

SCA CONSERVATION INTERN HANDBOOK

Welcome





Congratulations!

I am pleased to welcome you as an SCA Conservation Intern! Based on reports from the thousands of interns who have served before you, you can expect to have a rewarding experience, full of personal and professional growth. Equally important, you will be making a vital contribution to the conservation efforts in the area in which you will be working.

This manual will help you prepare for your new position. In addition, there are enrollment forms that must be completed and returned prior to the start of your internship. SCA assigns the highest priority to your safety. Please read the safety advisories in this manual. Take full advantage of training opportunities you will receive from professional agency staff and always follow the safety guidelines and instructions provided by your supervisor. Lastly, please recognize that you may be exposed to serious injury when pursuing recreational opportunities during off-duty hours. Safety awareness and practices should extend to leisure time activities in addition to your professional responsibilities.

Let us welcome you personally into the SCA family. If you have any questions or problems during your internship, please do not hesitate to contact your SCA Contact.

Good luck to you!

~SCA Program Staff



The SCA Experience

Trails to Conservation Leadership

SCA provides a seamless continuum of opportunities to engage young adults from ethnically and socially diverse communities. SCA programs create a progressive path of experiences that lead to a lasting commitment to conservation stewardship and leadership.



Your Internship Map



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SCA CONSERVATION INTERN HANDBOOK

Accepting an Internship



Accepting an Internship

Get to know your SCA Internship Handbook



This is your go-to resource for getting inspired, keeping track of logistics and making the most of your SCA experience. We recommend printing it out for use throughout your internship.

Have a conversation with your Host



Now that you have accepted your position, it's time to begin developing a professional relationship with the people who oversee your internship directly. Be sure to address the topics in this section.

Complete and Sign All Enrollment Forms



Paperwork is the hardest part of the internship for some people. Start off on the right foot by being proactive about these important details. See this section for detailed information about all thing's paperwork.

Plan Your Travel to Your Site



Read this section for details about maximizing the travel allowance you'll receive. Move on to **The Adventure Begins** for tips on making the trip memorable.

Know How Your Contact Can Help



Your SCA Contact is here to be a resource for you throughout your SCA experience. Check out this section to learn more.

Plan Your Finances



Plan to bring at least one month's worth of expenses until you receive your first stipend.

Stay Connected and Get Excited



If you've made it this far, you've done the hard work of preparing for your internship and are almost ready to begin. Stay connected and get excited:

- <https://www.thesca.org/intern-resources/>
- [Like SCA on Facebook](#)
- [Follow SCA on Twitter](#)

Notes and Questions

Have a conversation with your Host

Learn more about what to expect in your upcoming experience, as well as to show the site that you are proactive, professional, and committed to being successful in your position.



- **Confirm the start and end dates of your position.**

Think about any obligations that you have at the end of your internship (like the start of school or sports programs) and discuss these with your site supervisor up front. Any date changes need to be reported to your SCA Contact as well.

Confirmed Start Date:

Confirmed End Date:

- **Discuss your arrival at the site.**

Confirm when and where you should report for duty and who will be available to meet you.

Notes about arriving:

- **Learn about the specifics of your position.**

Is there special gear that you need to bring or that will be provided? If housing is provided, do you need to bring any linens or dishware? Is there a grocery store/bank/laundromat/etc. nearby? Speak to your site supervisor about these details in advance.

Handy Lingo

Host site/Site: The organization that you will be working with directly. SCA host sites can be nonprofits, government agencies or even corporations.

Host: The person at the site who is working directly with the SCA to make your internship happen.

Site supervisor: The person who will work with you on a day-to-day basis, outline your tasks and verify your time logs.

- **Other questions you would like to ask.**

Complete and Sign All Enrollment Forms

Start off on the right foot by doing your paperwork right away. For more detailed information about each of the required documents, check out the Handbook Appendix.

- **Sign up for Direct Deposit**

You will receive an email to register your account in ADP. Please expect an email from noreply@adp.com concerning this and complete your information, including setting up direct deposit, updating tax withholdings, and ensuring your primary address and contact information are correct, as soon as possible after receiving the registration email. Detailed instructions on how to sign up for direct deposit will be available in ADP.

Please note that it is crucial to have your primary address updated correctly in ADP to ensure the timely receipt of any paper checks and other communications. If you have not received your ADP setup email within 14 days of your start date, please reach out for assistance by emailing ADPhelp@thesca.org.

The subject of the ADP registration email is "Welcome to ADP".

Instructions for Tax setup and Direct Deposit:
Once you receive your ADP setup and complete your onboarding, you will access the ADP App Home Screen.

To update your Direct Deposit, click Pay > Direct Deposit > Manager Direct Deposit

To update your Tax Withholdings, click Pay > Tax Withholding > Federal and State as Applicable. Should you have questions or are unable to edit these sections email ADPhelp@thesca.org

- **Complete the Background Check Request Form**

Shortly after accepting your position, you should receive an email from SCA's HR department (hrdocs@thesca.org) with

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information about your background check(s). A document will be emailed to you by either Easy Backgrounds or Truescreen (if you are participating in an AmeriCorps program) soon after to get you started on this important compliance item.

- **Prepare to complete Form I-9**

Form I-9 is used by the federal government to verify that you are legally eligible to work in the United States. Upon accepting your position, instructions for completing the I-9 can be found in the Alerts section of your MySCA portal landing page. Reach out to hrdocs@thesca.org for more information or submit a help ticket request via the Contact Us tab in the MySCA portal.

- **Read and Sign All Other Enrollment Forms**

All other required enrollment documents (including AmeriCorps documents, if applicable) will be sent to you in a single email from SCA Enrollment. Pay special attention to the Confirmation of Acceptance letter which outlines your start and end dates and various allowances. If something does not match your understanding of the position, please contact your SCA Contact immediately. Once you have signed the letter, you have agreed to the terms of the position and verified that you have read this handbook in its entirety.

Tips for Completing Your Paperwork

Do it right away



Completing your paperwork right away makes it more likely that you will be able to begin your internship as scheduled, receive your allowances on time, and focus on the more exciting parts of your experience.



A word of caution: *If your paperwork is not complete by two weeks prior to the start date of your position, your position may be delayed!*

Read before you sign



Reading before you sign is an important life practice. Read your Confirmation of Acceptance letter carefully. Know what you are agreeing to and make sure that the information is accurate! If something doesn't look right, contact your SCA Contact.

Your Status: Field Preparation, Field Active, Field Approved



Monitor your progress in your MySCA account. Once you accept your position, your status in the Prepare for Service Tab will say "Field Preparation." Legally, to serve as an SCA intern, your status must say Field Active after Day 1 of your internship. This will indicate:

- Your background checks have cleared
- Your Form I-9 is complete
- You have signed all of your other enrollment forms

Note: If you have served in another SCA program recently and your background checks and I-9 are still valid, your status will say "Field Approved." In this case, all the above items have cleared, but your position start date has not arrived and/or the formal written agreement between SCA and your host site's agency is not yet finalized. At this point, you have completed all compliance items expected of you as an individual.

