

SCA CONSERVATION INTERN HANDBOOK

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Paperwork Cliff Notes

SCA Confirmation of Acceptance or SCA AmeriCorps Confirmation of Acceptance

The Confirmation of Acceptance (COA) is SCA's way of confirming that you know the details of your position (start and end dates, allowances, etc.). If any of the information does not look correct, reach out to your SCA Contact before signing. Be sure to read the fine print on the second page!

SCA Program Participant Agreement

SCA experiences are inherently risky. This document requires you to accept and acknowledge the risks and enter into your experience fully informed. Read this document completely and know to what you are agreeing.

Direct Deposit

You will be issued allowances via direct deposit to a personal bank account. You should set up direct deposit as soon as you are registered in Paycom.

Form W-4

SCA is required to withhold taxes from your allowances. As described in the Intern Handbook, the information you provide on your W-4 determines how much tax will be withheld. SCA cannot provide tax advice to help you determine how much you can or should withhold, but you have access to adjust

Proof of ID

The SCA and AmeriCorps need to know that you are who you say you are. If you are faxing or photocopying your IDs, make sure they are legible. Missing, late, or unreadable IDs can hold up your allowances and AmeriCorps enrollment.

Emergency Contact and Insurance Information

We need to know who to contact if there is an emergency, and whether or not you are covered by medical insurance.

Background Check Request

This form will be sent separately from other paperwork. The initial email comes from hrdocs@thesca.org. Once you have completed the form, a third party (Easy Backgrounds, or Truescreen and Fieldprint) will perform the background check(s). Keep an eye on your SPAM, as these background check vendors' emails have been known to end up there.

Form I-9

Form I-9 is the document the federal government uses to confirm that you are eligible to work legally in the United States. You will receive an email from SCA's HR department with instructions on how to complete a paper form or an electronic form. Bring the appropriate ID(s) with you to your site for your site supervisor to review before signing the I-9. You must produce the original ID(s) and not a photocopy. If this form is not completed and returned by the **FIRST DAY** of your internship, you will be unable to serve

as a Field Active intern (or receive any related benefits) until the issue is resolved. Email all applicable material to hrdocs@thesca.org or fax them to 1.800.939.4910.

For AmeriCorps Education Award Participants

If you had the option and accept an AmeriCorps Education Award for your SCA Program, you will receive the following additional documents via Sertifi in your MySCA portal:

SCA AmeriCorps Program Member Service Agreement

Since you are representing the federal government when you enroll as an AmeriCorps member, you are held to an additional set of guidelines outlined by the Corporation for National and Community Service (AmeriCorps). By signing this document, you are confirming that you have read and agreed to those guidelines.

SCA AmeriCorps Conditions of Acceptance

This document will include all of your SCA position's details, description of duties, and benefits. It should be electronically signed prior to the start of service. If any info is incorrect, you should submit a MySCA help request.

SCA AmeriCorps Proof of Citizenship

This is the primary documentation used to establish a member's status as a Citizen, National, or Lawful Permanent Resident of the United States, as required by AmeriCorps. This document will require an electronic signature along with a document upload. Please follow this form's instructions carefully.

Emergency Response Plan

- Fill out this form at the beginning of your internship.
- Place a copy in your first aid kit, vehicle, living and work areas, and other areas you frequent.
- Communicate with your site supervisor about site-specific emergency procedures and resources.

ACTION PLAN

1. Deal with the immediate threat to life.
2. Facilitate first aid and/or evacuation if necessary.
3. Call 911 and/or get to nearest medical facility, if necessary.
4. Communicate with your site supervisor as necessary and appropriate.
5. Contact SCA staff for additional support as needed using the numbers below.
6. If medical facility is visited, keep all paperwork.

Emergency Service Phone Number:	Dial 911
SCA 24 Hours Emergency	1-800-YO-SOGGY (1-800-967-6449)
Call your SCA Contact if within normal business hours	

Local Emergency Information

Your site address:

Local Emergency Number:

Fire: Ambulance:

Local Police:

Poison Control:

State Police:

Site Staff Contact Numbers for Emergency Use

Name:

Phone:

Name:

Phone:

Name:

Phone:

Site Land Line Phone Numbers (or Other Means of Contacting the Site)

SCA's 24-Hours Emergency Response Line

1-800-YO-SOGGY (967-6449)

- After hours, call SCA's 24-hours emergency number to:
 - Report an emergency
 - Request to file a workers' compensation claim (if a weekend or holiday would prevent you from speaking to your SCA Contact in the next 24 hours)

- During regular business hours, call your SCA Contact for questions related to:
 - Missed service time
 - Changes in ability to perform service
 - Other related concerns

- During regular business hours, call SCA's HR department (603.504.3215) for questions related to:
 - Insurance
 - Following up on a previously submitted workers' compensation claim

Hospitals and Clinics

Nearest Medical Facility

Other Medical Facility

Name:

Name:

Address:

Address:

Phone:

Phone:

Directions to Medical Facility

Directions to Medical Facility

(write in or print and attach)

(write in or print and attach)

Emergency Resources On Site

First Aid Kit Locations:

Fire Extinguisher Locations:

Other Emergency Equipment:

Workers' Compensation and Health Insurance

Workers' Compensation: If an SCA intern is injured while performing service, the intern will be covered under Workers' Compensation (WC) insurance through SCA.

