the use of Corporation assistance?](#)

Subpart A—Requirements Concerning the Distribution and Use of CNCS Assistance

- a. Supplantation. CNCS assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive CNCS support. For any given program, this condition will be satisfied if the aggregate nonfederal public expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
- b. Religious use. CNCS assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.
- c. Political activity. CNCS assistance may not be used by program participants or staff to assist, promote, or deter union organizing; or finance, directly or indirectly, any activity designed to influence the outcome of a Federal, State or local election to public office.
- d. Contracts or collective bargaining agreements. CNCS assistance may not be used to impair existing contracts for services or collective bargaining agreements.
- e. Nonduplication. CNCS assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, CNCS assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.
- f. Nondisplacement:
 1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance, in this case a Member.
 2. An organization may not displace a volunteer by using a Member.
 3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
 4. Members may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
 5. Members may not perform any services or duties, or engage in activities, that: i) will supplant the hiring of employed workers; or, ii) are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
 6. Members may not perform services or duties that have been performed by or were assigned to any:
 - a. Presently employed worker;
 - b. Employee who recently resigned or was discharged;
 - c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - d. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
 - e. Employee who is on strike or is being locked out