Plan Your Travel

As part of your SCA internship, you will receive a round-trip travel allowance to offset the cost of your travel to and from the host site. Travel - You are responsible for booking and paying for your travel to the site. SCA will issue you a travel allowance that you will receive on the first pay date following the start of your position.

Please note that YOU are responsible for booking your travel, so you can decide how you want to use the travel allowance.

Don't forget that this is where your internship experience begins. Make the most of it!

Directions for Booking Your Travel

- Confirm your start date and arrival details with your host site supervisor, including logistics for accessing your housing if provided by your site.
- Plan and book your travel as soon as possible.
- SCA will issue you a travel allowance that you will receive on the first date following the start of your position.
- It is your responsibility to arrive at your host site by the start date indicated on your Confirmation of Acceptance letter (COA).

Forfeiting your Travel Allowance

If you withdraw from your internship and you booked travel, you will not be provided any reimbursement. If you leave your position before your scheduled end date, you are required to repay half of the travel allowance to SCA. You will be responsible for paying all return travel costs on your own.

Termination from your position

If you are terminated from your position, you may use your travel allowance to return home.

Travel Benefits

Travel allowance amounts are intended for round trip travel costs, so plan accordingly. If your round-trip travel costs more than the amounts allotted, you will be responsible for that extra cost. If you have money left over, you can keep these extra funds. A reminder that your travel allowance will be taxed, based on the information you provide on your W-4 in Paycom, so please plan accordingly.

- **Internship Positions with the US Army Corps of Engineers will receive the travel allowance as a reimbursable amount.** Reflecting the actual costs based upon distance (mileage) traveled and current federal per diem rates. Interns are required to submit an expense report to SCA with documented round-trip travel costs for reimbursement. **The requested reimbursement amount is capped at \$650.**

Car is Recommended or not needed



You will receive **\$650 (before taxes)** to offset the cost of travel to and from your internship site if a car is not required for the internship. Whether you decide to arrive via car, airplane, bus, or train, YOU are responsible for booking and planning travel. SCA encourages you to look into booking flights with SCA's official airline Southwest. They do not charge change fees or baggage fees (up to 2 bags).

Car is Required



If the position description states that a car is **required** for your position, you will receive **\$1,100 (before taxes)** to offset the cost of traveling to and from the host site. These funds can be used for any aspect of travel, including hotel stays and gas. **Please note that if you do choose to drive to a site where a vehicle is NOT required you will still only receive the \$650 (before taxes) travel allowance.**

**These are standard amounts for travel allowances, some positions may vary depending on the site you are serving at.*

Position is not in the contiguous 48 states



If your position is in Alaska, Hawaii, Virgin Islands, Puerto Rico, Cuba or other US Territories, the typical travel allowance is **\$1,300 (before taxes)**.

Required Training at Different Site Prior to Start



Some SCA positions require interns to travel to a different location for training before travelling to the host site. In these cases, special arrangements may have been made to cover travel to the training site and from the training site to the host site. If you are in a position with this benefit, you will be informed of it during your interview or in the position description.

You Live Local to the Position



Some positions seek candidates who live close enough to the host site to commute from home each day. Usually, these positions are labeled as "Local Only." If you are in a Local Only position, you are not eligible for the travel allowance. Depending on the budget for your position, what would have been your travel allowance may be converted into a weekly commuting allowance, if your host site made this request when the position was created. Check your Conditions of Acceptance form for details on your benefits.

SCA Time Logs

Time logs are the way that SCA members report the hours they serve and the important projects they accomplish. Complete these logs accurately and professionally to ensure that SCA and your host have quality data to support current and future SCA internships. Two types of logs are used to track member service: **It is your responsibility to complete both Activity and Output Logs.**



Things to do in your first week:

- Login to MySCA and create your first Activity Log
- Determine the three to five main accomplishments that you will be reporting in your Output Logs
- Make sure that the site supervisor listed on your time logs is the person at your site who will be approving your time logs
- Read the Time Log FAQs in the Handbook Appendix for critical details
- [Watch this video to learn how to create Output Logs to track your accomplishments](#)

How do I do my time logs?

1. Login to MySCA
2. Click on Manage My Service Tasks
3. Click on your current position
4. Click New Activity Time Log or New Output Time Log
5. Complete the log appropriately.

What is an Activity Log?

SCA is required to confirm that you are fulfilling your service commitment by tracking the number of hours served. Activity Logs are the method through which SCA captures this information. **Because Activity Logs are so critical, failure to submit them in a timely manner can lead to removal from the internship.** To avoid running into this issue, make sure you complete and submit Activity Logs weekly.

What is an Output Log?

All SCA programs involve some type of service to communities, partners, and the environment. **Output Logs** are how SCA collects information about the projects you complete during your term of service.

It is critical that you submit accurate, complete output logs for your program. This information helps us tell the story of SCA's collective, nationwide impact and report our successes to the partners and funders that make SCA programs possible.

- Submit an output log for each project completed. Create as many output logs as necessary to accurately capture your service accomplishments.
 - For discreet projects (ex. building a bridge) submit an output log each time you complete a project.
 - For ongoing projects (ex. visitor outreach & education) submit an output log draft **every two weeks**.

- If you are working on the same project with other SCA interns, only one of you will need to complete an Output Log for each group accomplishment.

What happens to my time logs after my internship ends?

Your time logs will remain in your MySCA portal as a permanent record of your hours and accomplishments. After your internship ends, you will be able to find the time logs in the “View My History” tab. You may also use the “View My History” tab to complete any outstanding logs after your end date has passed.

Know How Your Contact Can Help You

SCA's HR department and your SCA Contact can help you with a variety of issues, including but not limited to the following.

Pre-Internship Logistics, including:

- ⚙ Changes to your position dates
- ⚙ Background Checks
- ⚙ Form I-9
- ⚙ Enrollment paperwork
- ⚙ Travel allowance
- ⚙ AmeriCorps (if applicable)
- ⚙ Your MySCA account

Questions and Concerns during Your Internship Related To:

- ⚙ Health Insurance and Workers' Compensation
- ⚙ Changes to your position dates
- ⚙ Challenges with your host, site supervisor, or other colleagues
- ⚙ Living, commuting, and housing allowances
- ⚙ Direct Deposit
- ⚙ AmeriCorps
- ⚙ Time Logs (Activity and Output)
- ⚙ Your MySCA account

End of Internship Transition, including:

- ⚙ Exit paperwork
- ⚙ Final Time Logs (Activity and Output)
- ⚙ Your MySCA account
- ⚙ Updating your application for future positions

Who is my SCA Contact?

When you accepted the offer, a SCA Contact was assigned to you based on position location. Your advisor's name is listed in your MySCA account.

How can I reach my Contact?

Contacts are available to help during regular business hours. Log in to MySCA and go to the "Contact Us" tab on the top of your MySCA homepage. Select the appropriate Help Request Type from the drop-down menu and the most appropriate contact will follow up with you depending on the nature of your question. Thereafter, you should be able to follow up with the appropriate contact via email or phone directly.

Will I always have the same SCA Contact?

You will have the same SCA Contact throughout the duration of your internship and for the 30 days following the end of your position. If you serve with SCA again in the future, you will be assigned to a Contact for the region in which the new position is located. When you are not currently in an internship, the whole SCA team will be available to support you.