To use Workers' Compensation:

1. Inform the medical facility that the injury is work-related and will be submitted for Workers' Compensation.
2. Report the incident to your SCA Contact AND your site supervisor **within 24 hours**. * If it is after regular business hours, report the incident through SCA's 24- hours emergency line (1800-YO-SOGGY).

***Important:** It is crucial that injuries be documented at the time of the injury. If you strain a muscle or hurt your back and don't report it at the time of the injury, it will be difficult to file a WC claim if the injury becomes more serious later.

Insurance: You can use your health insurance if you are injured outside of work or have a non-work related illness. If you enrolled in health insurance provided through the SCA, follow the instructions below. If you have your own insurance, follow directions provided by your insurance provider.

To Use SCA's Health Insurance

- Inform the medical facility that you have insurance and provide them with your insurance card.
- If you don't have your card with you, use the information below:
Cigna Corporate Headquarters
900 Cottage Grove Road
Bloomfield, CT 06002
<https://www.cigna.com/>
- For questions, you should sign into your MyCigna account to submit an email to Cigna staff

Non-Emergency Incidents

If you sustain a minor injury at work that has the potential to become more serious, it is important to report the incident to your SCA Contact to allow SCA to create written documentation that can be used to support insurance and/or WC claims if the injury becomes more serious.

- Deal with the situation as appropriate.
- Report the incident to your SCA Contact.
- Your SCA Contact will complete an incident report.

Interpersonal or Mental Health Emergencies

Interpersonal Issues

- If there is an immediate threat to your safety, contact 911 or your local emergency number.
- Contact SCA's 24-hours emergency line 1-800-YO-SOGGY (967-6449).
- For non-emergency interpersonal issues, follow the Conflict Resolution procedure outlined in the Intern Handbook, or reach out to your SCA Contact.

Job Hazard Analysis Tool

A critical component of a quality risk management program is that it identifies, assesses and manages hazards associated with each job site application.

To be implemented and utilized properly, a job hazard assessment will be viewed as a problem-solving process that identifies hazards associated with the specific tasks of each project. It should not be viewed as bureaucratic “red tape” or a form that “just needs to be filled out.” The hazard assessment process is one of SCA’s primary, proactive methods of ensuring that we are working with our agency partners to appropriately manage risk to our members and staff.

The following is a three-step process for assessing and managing hazards. Step one is to identify the hazard; step two is to describe the hazard and assess the severity, probability, and exposure; step three is to identify mitigation strategies to manage the hazard to an acceptable level (identify training, supervision, personal protective equipment and other measures).

Step 1: Hazard Identification

Attached are a list of common hazards that occur in many of our programs and positions. It is not a comprehensive list, however, and additional hazards may need to be identified. Please mark each hazard that with an “X” that could occur the site in question. List additional hazards in the space provided; if there are more please list them on a separate page and attach to this form.

Example 1 POTENTIAL WILDLIFE HAZARDS (check all that apply)

- D Ticks
- D Chiggers
- D Sand Fleas
- D Spiders
- D Scorpions
- D Fire Ants
- D Mosquitoes
- D Other

Step 2: Hazard Description & Evaluation

For each hazard marked or listed, describe the hazard in the space provided on the Hazard Assessment Form. Then place a number representative of the severity, probability, and exposure to the listed hazard (see example 2 below.)

Severity: Potential consequence measured in terms of degree of damage, injury, or impact to the organization

1. None or slight – No measurable impact
2. Minimal – (mild impact to program quality, equipment, or participants)
3. Significant – (localized injuries, minor loss of property)
4. Major (single serious injury or multiple participants with moderate injuries, hospitalization is likely required)
5. Catastrophic Incident – (multiple serious injuries, fatality)

Probability: Potential Likelihood that consequences will occur

1. Impossible or very remote chance, under normal conditions
2. Unlikely under normal conditions
3. 50/50 chance of occurring
4. Likely (greater than 50% chance of occurring)
5. Very likely or almost certain to occur

Exposure: Amount of time multiplied by number of people exposed to a given hazard

1. Very little or below average amount
2. Average amount
3. Above average amount
4. Very high or practically constant exposure

Step 3: Mitigation Actions

This step can be described as the action plan for managing the hazard, describe what type of hazard preventions are in place. This can be training, personal protective equipment worn, or supervision, but is not limited to these categories (see attached form.)

Example 2 – Working in a heavily populated tick area for the entirety of a program, with a brief period of the program in brown bear habitat.

Hazard	Severity	Probability	Exposure	Pre-Mitigation Score	Mitigation
Embedded Ticks	3	3	3	27	Consistent adherence to tick procedure.
Bears	5	3	2	30	Proper training and education, avoidance, carry pepper spray, proper camping techniques, use bear canisters

SCA JOB HAZARD ASSESSMENT FORM

Please check all that apply

POTENTIAL HUMAN RELATED HAZARDS

Potential for Violent Crime

Potential for Theft

Human Variables

- Unsafe Persons
- Gang Activity
- Illicit Activity
- Homeless encampments
- Drunken disorderly

Other:

POTENTIAL ENVIRONMENTAL HAZARDS

Structural Instability

Medical Waste

Hazardous Waste

Soil Contamination

Proximity to Traffic

Lightning

Heavy Rains

Flash Floods

High Winds

Cliffs or Rock Falls

Poisonous Plants

- Poison Ivy
- Poison Oak
- Other: _____

Snow/Avalanches/Glaciers

Snow/Ice/Glaciers

Steep Terrain

Severe Heat

Severe Cold

Severe Humidity

Border Crossing Area

Altitude

Other Site Specific Hazards:

TRANSPORTATION

Van

Car or Truck

Public Transportation

4-Wheel Drive Vehicle

Trailer Pulling

All-Terrain Vehicles (ATV's)

Aircraft

Watercraft

- Boat Type/Size: _____
- Kayaks
- Rafts
- Canoes

POTENTIAL WILDLIFE HAZARDS

Bears

- Black bear
- Brown bear

Venomous snakes

Ticks

Chiggers

Sand Fleas

Spiders

Scorpions

Fire Ants

Wild Boar

Alligators

Mountain Lions

Horses/Pack Animals

Bees/Wasps/Hornets

Other: _____

TOOLS AND EQUIPMENT

- D Power Weed Eaters/Brush Cutters
- D Chainsaw (or other logging equipment)
- D Power Hand Tools
- D Hand Held Circular Saws (e.g., skill saws)
- D Rigging Equipment (pulleys, grip hoists, come-along, etc.)
- D Other: _____

TOOLS AND EQUIPMENT

Heavy Equipment

- D Loaders (e.g., Bobcat)
- D Chippers
- D Heavy Construction/Excavation Equipment
- D Other: _____

Hazardous Materials Handling

- D Pesticide/Herbicide Application
- D Stove Fuel (propane, white gas)
- D Other: _____

FIREARMS AND SELF DEFENSE DEVICES

- D Shotgun
- D Rifle
- D Sidearm
- D Pepper Spray

ADDITIONAL ACTIVITIES

- D Hiking
- D Swimming
- D Snorkeling
- D Diving
- D Rock Climbing
- D Horseback Riding
- D Caving/Spelunking
- D Snow Sport Activities
- D Bicycling
- D Other:

SCA Job Hazard Assessment Scoring

Program staff should use the following chart to score the SCA Job Hazard Assessment for work/project sites and programs, and determine project suitability.

Post Mitigation Hazard Assessment Total	Action to be taken
1-19	All clear to proceed with project, using normal precautions and situational awareness
20-39	Is it possible to mitigate the hazards more effectively? Consult with agency partner or supervisor.
40-59	Approval by Operations Director or RPD required to continue; Consult with risk management department for help if needed
60-100	Do not proceed with this project or program

SCA Alcohol Policy

SCA understands that adults of legal drinking age may choose to consume alcohol after work hours and off program time during their term of service with SCA. Instead of prohibiting this activity, SCA strives to foster a culture of personal and professional responsibility where the consumption of alcohol by legal adults may be done in a responsible manner. With this in mind, alcohol consumption while serving with SCA is a privilege and not a right. If the consumption of alcohol becomes a management or safety issue, SCA may revoke this privilege. This privilege may also be modified by program staff to be more stringent than this standard.

Alcohol in SCA Housing

Alcohol is permitted in SCA rented/leased/donated housing under the following circumstances:

- Where alcohol consumption is prohibited by the SCA partner or facility, or program policy, it will necessarily be prohibited by SCA.
- There may be no partying in SCA housing (e.g. coolers, kegs of beer)
- The consumption of alcohol may not infringe on the SCA experience of other members in the dwelling.
- It is unlawful for minors to be offered or to consume alcohol
- No driver of an SCA vehicle may consume alcohol.
- Alcohol consumption may not negatively influence a member's performance during their service.
- Alcohol is not permitted to be consumed on a field-based hitch.

Alcohol in SCA Vehicles

Per SCA vehicle standards, alcohol is not permitted (consumed or transported) in SCA vehicles.

Personal Alcohol Use

- Alcohol consumption will be done in accordance with all local, state and federal laws.
- During Service Hours: Staff members and volunteers either in our offices or conducting business on behalf of our organization regardless of location are prohibited from reporting to work or working while under the influence of alcohol, or consuming alcohol.
- Off Duty Hours: Any behavior occurring off-time that is unbecoming of an SCA member or that negatively impacts SCA's partners or the communities in which we work is grounds for dismissal.