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The Adventure Begins



The Adventure Begins



Whether you're traveling by car, plane, boat, or train, across mountains and oceans, or just down the road, your SCA adventure begins.

Before You Travel

- Make a packing list
- Pack appropriate shoes and clothing for your internship
- If driving, make sure your car is up for the journey before setting off. Tell a trusted mechanic about your plans and ask them to give it a once over.

Print out this handbook and bring it with you if you aren't going to have access to the internet at your site.

On Your Journey

Here are some tips for making the trip transformative:

- Make a "must-see" list of things to do and see along the way
- Forget Google Earth: look out your window!
- Pack snacks
- Ponder the big questions of life
- Make a road trip playlist
- Leave enough time to check out roadside attractions
- Take photos, keep a journal, write a blog



Twenty years from now you will be more disappointed by the things you didn't do than by the ones you did do. So, throw off the bowlines, sail away from the safe harbor. Catch the trade winds in your sails.

Explore. Dream. Discover.

- Mark Twain

SCA CONSERVATION INTERN HANDBOOK

You Arrive



You Arrive

Meet Your Host



Your relationship with your host can have a huge impact on the success of your internship. Check out the [Meet Your Host](#) page for tips on laying the groundwork for your professional relationship.

Introduce Yourself



Get to know the other interns, volunteers, and staff at your site. Challenge yourself to learn something new from everyone you meet.

Get Your Bearings



Get familiar with the local area. Find the nearest grocery store, bank, doctor, etc. and make note of places that you'd like to explore.

Take Care of Logistical Details



Wondering when you'll receive your allowances, uniform, how your housing payments work or what the story is with loan forbearance for AmeriCorps? Turn ahead to the **logistical detail's pages** for more information.

Prepare for Emergencies



In this section, you'll find SCA's emergency phone number, tools for managing risk, and information about workers' compensation, health insurance, and conflict resolution.

Notes and Questions

Meet Your Host



Most likely, you will work with many different people during your internship, but one person will take the lead and guide your experience. Having a conversation with this person early on to share your mutual goals and expectations can help you to build trust and increase the chances of a successful internship.

Some topics and questions to consider:

- **Ask about their expectations for you.**
 - Project goals
 - Daily schedule
 - Sick day protocol
 - Site rules and regulations
 - Attire (clothing, protective gear, shoes, etc.)
 - Personal and professional use of the internet, telephone, and your cell phone.
- **Share your goals for the internship.**
 - What skills and knowledge do you want to develop?
 - How does this internship fit into your long-term goals?
 - What types of resources, support, etc. would help you to meet your goals?
- **Prepare for emergencies.**
 - Ask where you can find:
 - Fire extinguishers
 - First aid kits
 - Phones
 - Other emergency equipment
 - What are you expected to do in an emergency?
 - Ensure you and your supervisor have SCA's Intern Emergency Number: 571.895.1799
 - Where is the nearest hospital or urgent care center?
 - Where is the nearest walk-in clinic for non-emergency medical visits?
- **Make small talk matter.**
 - How did they get where they are?
 - What do they like best about their job?
 - What's the coolest thing about your site?
- **Other questions you would like to ask.**

Notes and Questions

Take Care of Logistical Details

Taking some time now to get organized can help ensure that you spend the rest of your internship focusing on new skills, new people, and the beautiful place where you are serving. You'll find more information about each of these topics in the following pages.

Within Your First 30 Days:



- Troubleshoot any issues with the Direct Deposit you set up in **ADP** to Receive **Allowances**

- Receive your **Uniform** at your host site



- Receive **Health Insurance** Enrollment Confirmation Email (if eligible)

- Complete Weekly **Time Logs**



- Receive AmeriCorps Information by email (if eligible)

- Inspect your **Housing** (if provided)



SCA Allowances

Thank you for your commitment to learn, grow, and serve your site and the mission of conservation. Your living allowance should help cover some of your basic expenses while you do this good work.



How do I receive my pay?

You will receive an email to register your account in ADP. **Please expect an email from noreply@adp.com concerning this and complete your information, including setting up direct deposit, updating tax withholdings, and ensuring your primary address and contact information are correct, as soon as possible after receiving the registration email.** Detailed instructions on how to sign up for direct deposit will be available in ADP.

Please note that it is crucial to have your primary address updated correctly in ADP to ensure the timely receipt of any paper checks and other communications. If you have not received your ADP setup email within 14 days of your start date, please reach out for assistance by emailing ADPhelp@thesca.org.

Here is some additional information,

- The subject of the ADP registration email is “Welcome to ADP”.
- Instructions for Tax setup and Direct Deposit: Once you receive your ADP setup and complete your onboarding, you will access the ADP App Home Screen.
 - To update your Direct Deposit, click Pay > Direct Deposit > Manager Direct Deposit
 - To update your Tax Withholdings, click Pay > Tax Withholding > Federal and State as Applicable. Should you have questions or are unable to edit these sections email ADPhelp@thesca.org

Withholdings

Make sure your W-4 tax information is correct. Verify your exemptions and address information right away. Lived in state and worked in states need to be correct for tax purposes. Please keep your ADP info on hand after your position ends, the SCA will upload your year-end tax info directly into your ADP portal in January of the following year.

How much will I receive for my allowances?

Allowances are determined by your host site and solidified prior to the position being advertised. It is expected that you confirmed the benefits of your specific position with your host site prior to accepting the position. With few exceptions, all positions come with travel allowances. Standard living allowances are based on the length of your internship. The living allowance for your position will be listed on the Confirmation of Acceptance letter that you receive with your enrollment paperwork.

Allowances are intended to cover basic expenses during a service opportunity and should not be considered the equivalent of a salary. Plan to bring funds for emergencies and expenses beyond your basic needs.

Are my allowances taxed?

Yes. You will have federal and, where applicable, state and local taxes withheld from your allowances. The number of exemptions you claim on your W-4 form also determines the amount of tax that is withheld.

Do I get paid for days off?

Your allowances are distributed evenly throughout your term of service. You are paid in weekly (or monthly, in the case of housing) increments rather than daily. It does not go up or down if you are out sick for a day or if you serve extra hours.

When will I receive my living allowance?

Each pay day reflects earnings from the two weeks prior to the week on which the pay day falls. See the calendar below and following along with this example:

On 1/19, interns are paid for service for the weeks beginning 1/1 and 1/8. During the pay day week, time logs are verified and approved to confirm you have worked and that you are following SCA timekeeping regulation.

- If you begin your service during a pay day week, you will receive your first bi-weekly living allowance three weeks after you start. Example: You start 1/1. You receive pay for the weeks of 1/1 and 1/8 on 1/19.
- If you begin your service during a non-pay day week, you will receive your first living allowance two weeks after your start date and it will reflect one week of earnings. You will receive two weeks' worth of earnings every pay day thereafter. Example: You start 1/ 8. You receive pay for the week of 1/8 on 1/19. You receive pay for the weeks of 1/15 and 1/22 on 2/2 and so forth.
- Your final payment will be disbursed on the pay day following the end of your internship.

Who can I talk to about allowance questions?