The above standards are in addition to the SCA drug-free workplace standards outlined below.

Drug-Free Workplace

SCA is committed to protecting the safety, health and well-being of all staff members and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any staff member taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, fellow staff members or the public, it is the staff member's responsibility to use appropriate measures (e.g., call in sick, use leave, request change of duty, notify manager, notify company doctor) to avoid unsafe workplace practices. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur. Alcoholic beverages served in moderation, in conjunction with an SCA authorized event or with executive management approval, are an exception to this rule.

Marijuana has been legalized in some states for medicinal or recreational use. However marijuana continues to be illegal according to federal statutes and is thereby illegal on any federal lands on which SCA operates.

In addition to the federal laws, as a youth and young adult conservation organization with safety as a core value, we do not allow the use of marijuana on SCA programs, in SCA housing, offices, or vehicles. Violations of this policy must be reported to SCA as incidents and may result in termination.

If a member or leader has a medical condition for which they have been prescribed marijuana by a physician, the situation will be reviewed by HR and Risk Management to determine if accommodations are possible or appropriate for their specific program, in the same way we review any medical condition.

Discrimination & Sexual Harassment Advisory

We are confident that in your upcoming term of service, you will meet resource management and conservation professionals of the highest personal and professional integrity. Some of these people will inspire you, serve as mentors, and have a lasting effect on the rest of your life. You will come to value and treasure your opportunity to work side by side with these experienced professionals. Even in a workplace as professional as those of our cooperating agencies, discrimination can occur. It is the policy of all of our partner agencies to maintain a workplace environment free from any type of discriminatory conduct, including making statements or jokes, or committing acts regarding a person's race, color, national origin, religion, gender, physical condition, age, marital status or sexual orientation that are offensive, derogatory, or harassing.

Nonetheless, over the years, a small number of our volunteers have reported that they were victims of violations of this policy. Therefore, we feel that it is our responsibility to advise you that there is a possibility, however remote, that you could be confronted with discriminatory behavior. Most of us immediately recognize the more overt forms of discrimination. There is one kind of discrimination that sometimes takes subtle and insidious forms, namely, sexual harassment. Sexual harassment is not merely defined as sexual advances and/or requests for sexual favors that are unwelcome. It is also verbal comments, gestures and/or physical contact which is deliberate, repeated, unwanted and unsolicited.

Sexual harassment can sometimes be so subtle that it is not readily recognized at first. It may take the form of unwelcome verbal comments, jokes, suggestions or derogatory remarks based on sex; unwelcome physical touching, pats, squeezes, repeated brushing against or the impeding or blocking of one's movement; unwelcome visual harassment, sexually suggestive or derogatory pictures, drawings or cartoons; unwelcome communications, notes, phone calls or e-mail. This may include words or actions that the initiator intends to be "harmless", benign or playful, but which may not be so perceived by the recipient or an onlooker.

From your perspective, you should take seriously and not tolerate any conduct that makes you feel uncomfortable, degraded or intimidated. Also, do not ignore offensive behavior because it occurs outside of work hours. Inform the initiator that his/her words and/or actions are unwelcome and state that they should not be repeated and will not be tolerated. If the behavior continues, or if you do not feel safe or comfortable confronting the individual directly, please report the situation immediately to your supervisor or, if this is not appropriate, to any other management representative of your choice.

Many of our hosting sites have Personnel Directors or Equal Employment Opportunity Representatives who are trained to deal constructively and professionally with incidences of harassment. We urge you to consider contacting these officials. They will make sure that your concerns are dealt with in confidence to the extent consistent with a full and fair investigation. Oftentimes, they are experienced enough to resolve the difficulties you may be experiencing through informal discussions. However, they will also know when more formal measures are called for which they will advise you of, but will not take

without permission (with the rare exception of serious assault). These measures could involve conducting a thorough investigation of your allegations, interviewing others who may have witnessed the behavior which has caused you discomfort, identifying any areas of factual dispute, and eventually reaching a conclusion as to whether the alleged conduct constituted a violation of agency policy or federal or state law. If this is indeed the case, they will know the next steps to take to invoke remedial action or sanction. They also will ensure that there will be no retaliation of any kind as a result of your utilization of their complaint procedures. No action will be taken against any individual who makes a good faith complaint or against any individual participating in the investigation or enforcement of this policy. However, any individual who knowingly makes a false claim of sexual harassment will be subject to appropriate disciplinary action.

We all have a responsibility for maintaining high standards of conduct in the workplace. Sexual harassment has no place in it and should never be condoned. Most importantly, for your own well being, we urge you to not tolerate it and to take the steps outlined above, if necessary. Please remember that our agency partners will not be able to take remedial action to correct problems or individuals if they do not know that inappropriate behavior is occurring. Think of the next person who will be in the position you are in and allow our agencies to send out the message that sexual harassment is simply unacceptable.