Your SCA Contact can help you with most questions related to your allowances, including:

- Your allowance amounts (note: amounts are set by your site at the time of position setup and disbursed by SCA over the course of the internship)
- The payment schedule and any missed payments

SCA's Payroll department (payroll@thesca.org) can help you with most questions related to:

- Direct Deposit

SCA's HR department (HRdocs@thesca.org) can help you with questions related to:

- Proof of Income

Your host can help you with questions about your work schedule, days off, and sick days.

SCA Uniforms

Here's your chance to represent yourself, your site, the SCA, and AmeriCorps.

Your SCA Uniform Package will include a combination of:

- SCA Shirts (long and short sleeved)
- SCA Hat
- SCA Bandana
- SCA Water Bottle
- SCA Stickers
- SCA Name Tag



If you are serving in an extreme climate, you may receive additional climate-appropriate gear. Note that specific uniform packages are selected by your host site at the time the position was created.



Enrolled in AmeriCorps? Your package will include items with the AmeriCorps logo.

When will I receive my uniform?

Your uniform will be shipped directly to the site and should be there when you arrive. Your uniform may arrive in multiple packages, and during periods of high volume, it may arrive shortly after you do.

Wrong size? Missing Items? Didn't receive your uniform?

If you have questions about your uniform and you haven't started your internship yet, get in touch with your SCA Contact. If you receive your uniform and something is too small or is missing, or if you've been at your site for 2 weeks and have not yet received your uniform, follow these steps:

Please Note: A larger size, a differently gendered item, or a similar item may be substituted based on availability.

- For questions or instructions for returns/exchanges contact Arborwear Customer Service at: (888) 578-TREE (8733) or info@arborwear.com
- Tell the Arborwear team:
 - Which items are wrong or missing
 - What you need instead
 - The best address to which they should ship new items
- Complete a returns form if exchanging items (*included in your uniform package and located in the Appendix of the handbook*)

Our friends at Arborwear will get your replacement items ordered right away and will let you know how to return incorrect items. You won't have to pay shipping!

When should I wear my uniform?

Ask your host for specifics about when and where to wear your uniform. In general, wear your uniform anytime that you are working. Be proud and represent!

Notes and Questions

Internship Housing

Settle in and make yourself at home. If you are living at home or are in an internship where housing is not provided, feel free to skip this section.

Pet Policy

To avoid potential health risks and damage to property, it is SCA's policy that pets are not to be kept in SCA-leased housing. When housing is provided by the partner, or if housing is not leased by SCA, the intern must obtain written permission from the partner and/or landlord. SCA will not be responsible for any pet-related damages.

Inspect Your Housing



As an SCA intern, you may find yourself living in anything from a tent to a house, but there are some things you can expect to be the same for all SCA internship housing. Use the list below to inspect your housing. Does it have:

- ✓ A safe location
- ✓ Access to showers and toilets
- ✓ Cell phone service, phone, or two-way radio
- ✓ Minimal furnishings including a bed, table, and chairs (unless camping)
- ✓ Basic cleanliness and good repair
- ✓ Heating during cold weather
- ✓ A place to cook food
- ✓ Single gender sleeping quarters (unless you've agreed to other arrangements)

How does my rent get paid?

- By SCA: In most cases, your housing will be taken care of by the SCA and your site.
- By You: You should know already if you are in this situation! You will receive your housing allowance by the first of each month to make your housing payments. As you are determining what rent you can afford, keep in mind that housing allowances are taxed.

Housing Issues?

Use the list below to decide who to call.

- Issues with heating, plumbing, roof, etc.? Talk to landlord* and SCA Contact**
- Conflicts with housemates? Use the [Conflict Resolution Tools](#) in this handbook. Talk to Site Supervisor and SCA Contact.
- Housing Allowance Question? Talk to SCA Contact.

**If you live on site, talk to your site supervisor or maintenance staff.*

*** If you signed the lease for your housing (instead of SCA), you only need to contact your landlord about these issues, but you can always get help from your SCA Contact if you need it.*

Prepare for Emergencies

SCA and your host have developed policies, processes, and tools to support a safe service environment. However, ultimately, safety is up to you. You will be making decisions daily that affect your safety.

SCA's 24-Hours Intern Emergency Line: 571-895-1799

By taking the steps listed below and becoming familiar with the resources on this page, you can reduce your risk and be ready to deal with emergencies if they occur.

Things to do in your first seven days:

- Talk to your site supervisor about the following topics.

(See [the Meet Your Host Page](#) for additional suggestions.)

- Emergency policies and procedures
- Protective equipment
- Evacuation Plans
- Other questions that you have about safety.

- Become familiar with your site's emergency response plan (ERP).

- If your site doesn't have an ERP already, create your own.

Use the blank [ERP in the appendix](#) to create a resource that includes:



- Steps to take in an emergency
- Emergency phone numbers
- Directions to the nearest medical facilities

- Put a copy of the ERP in your first aid kit, vehicle, living and workspaces.

- Put SCA's 24-Hr Intern Emergency Number into your phone: **571-895-1799**.

Resources for Managing Risk

You can view the following resources in the appendix.

- Emergency Response Plan Template
- Hazard Assessment Information
- Take 5 for Safety

Resources for When Injuries and Incidents Happen

Turn to the following pages in this handbook.

- Steps to Take During an Emergency
- Steps to Take for Non-Emergency Incident or Injury
- Steps to Take After an Emergency
- Health Insurance
- Workers' Compensation



Intolerance of harassment, abuse, and assault

SCA does not tolerate harassment or abuse of any sort on our members, and we rely on our agency partners to provide workplace and housing environments that actively identify and manage hazards and risks. If any instances of harassment or abuse are suspected or have been reported, please alert SCA via normal incident reporting channels such as contacting us at 571-895-1799.

Steps to Take: Emergency or Injury

Follow the steps below for any emergency or injury that requires immediate support.

- Deal with the immediate threat to life.
- Facilitate first aid and/or evacuation if necessary.
- Call 911 and/or get to nearest medical facility, if necessary.
- Communicate with your site supervisor as necessary and appropriate.
- Call your SCA Contact during regular business hours, or 571-895-1799 if your SCA Contact is not reachable or it is after hours
- If you visit a medical facility, provide your insurance card, or, if the injury occurred while performing service tasks during work hours, tell the health care provider that this will be a workers' compensation claim.

Steps to Take: Non-Emergency or Injury

Follow these steps for incidents or injuries that do not require immediate support.

- Facilitate first aid and/or evacuation if necessary.
- Communicate with your site supervisor as necessary and appropriate.
- Contact your SCA Contact during regular business hours for additional support as needed
- If a medical facility is visited, provide your insurance card, or, if the injury occurred while performing service tasks during work hours, tell the health care provider that this will be a Workers' Compensation claim.

Notes and Questions

Steps to Take: After an Incident or Injury

Follow these steps as appropriate within one day of an incident.

Call your SCA Contact:

- Within 24 Hours: Report the incident to your SCA Contact. If SCA offices will not be open within 24 hours of the incident, you can call SCA's 24-hours intern emergency hotline: 571-895-1799
- Request ongoing support and provide information as requested by SCA staff to complete an incident report
- Discuss any potential impacts that the incident may have on your internship (work restrictions from your doctor, missed service hours, unresolved interpersonal/ professional issues, etc.)

Communicate with your site supervisor:

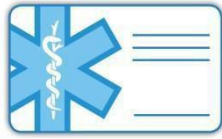
- Within 24 Hours: Report the incident.
- Follow up about the status of the situation
- Discuss any potential impacts that the incident may have on your internship (work restrictions from your doctor, missed service hours, unresolved interpersonal/ professional issues, etc.)

Notes and Questions

Health Insurance Basics

It can be hard to think clearly when you're sick or injured. Read through this information now and be prepared to get the medical help that you need when you need it.

Things to do in Your First 30 Days



- Receive your insurance documents in an email from SCA
- Print your insurance card and put it in your wallet
- Find a local walk-in health center for non-emergency visits

What to do When You Visit a Health Care Provider

- Bring your insurance card and show it when you check in
- Ask if they will file your insurance claim or if you need to file it directly
- If you need to file a claim, send your bills to Cigna using the addresses below

Is my position eligible for SCA health insurance?



Only AmeriCorps positions of 17 weeks or more are eligible to receive health insurance coverage.

If your position is eligible for health insurance, you will receive enrollment forms with the rest of your SCA paperwork.



Please note: if you are currently enrolled in non-SCA insurance, you will not be eligible for SCA insurance during your internship.

How long will I be covered by SCA insurance?

If your position is eligible and you choose to enroll, you will be covered from the start date of your SCA position to the last day of the month in which your position ends.

* There is no option for extended coverage after your internship ends.

*The maximum length of coverage for one position is 364 days.

What benefits does the SCA health insurance provide?

To view up to date insurance information, including coverage benefits, visit the Cigna Insurance page.

Notes and Questions

How do I contact the health insurance company?

Cigna Health Plan Hotline: 1-800-244-6224

Web: www.myCigna.com

App: myCigna Mobile App

**Do I need a doctor who is in the insurance plan network?**

No. You can go to any doctor, urgent care center, or hospital for treatment. However, health providers who are in Cigna's network will automatically file your insurance claims and may give you special discounts.

To find a local health care provider who is in the network:

Call: 1-800-244-6224 or

Visit: www.myCigna.com

What do I do if I still have my insurance card from my last SCA internship?

You will need to print out a new insurance card. Insurance policy information and coverage change frequently, so it is important to ensure that your card is up to date.

Notes and Questions

Workers' Compensation

If you are injured during service hours while performing job-related tasks, your medical costs may be eligible to be covered in full by Workers' Compensation.



How do I use Workers' Compensation?



- ☐ Visit a walk-in clinic (non-emergencies) or urgent care/emergency room (emergencies)
- ☐ Tell the health care provider that this will be a Workers Compensation claim and that you work for the SCA
- ☐ If requested, provide the contact information for SCA's Human Resources Coordinator:

Human Resources Department
HRDocs@thesca.org
(603) 504-3201

- ☐ Contact your SCA Contact **within 24 hours** to provide:



- Name and contact info of the health care provider
 - Details of the incident/injury
 - If SCA offices are closed, use SCA's 24 hours intern emergency line to report the incident: 571-895-1799
- Your contact will complete a Workers Compensation Report using the information that you provide.
 - SCA will generate a Workers Compensation claim number and email it to you.
 - SCA will also provide the Workers Compensation claim number to the health care provider so that they can submit your claim for payment.
 - The Workers Compensation company will determine whether your claim will qualify as a claim.

If it qualifies, your bill will be paid. If it does not qualify, you will be informed by the Workers Compensation company and will have the option to submit your claim for insurance coverage through your personal or SCA health insurance.

Notes and Questions

What if I get a medical bill?



If you receive a bill, it means that something went wrong with your Workers Compensation claim and no one is currently paying the bill. You need to act right away to make sure that the unpaid bill does not affect your credit.

Follow the steps below if you receive a medical bill:

If you received a Workers Compensation claim number:



- Call the phone number on the bill, tell them that the costs should have been submitted as a Workers Compensation claim, and provide them with the Workers Compensation claim number.

If you did not receive a Workers Compensation claim number:



- Call your SCA Contact or site supervisor and let them know that your Workers Compensation claim did not go through properly and needs to be resubmitted.

What if I get injured during service work, but don't need medical attention?

It is in your best interest to report all work-related injuries/incidents to the SCA within 24 hours. Reporting minor injuries when they happen makes it more likely that you will be eligible for Workers Compensation coverage if the injury develops into something more serious.



Tick bites provide a great example of why minor injuries should be reported right away. While an embedded tick is a minor incident, tick bites have the potential to lead to Lyme disease. If you do not report the tick bite when it happens, you may not be eligible for Workers Compensation to cover Lyme disease or other complications that may develop as a result of the bite.

What you should know about Workers' Compensation

You need to report Workers Compensation incidents within 24 Hours



SCA must be informed of Workers Compensation claims within 24 hours, or may not be able to submit your claim. During business hours, call your SCA Contact for assistance filing a claim. If you need to report an incident when SCA offices are closed, use SCA's 24-hours intern emergency line: **571-895-1799**



Workers' Compensation is not guaranteed

SCA's insurance company has the final say as to whether a claim meets the Workers Compensation eligibility criteria. If your claim is denied, you will be able to submit it as an insurance claim through your personal or SCA health insurance.

Notes and Questions

SCA AmeriCorps

Congratulations on your choice to participate in the SCA as an AmeriCorps member.



- **Receive your AmeriCorps enrollment confirmation email**



It can take the SCA up to 30 days after your start date to process your AmeriCorps enrollment. Once you are fully enrolled, you will receive a confirmation email from the SCA.



You will not be able to put student loans into forbearance or view your award details in My AmeriCorps until after you receive this email.

- **Register with [My.AmeriCorps.gov](https://my.americorps.gov)**



My AmeriCorps is your one stop shop for all things AmeriCorps. Through this website, you will be able to view your award details, put your student loans into forbearance, and use your Education Award.



You will not be able to register with My AmeriCorps until after you receive your AmeriCorps enrollment confirmation email.

- **Put Eligible Student Loans into Forbearance**



If you have qualified student loans, you can place your loans in forbearance during your service. In addition, you are eligible to have the accrued interest paid at the end of your service.

To put your student loans into forbearance, login to [My.AmeriCorps.gov](https://my.americorps.gov) and follow the instructions.



You will not be able to put your student loans into forbearance until after you receive your AmeriCorps enrollment confirmation email.

Steps to Complete Your Service in Good Standing

Follow the steps below to make sure that you fulfill the requirements for SCA AmeriCorps throughout your internship and remain eligible for an AmeriCorps Education Award.

- **Complete your minimum AmeriCorps**

hours. This number can be found on the Confirmation of Acceptance and SCA AmeriCorps Member Agreement forms that you signed. Your hours must be entered in to MySCA and verified and approved on a weekly basis.

- **Complete your full term of service.**

You are required to serve through the scheduled end date, even if you complete your AmeriCorps minimum hours before your end date.

If you leave your internship before your scheduled end date, you risk losing your entire AmeriCorps Education Award. If you have any concerns about your ability to serve through your scheduled end date, get in touch with your SCA Contact immediately.