Reporting Employee Sensitive Issues

Introduction

All sensitive concerns or complaints that are either brought to the attention of management or observed by management, require prompt involvement by the Human Resources Manager in order that the issue is effectively and promptly addressed.

Examples of sensitive workplace and field incidents include but are not limited to the following:

- Sexual Harassment
- Hostile or Offensive Behavior (including offensive jokes, comments, emails)
- Discriminatory comments or practices that relate to sex, age, race, gender identity, national origin, religion, physical or mental disability, marital status, or sexual orientation, and any other discriminatory categories
- Workplace conflicts and escalations
- Suspicion of unethical and/or unlawful behaviors

A complete Harassment/Discrimination Policy can be found in the Standards of Conduct section of the Employee Handbook on the SCA Intranet site.

Confidentiality

It is important that all sensitive employee issues are kept confidential in order to protect all employees and members from any embarrassment, retaliation, and/or wrongful accusations. Therefore, when documenting within MySCA's Incident Reporting, specific names and details of the incident should never be recorded. Rather, the incident should be recorded as follows: "*Confidential matter reported to HR.*"

| Roles and Responsibilities

For orientation training purposes, the following should be communicated to SCA employees.

For Members:

If you are the target of, or a witness to, any derogatory language, harassment, etc., report it to your leader. If the incident is involving your leader, contact the 24 hours program emergency line.

For Leaders:

If you are the target of, or witness to, any derogatory language, harassment, etc. report it to your manager.

If the incident is involving your manager, contact the 24 hour program support line or humanresources@thesca.org.

For Staff:

If you are the target of, or witness to, any derogatory language, harassment, etc., report it to your manager.

Process

Below is the process for escalating, addressing, and resolving sensitive employee issues.

- | Stage | Description |
|-------|---|
| 1. | <p>Manager/Crew Leader observes, or is made aware of the incident. Manager/Crew Leader reports incident to 24 Program Support Line or HRdocs@thesca.org</p> <p>When reported to Program Responder, the Program Responder takes down information on Word version of Incident Reporting and sends to HRdocs@thesca.org</p> <p>Important: For more serious incidents involving a direct threat to another person's safety, Managers /Crew Leaders are advised to involve local law enforcement first and report afterwards.</p> |
| 2. | <p>Manager / Crew Leader documents incident in MYSCA as follows: "<i>Confidential matter reported to HR.</i>"</p> |

3. Human Resource Manager reviews email and contacts Manager/Crew Leader and Program Quality to discuss.
4. Human Resource Manager contacts the person(s) involved to determine facts surrounding the incident.
5. Human Resource Manager documents the investigation and makes a recommendation for next steps to Manager/Crew Leader & Chief Counsel. If members/staff report only to SCA management, proceed to stage 7. If not, proceed to stage 6.

Process, cont'd

Stage	Description	
6.		
	If...	Then,
	either of the parties involved also report to non-SCA personnel (for example, program interns),	the Manager/Crew Leader contacts the appropriate site or agency lead and notifies him/her of incident and decision for subsequent plan of action.
	the person who is exhibiting the harassing/hostile behavior does not work for SCA,	the HR& Manager/Crew Leader conference call with the site/partner lead to resolve the issue, determine plan of action, and agree upon roles & responsibilities associated with carrying out plan of action.
7.	If disciplinary action is warranted, HR works with the Manager/Crew Leader in order to document and address the issue.	
8.	Manager/Crew Leader meets with employee to address issue and reinforce intolerance for any 'real or perceived' retaliation towards any employee involved in the investigation.	

MySCA Logs



Two types of logs are used to track member service.

Time Logs track the number of hours that members serve.

- Track service and training hours completed
- Cover a seven-day period from Sunday to Saturday
- Completed by individual members

Output Logs track what members accomplish in the field.

- Track accomplishments individually or by the team throughout the whole position
- Each log can cover various time spans (of your choosing)
- Completed by an individual member OR one representative for a team of members

It is your responsibility to complete both Time and Output Logs.

If you are on a team or crew working together on the same project, the group should designate one person to complete an Output Log representing the accomplishments of the team for each project completed. If you get behind on entering time logs by 3 weeks, you will be suspended from service by SCA staff until those logs are submitted. If you are serving in backcountry and have been approved to keep paper time logs during service, you should submit those same time logs via MySCA within 30 days of your position's end date.

How to complete time logs:

1. Log into MySCA
2. Go to the "Manage My Service Tasks" Tab
3. Click on your current position
4. Click the "Create a New Time Log" or "Create a New Output Log" button
5. Fill in all appropriate fields
6. Click "Save" if you would like to edit the log later
7. Click "Submit" when the log is complete and ready to be sent to your supervisor for verification.

How to complete time logs after you finish your position:

1. Log into MySCA
2. Go to the "View My History" Tab
3. Click on the position
4. Follow the same steps as above

How time logs are verified and approved:

1. All time log verification and approval is electronic.
2. When you click "Submit," your time logs will appear in the MySCA portal for your site supervisor*.
3. Your site supervisor then will be able to log into MySCA to verify your submitted time logs.
4. Each week site supervisors receive an email if they have time logs awaiting their review, **but it is a best practice to**

remind your supervisor to review your logs on a weekly basis, to ensure you remain in compliance.

If an incorrect site supervisor is listed, contact your SCA contact to change it **before you submit the time log.*

SCA Time Log Member FAQ –

How often do I need to submit my time logs?

Weekly. If you will not have internet access every week, you must be in touch with your SCA contact to discuss this ahead of time, obtain a paper timesheet for tracking hours in the interim, and agree upon a plan to ensure you remain in compliance with SCA timekeeping regulations. These paper timesheets must be entered into the MySCA system once you have internet access or your position ends.

How often do I need to submit my output logs?

Bi-weekly or after a long-term project ends. Output logs are more flexible than time logs because they are based on your daily duties and long-term projects. Complete one output log when you have an accomplishment to report. Split what you do into different categories (for example: prescribed burning, serving visitors, trailwork, etc.) and submit 1 output log for all of the work you do in one of those categories over a period of time, like a couple of weeks or a month. Keep in mind that SCA wants to see what you're doing throughout the position, not just at the end, because we need to submit quarterly reports on our members' outputs over the entire year.

You can also submit your output logs to convey a category of work done over 1 area. For example, leading volunteers in removing invasive species can give SCA data on 2 types of categories: volunteers led and acres of land treated. An output logs should be submitted for each category in this example, and the "notes" section of the log should describe the activity so that someone unfamiliar with your position can understand that both logs are about the same project: removing invasive species with volunteers. For questions, talk to your SCA adviser or submit a help request via the MySCA portal!

On my output logs how do I show that I do a couple things at a time (like data collection one day and collecting seeds the next)?

If you do a few different kinds of work types, make a separate log for each activity with your cumulative totals for that work over a couple of weeks, or even a month. For example, one output log will report how much data collection you've done over a two-week period, while another output log will report how much seed collection you complete over that same two-week period.

Why do the choices on the output log tell me how to measure my work?

In order to sum your work with the work of other members into one big number, everyone has to measure the same way. In "How much you did" you'll report the amount according to the instruction, for example "Report # miles" or "Report # people." Please don't use any other unit of measurement. Keep in mind that the same project could measure multiple kinds of outputs, like miles and people, so a log should be submitted for each.

Why do both time and output logs ask about hours? What are the hours on output logs?

For the number of hours on an output log, you'd report the number of hours you spent doing the work you are reporting in that particular log. For example, if you are reporting in your output log how many visitors you have educated during your interpretive programs, the number of hours would be the number of hours spent conducting those interpretive programs you are reporting on.

If I clear weeds along a trail, how do I report that in acres?

Use your best estimation. There's a great tool you can use to convert from one unit of measurement to another: <http://www.metric-conversions.org/>.

What if my service activity isn't listed under as a work category?

Find the most appropriate category that fits your accomplishment. Sometimes an accomplishment fits into a category if you think about your work in a new way. A lot of the service that SCA members do can be described as educating others or doing surveying/monitoring.

If I'm serving as part of a team, what should I put for my output logs?

If you are on a team or crew working together on the same projects, it works best to designate one person to complete Output Logs representing the accomplishments of the team for each project. It's important to make sure you don't duplicate reporting!

I am doing an interpretation internship and my tasks consist mostly of giving tours, working in the visitor center, and interacting with visitors. How should I do my output logs?

Generally for interpretation the work category would be "serving and educating visitors," "educating adults," or one of the related categories in the Education and Outreach section. Here's an example of how to do it: Every time you give a tour, keep track of how many people were on the tour, then every couple of weeks create an output log for "educating adults" that reports the number of people you led over that period. Put in the description box something that says the number represents the number of people you educated during the, say, 6 tours you did over that period. For the other activities, such as working in the visitor center, you'd track the number of people you interacted directly with and create one output log for a period (a couple of weeks or so) that provides that summed total as "serving visitors."

Should I submit training in output logs, or is this category specifically for those who receive training directly from the SCA?

Training is any training you receive – not just training from SCA. If you are trained in something, create an output log to record it!

Should I enter hours for vacation or sick time?

No. Enter only service or training hours. You won't enter any hours for holidays, sick, or vacation time, although you will need to submit logs for that time period. Be sure to log a "0" for your hours for any days that you didn't work.

How do my time logs count for my AmeriCorps hours?

Your Time Logs show your service and training hours for each week of the position. These hours will be used to total your service and training hours for your AmeriCorps minimum required hours, if you are enrolled in AmeriCorps. Note that your AmeriCorps minimum hours requirement is just that: a minimum. Reaching your minimum number of logged hours does not ensure you will receive your award. You must uphold your commitment to the site and serve the full term of your internship to remain eligible for the award.