Notes and Questions

○ Do not engage in activities prohibited by AmeriCorps

AmeriCorps members are prohibited from engaging in the activities listed below while on active duty. If you have concerns that you are being asked to do something that might be prohibited by AmeriCorps, discuss the situation first with your site supervisor, and then with your SCA Contact as appropriate.

AmeriCorps Prohibited Activities:

- ⊗ Attempting to influence legislation or election to public office
- ⊗ Organizing or engaging in boycotts, strikes, petitions or protests
- ⊗ Assisting or deterring union organizing
- ⊗ Engaging in any form of religious proselytization
- ⊗ Providing a direct benefit to a for-profit business, labor union, partisan political organization, or religious organization
- ⊗ Raising funds for living allowances or for an organization's general operating expenses or endowment
- ⊗ Writing a grant application to any federal agency
- ⊗ Collecting fees, selling items, or participating in money-handling duties on behalf of the agency with which you serve
- ⊗ Abortion services or referrals
- ⊗ Duplicating or displacing a volunteer or employee at your agency



○ Do good work

Your site supervisor will be completing a mid-term* and end-of-term AmeriCorps evaluation on the quality of your work. The results of these evaluations are taken into account when you are exited from AmeriCorps at the end of your service.

*Mid-term evaluations are only required if you're in a 900- or 1700-hr AmeriCorps team.

Additional AmeriCorps Information

What is the AmeriCorps Education Award?



To learn more about the AmeriCorps Education Award, visit the online tutorial at www.nationalservice.gov/resources/edaward. Use this site to form a strategy on how to use your award and discover other post-service opportunities related to school and student loans.

How do I use my AmeriCorps Education Award?

To apply your AmeriCorps Education Award to eligible expenses, login to My.AmeriCorps.gov. You will be able to apply your award through this site after you have been exited from AmeriCorps, approximately 30 days after your internship ends.

To what expenses can I apply my AmeriCorps Education Award?



Qualified Student Loans: Qualified loans include any loans backed by the federal government. Check with your student loan holder to find out if your loan is backed by the federal government.

Current Education Expenses at a Qualified Institution: Qualified institutions are schools that can provide federal financial aid. If a school has a FAFSA code with the US Department of Education, the school is qualified.

Look up your school here.

https://fafsa.ed.gov/FAFSA/app/schoolSearch?locale=en_EN

AmeriCorps Pledge

I will get things done for America, to make our people safer, smarter, and healthier.

I will bring Americans together to strengthen our communities.

Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me this year and beyond.

I am an AmeriCorps member, and I will get things done.

Nontraditional Educational Institutions

Sometimes educational institutions that don't meet the requirements above might have an arrangement with a nearby university that allows AmeriCorps alumni to apply an AmeriCorps Education Award toward a course payment. A few of these institutions are listed below and can be contacted directly for details:



✉ National Outdoor Leadership School (NOLS)
Partners with Central Wyoming College



✉ Aerie Backcountry Medicine
Partners with University of Montana



✉ Stonehearth Open Learning Opportunities
Partners with Sterling College



♦ Shelter Institute
Partners with University of Maine

Connect with your State Service Commission

State Service Commissions are charged with coordinating AmeriCorps service and encouraging volunteering in their states. They often administer special training and events for AmeriCorps members.

To find the State Service Commission in the state where you're serving, go to www.americorps.gov and click "Contact Us," then the State Service Commissions link.

Like your State Service Commission page on Facebook to stay in touch about opportunities to join service days or attend professional development workshops with other AmeriCorps members.

Save the Date

On national days of service there are many events across the country. Look for ways to broaden your experience by connecting with other AmeriCorps and SCA members. These days include:

January — Martin Luther King Jr. Day of Service

March — AmeriCorps Week

April — Earth Day

Notes and Questions

Conflict Resolution



Conflicts are an inevitable part of life, even in positive situations with well-intentioned people.

How you respond to conflicts during your internship will have a huge impact on how they affect your experience.

In general, dealing with conflicts early and directly is good practice. Read below for SCA's general recommendations for dealing with conflict.

- Attempt to settle the problem with the other party on a one-on-one basis.



- ☒ Choose a time and place that is comfortable for both parties

- ☒ Be prepared to explain:

- How you define the issue
- What you see as your role in the issue
- What you see as a reasonable solution

- ☒ Be prepared to listen and hear the other person's side of the story, including:

- How they define the issue
- What they see as their role in the issue
- What they see as a reasonable solution

- If this attempt is unsuccessful, try to settle the problem by **involving your sitesupervisor**.

- If involving your site supervisor is unsuccessful, attempt to solve the problem by **working with your SCA Contact**. Your SCA Contact will facilitate conversations between your site supervisor and/or additional SCA staff to assist in moving the issue to resolution.

- If your SCA Contact is unable to resolve the issue, your **SCA Contact will bring the issue to SCA program management and identify a resolution** based on the details of the specific situation.



If you determine that this resolution is unsatisfactory, you may **write to the Director of Member Experience** for your program, outlining the issue and your requested resolution. This letter must be submitted within 30 days of the SCA contact's resolution as outlined above.

In 99.9% of situations the above process will resolve all issues. If necessary, you have the right to a Formal Resolution Procedure as outlined in your SCA AmeriCorps Member Agreement.

Notes and Questions

SCA CONSERVATION INTERN HANDBOOK

Getting to Work



Getting to Work

Keep Track of Logistical Details



Don't forget the details! Keep track of the basics so that you can give your attention to the important service work that you are doing.

Expand Your Conservation Ethic



Conservation is the foundation of SCA's mission. Read the next pages for steps to take to build your knowledge base, learn the history of conservation, and expand your personal conservation ethic.

Make a Commitment to Service



Service is an ethic and a skillset. Focusing on building your technical skills and project management abilities can increase your service impact now and in the future.

Be a Leader



Good leadership begins with you. Look here to learn about leadership styles, access conflict resolution tools, and set goals that will make an impact.

Notes and Questions

Keep Track of the Details

The success of your internship experience is in your hands. The tools and reminders below can help you to make informed decisions and stay on top of the details.

- Use the resources in this handbook:
 - ✂ AmeriCorps
 - ✂ Conflict Resolution
 - ✂ Housing
 - ✂ Health Insurance
 - ✂ Living Allowance
 - ✂ Risk Management
 - ✂ Travel
 - ✂ Uniforms
 - ✂ Workers' Compensation
- Submit your Activity Logs on a weekly basis
- Make regular additions to your Output Logs as you work on long term projects.

Maintain open communication with your site supervisor:



- Ask questions if you don't understand something
- Address issues directly and immediately (don't put them off)
- Request a sick day if you are feeling ill
- Discuss potential changes to your schedule
- Bring up safety concerns
- Share your successes and excitement

Contact SCA to:



- Get support for medical, emotional, or interpersonal issues
- Report Workers' Compensation incidents
- Get help with insurance, pay, Workers' Compensation claims, AmeriCorps and related questions
- Change the supervisor listed on your time logs
- Discuss changes to your service start and end dates or an interruption in your service

Hard Work

The three great essentials to achieve anything worthwhile are: hard work, stick-to-itiveness, and common sense.