What if I don't have access to the internet to complete time logs?

If you don't have access to the internet, reach out to your SCA contact in advance. Your SCA contact will be able to give you a paper time log for tracking hours in the interim. You will need to agree upon a plan to ensure you remain in compliance with SCA timekeeping, including an agreed upon date by which you will enter all of your time logs in MySCA and have them verified by your supervisor.

What does it mean to "submit" a time log?

When you submit a time log you're sending it to your supervisor for verification and your SCA contact for final approval.

My supervisor accidentally rejected my time log. How do I get it un-rejected?

When a time log is rejected, it is sent back to the member for editing. All you have to do is submit it again.

What should I do if I made a mistake on a log I've already submitted for approval?

Ask your supervisor to "reject" your submitted time log, which will make it editable. You can edit and resubmit. If your supervisor has already approved the log, contact your SCA Contact to make it accessible.

I'm done with my position. When I went to complete my final logs, I lost my "Manage my service tasks" tab. How do I complete my final logs?

Once you are out of the field, your time logs will move to a tab called "View My History". Click there, then on your position hyperlink, and you will find your time logs.

What are the work categories I can choose for my output logs?

Building and Maintaining Structures

Unit: # structures

- Compost bins
- Culturally significant structures
- Garden beds
- Rain barrels
- Visitor use structures
- Other: _____

Certifications

Unit: # certifications

- CPR
- First Aid
- Leave No Trace
- Wilderness First Aid
- Wilderness First Responder
- Wildland Fire (Red Card)
- Other: _____

Collecting Data

Unit: # points or samples

- Artifacts or cultural resources
- Natural resources
- Oral histories or interviews
- Wildlife or fisheries
- Other: _____

Creating Reports & Products

Unit: # items

- Article
- Lesson/Activity
- Map
- Media content
- Outreach material
- Report
- Other: _____

Education & Outreach to People

Unit: # people

- Community events or tabling
- Delivering environmental education curriculum
- Disaster or emergency response
- Giving interpretive programs or tours
- Leading volunteers in service
- Visitor center contacts or roving
- Other: _____

Improving Land

Unit: # acres

- Clearing vacant lots
- Closing social trails
- Gardening
- Installing/maintaining fencing
- Planting vegetation (also report # plants in description)
- Prescribed burns
- Removing invasive species
- Removing natural debris
- Trash clearing and removing structures
- Other: _____

Improving Shore/Waterway

Unit: # feet

- Installing or maintaining fencing
- Planting vegetation (also report # plants in description)
- Removing invasive species
- Removing natural debris
- Trash clearing and removing structures
- Other: _____

Improving Trail

Unit of measurement: # feet

- Blowdowns, brushing, or widening
- Boardwalk or puncheon
- Bridge construction
- Building new trail
- Building turnpike
- Installing steps or staircases
- Installing structures
- Signage or blazing
- Other: _____

Learning and Exploration (Youth Only)

Unit: # activities

- Environmental Education
- Job Readiness
- Outdoor Recreation

Supporting Native Species

Propagation

Unit: # plants or animals

- Collecting seed/cuttings
- Feed/care of animals
- Watering, mulching, or maintaining plants
- Other: _____

Sustainability

Unit: various, see below

- Water saved (report # gallons)
- Energy saved (report # kWh)
- CO2 reduced (report # metric tons)
- Reduced eco-footprint (report # households)
- Reduced eco-footprint (report # businesses)
- Other: _____

SCA End of Service Resource Page

Step 1- Complete time logs

You must have time logs and output logs completed via your MySCA account. Please note that once you are out of the field, your time logs will move to your "View My History" tab (and you will no longer have a "Manage My Service Tasks" tab).

Step 2- Complete end-of-service survey

Around your end date you'll receive an email that will include the link to your end-of-service survey, along with other information about closing out your service. It's a great opportunity to tell us about your experience, what went well, and how it could have been better. Expect to receive a second survey 6-12 months after your position, which will ask about what you've been up to since your SCA service.

Step 3- Final housing check-out

If you did not complete a checklist skip this step. For interns with SCA-provided housing (where SCA pays rent directly to the landlord), you received a checklist from SCA's Field Services Manager when you moved into your rental. You will need to refer to it at the end of your internship to go over check-out items. This form is due within one week of moving out of your housing.

As stated in your SCA Confirmation of Acceptance, if there is damage beyond normal wear and tear at the time of move-out that was not documented on your move-in checklist, you can be held financially responsible. It is imperative the checklist is completed and returned signed by both you and your landlord. If your landlord refuses to sign, please note that in their signature section.

Step 4- Update your SCA application

If you have not already done so, please login and update your application with all of your new skills.