- Thomas Edison

Expand Your Conservation Ethic

Want to be more effective as a conservationist? Here are our recommendations: learn the facts...and the systems, relationships, and processes that make the plants grow, the planets spin and the people act.

In essay after essay, we read about SCA applicants whose life changing experiences inspired them to devote themselves to conservation. This heartfelt, gut-based devotion is vital to the future of conservation, but it is only one piece of a well-developed conservation ethic.

Whether this experience is your first with conservation or your 20th, this section includes things that you can do during your internship to take your conservation ethic to the next level.

Learn all you can!

Whether you are educating the public, collecting data, or managing resources, building your knowledge can increase your impact now and in the future.

Start where you are:



- Learn the mission of your site and the reason behind the mission
- Become an expert-in-training: explore the visitor center, read pamphlets and brochures, poke around the website.
- Talk to the people who know

Pick your supervisor's brain

- ❑ Talk to volunteers, staff and other interns about their knowledge and experiences
- ❑ Attend interpretive tours, lectures and other programs offered at your site
- Prepare a short "elevator speech" about your site and what you are doing



The Land Ethic

"The land ethic simply enlarges the boundaries of the community to include soils, waters, plants, and animals, or collectively: the land."

- Aldo Leopold

Questions to ponder:

- *How does what's happening at your site fit into the bigger picture of conservation?*
- ❑ *Why is what you are doing important?*

Learn from the past:



○ **Liz Titus-Putnam** founded the SCA over 50 years ago. Learn about **the history of SCA** and the impact that one young woman has had on over 70,000 lives (including yours).

○ The **history of conservation in the US** is rich and varied. Learn the roles that artists, explorers, scientists, educators, politicians and so many more played in creating the conservation movement of today. Explore books, websites, and movies to learn more.

Did you know?

...the SCA was started by a 22 year old college student?

...the United States invented the idea of national parks?

...artists had a big role in inspiring the US conservation movement?

Become the future

No matter what career path you choose, you can develop your own conservation ethic and make a decision to live by it. Here are some thoughts to guide your process:



Reflect on your experience. Keep a journal: on paper, in photos, in pictures, online... Whatever the format, the key is that you take time to process your experience and learn what it must teach you.



Be part of the conversation about conservation. You are in good company in pondering the big questions of conservation.

Legacy

"It was the funniest thing I'd ever heard," said Liz. "I mean, who would listen to a girl with a paper in her hands?"

*- Liz Titus-Putnam,
SCA Founder*

Responding to her thesis advisor's request that she turn her idea for a student conservation corps into reality.

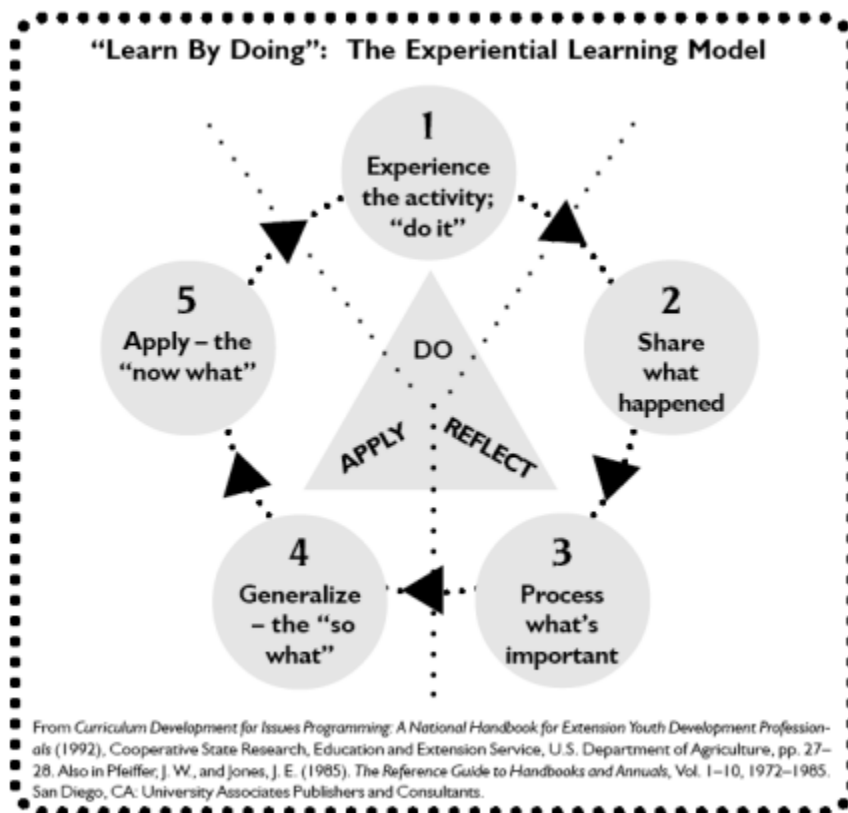
Make a Commitment to Service

Service is an ethic and a skillset. Building your technical skills and project management abilities can increase your service impact now and in the future.

Make the Most of Your Experience

Your internship is an opportunity to work side by side with experts in the conservation field. It's up to you to make every moment count.

- Ask questions every day!
- Do your homework
- Volunteer to help out with interesting projects
- Go to every training you can, even if it's not required
- Use the Experiential Learning Model below to transform all of your service work into meaningful learning experiences



Service

"Everybody can be great...because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and verb agree to serve. You only need a heart full of grace. A soul generated by love."

- Martin Luther King Jr.

Build Your Project Management Skills



Project management is everything that goes on behind the scenes to make a project successful: defining the project, securing needed people and supplies, managing time and tasks, and taking care of all the logistical details.

In addition, project managers are the people who step back from the day-to-day details to see the big picture. They observe, evaluate, and adjust as needed to make the project a success.

The great thing is that project management skills that you learn in one situation can be applied to all sorts of other situations. The skills you learn now will make you better prepared for whatever path you choose to follow.

Steps you can take to build your project management skills:

- ☐ Observe and learn from experienced managers
- ☐ Ask questions about why and how things happen
- ☐ Volunteer to take charge of small projects

Take the lead in managing your own internship experience:

- ☐ Consider the goals that you want to achieve and make decisions based on those goals
- ☐ Keep a calendar with important dates and deadlines
- ☐ Break down big projects into smaller pieces and create a system for tracking your progress
- ☐ Be diligent about tracking your hours and accomplishments through your SCA time logs
- ☐ Step back regularly to look at the big picture of your experience and see what adjustments you can make to better achieve your goals
- ☐ Ask for feedback and accept it with grace

Inspiration

*If your actions inspire
others to dream more,
learn more, do more
and become more, you
are a leader.*

- John Quincy Adams

Be a Leader

Good leadership begins with knowing yourself. Take some time to explore your leadership style, develop conflict resolution skills, and set goals that will make an impact.



Leadership at SCA is about:

- Understanding your strengths and limitations
- Supporting individuals and groups to maximize their accomplishments
- Developing the management and decision-making skills to unite people and resources towards a common goal

Know Yourself

Knowing how you work is an important step in learning to work with and lead others. The internet is full of resources that can help you to determine your leadership style. Type “Leadership Style” or similar phrases into Google and see what you can find.

How do you define your leadership style now?

What are some aspects of your leadership style that you would like to develop?

Leadership

Trust men and they will be true to you; treat them greatly and they will show themselves great.

- Ralph Waldo Emerson

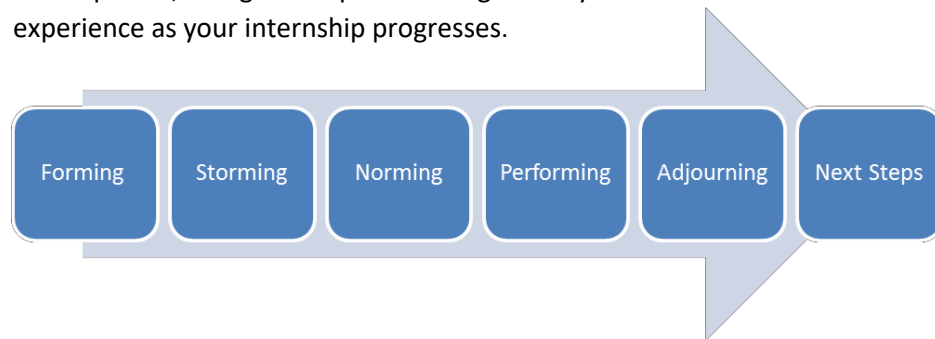
Know Your Group

Understanding how groups function is another important element in leading others. Studies have shown that most groups go through predictable stages as they develop.

Being familiar with these stages and understanding what they mean for a group can make it easier to work through challenging times.

Search the internet for “Stages of Group Development” to learn more about the characteristics of each stage.

While the graphic above refers specifically to group development, it might also provide insight into your individual experience as your internship progresses.



Have a Plan

Setting goals early can help you to remember your big picture focus even when you are in the midst of pressing details.

Make sure that your goals are SMART



Example of a non-SMART goal:

I want to learn more about conservation.

Example of this goal transformed into a SMART goal:

By the 6th week of my internship (Time-Focused), I want to be able to explain two conservation techniques (Measurable and Results-Focused) used by staff at my site

SCA CONSERVATION INTERN HANDBOOK

Wrapping up



Wrapping Up

Turn to the following pages to read more about each topic.

Leave Things Better Than You Found Them



Be intentional about the legacy that you leave behind. From the cleanliness of your housing to your relationships with everyone at your site, make a commitment to leaving things better than you found them.

Wrap Up Your Service



Now that the end of your internship is nearing, there are some final logistical details for you to address. Read through the following pages for steps to take to finalize details for your housing, AmeriCorps, and more.

Reflect on Your Experience



Whether this was the best time of your life or a practice in overcoming challenges, taking some time to process your experience while it's still fresh can help you to learn all that the experience has to teach. Turn to the Reflect on Your Experience section to get started.

Notes and Questions

Wrap Up Your Service

Complete Your Final Time Logs

Complete and submit all time logs within one week of your last day.

After your position ends, you will be able to view your time logs in the “View My History” tab in MySCA.

Confirm details for your travel home

- Confirm your end date with your site supervisor. If this date has changed from the original end date listed on your COA form, confirm the change with your SCA Contact.
- Plan or review the travel plans that YOU arranged previously (plane tickets, train tickets, rides to the airport, etc.). Remember, you are responsible for your travel!

Leave Your Housing Better Than You Found It

- Make your housing clean and welcoming for the next person.
- Move out everything that you brought (and anything you acquired during your internship).
- Get rid of all trash and recyclables.
- Do a thorough cleaning (fridge, stove, bathroom, floors, etc.).
- Pick-up the yard and outside living areas.
- Clean and waterproof your tent, repair zippers, etc. (if you camped for your internship).
- See below if you’re living in housing leased by the SCA.

Additional instructions for interns living in housing leased by SCA

- If SCA paid rent directly to the landlord, you need to complete the checklist emailed to you at least one week prior to your move-in date.
- Hang on to the housing check list throughout your internship. You will need to follow check out steps at the end and return the form to SCA’s Field Services Manager within one week of moving out.



Email: abrodeur@thesca.org

Mail: SCA, Attn: Angela Brodeur (Field Services Coordinator) 689 River Rd., Charlestown, NH 03603

Notes and Questions

Complete Your AmeriCorps Exit Paperwork

You will be emailed a link to complete an electronic exit form.



- Login to My.AmeriCorps.gov to use your Education Award.
- View the **AmeriCorps Education Award Tutorial** at www.edaward.org for everything you need to know about using the education award.

You won't be able to access your award until you have been exited from AmeriCorps by the SCA, which can take up to 30 days. You will receive an email from the SCA when you are exited fully and able to access your Education Award.

- Make sure that you will receive your W-2
 - SCA will mail your W-2 to you at the end of January
 - The W-2 will be mailed to the address listed on your W-4
 - If you need it mailed to a different address, be sure to:
 - Contact SCA's Payroll Department at 603.543.1700
 - Provide your new address and phone number

Reflect on Your Experience

Questions to Consider

What did you learn about yourself? How did you grow?

What was your biggest challenge? What was your

biggest success?

What lifelong lesson will you take with you?

How can you apply what you learned to your everyday life?

What did you learn about:

Conservation? Service? Leadership?

Did you meet the goals that you set for yourself?

Notes and Questions

Heading Home



Heading Home

Just as the trip to your site marked the physical and metaphorical transition to your new position, now your travel home marks a new transition.



Whether you are returning to the home you had before your internship, moving on to someplace new, or going home at the end of the day just as you did yesterday, you are marking an ending and a beginning.

Take some time to look back as well as forward at this moment of transition.

Some things to consider:

Write thank you letters to people who had a positive impact on your experience

Develop your “elevator speech” so that you’re ready when your friends and family ask you about your experience

Prepare to adjust back to your old life

- Do you have different expectations for yourself? For your friends?
- Is your living situation changing drastically?
- Have you changed in ways that your friends and family may not be aware of?

○ **Take time to enjoy your journey to wherever you are headed next**

Notes and Questions

SCA CONSERVATION INTERNHANDBOOK

Continuing On



Continuing On

Whether you are heading toward another SCA internship, a new job in conservation, back to school, or in a completely new direction, below are some steps that can help you to make the most of the internship experience you've just completed.



Things to consider:

- Update your resume, and be sure to include the soft skills you've gained (e.g. leadership, teamwork, problem solving) as well as the hard skills.
- Ask your site supervisor to write you a letter of recommendation
- Determine if your internship made you eligible for non-competitive hiring with some of our key partner agencies
- If you are under 30 and served more than 640 with the NPS, FWS, BLM, or USFS, you may be eligible for non-competitive hiring authority through the Public Land Corps Act. Details vary from agency to agency, so ask your site supervisor or someone involved in human resources or youth programs at your site for more information about this opportunity.
- Update your SCA Application
 - Update your dates of availability
 - Add to your Skills/Education/Training/Certifications
 - Rewrite your essay to reflect your new perspective
- Check out the SCA Continuum Map at the beginning of this handbook.
 - Where are you now and where do you want to be next?
- Spread the enthusiasm
 - Mentor a young person on the path to conservation
- Seek out other opportunities to build your skills in conservation, service, and leadership.