Step 5- Continue the call to service

Update Your SCA contact information and stay involved as an SCA alumni! Also, check out SCA's Alumni Council: <https://www.thesca.org/connect/alumni-council>

Step 6- Make sure you will receive your W-2

Income tax was deducted from your allowances and SCA will mail you a W-2 by January 31. The W-2 will be sent to the address that was originally listed on your W-4. If you need your W-2 mailed to a different address, you will need to complete a new W-4 and submit it to SCA prior to December 1st. If your W-2 does not arrive by February 15, please contact SCA's HR department at hrdocs@thesca.org

If you are enrolled as an SCA AmeriCorps member, please also complete steps 8-10.

Step 7- Complete AmeriCorps Exit Form

The AmeriCorps Exit Form is submitted electronically via your AmeriCorps portal. Find full AmeriCorps wrap up instructions here: <http://conservation-nation.org/group/ameriCorps/page/ameriCorps-end-of-term-wrap-up>

Step 8 - Make sure your supervisor completed your end-of-term evaluation

All AmeriCorps members need to have completed end-of-term evaluations on file with SCA. For interns, these evaluations are sent to your supervisor via email for completion, or for Corps your Project Leader will fill these out on paper. Please check with your supervisor or Project Leader to make sure that s/he completed one for you. If you are enrolled in a 900-hrs or 1700-hrs award you need to have a mid-term evaluation on file as well.

Step 9- How to access your award

After your education award has been processed (at most this will take 30 days from your position's end date), you will receive a "Confirmation of Completion" email, and this will be your signal that your award is ready for you to access. You will apply your funds to a student loan or school payment through the My AmeriCorps portal. If you are new to the My AmeriCorps portal, first click "Create a new member/alum account" and set up a username and password. To make a payment, log into the portal and click "Create education award payment request;" follow the steps and the funds will be transferred electronically. For details about the AmeriCorps Education Award (how to use it, where you can use it, and how it works), visit <https://www.nationalservicerresources.gov/edaward>
This is a great resource that will tell you everything you need to know about using the education award.

Taxes and W-2s FAQ

Am I going to have taxes taken out of my allowances?

Yes. Your allowances are subject to federal and, where applicable, state and local taxes.

Why does the other intern at my site receive a few dollars more every week?

The actual amount of allowances received can vary for a few reasons. For example, the amount can be different depending on the number of exemptions each member claims on a W-4, and/or the difference in an individual's state taxes.

Will I receive a W-2?

Yes, early in the next calendar year.

Can I change where my W-2 gets sent?

If you need your W-2 mailed to a different address, you will need to complete a new W-4 and submit it to SCA prior to December 1st. You can update your W-4 via Paycom. Changing your address in your SCA application will not change where your W-2 is sent; you still need to complete a new W-4.

Will my AmeriCorps Education Award be taxed?

The AmeriCorps Education Award, unlike most other forms of scholarships and fellowships, is subject to federal income tax in the year in which you use the award. For details visit the National Service website: <https://www.nationalservice.gov/resources/ed-award/taxes>

I'm confused about my taxes. What should I do?

Legally, SCA is unable to advise you about your taxes. If you have a question that cannot be answered here, please contact someone who can provide tax advice. The IRS offers the Volunteer Income Tax Assistance Program (VITA), which provides free help to taxpayers who qualify. To locate the nearest VITA site, contact the IRS at (800) 829-1040.

Sample News Release

This news release template is provided for your convenience. Should you make any significant changes to this structure, please allow us to review your draft before you send it to the media.

FOR IMMEDIATE RELEASE

(Date of release)

Contact: Kevin Hamilton, 603.543.1700 x1185

(Your name and local phone number)

[NAME OF YOUR SITE] Volunteer Finds Giving Back is the Best Way to Get Ahead

(City, State) --- Giving back. Paying it forward. The greater good. There are as many ways to describe “service” as there are ways to practice it. Just ask (Your Name) of (City, State), who forged (her/his) own path to (Name of Site) to volunteer as a (title or description of your position) with the Student Conservation Association (SCA).

(Last name, age), is one of nearly 10,000 young people helping to protect and restore America’s public lands this year through SCA, the national leader in youth service and stewardship.

“(Describe in your own words what you hope to accomplish at your site and what motivates you to serve. If you are serving at a national park, you may also want to note the 2016 National Park Service centennial),” (Last Name) said.

SCA’s mission is to build the next generation of conservation leaders, and the nonprofit organization’s internships often provide volunteers with a potent professional pathway. Surveys indicate 70% of SCA alumni are currently working or studying in an environmental field.

In addition, research by the Search Institute show that SCA experiences strengthen numerous life skills that foster optimal advancement and enable SCA members to thrive at home, at school and at work.

(Last Name), a (Major) major at (School) in (City, State), says the opportunity to serve at (Name of Site) is both challenging and meaningful. “(Describe in your own words the benefits of service from either a career or personal fulfillment perspective,)” (Last Name) states.

About SCA

The Student Conservation Association (SCA) is America’s largest and most effective youth conservation service organization. SCA conserves lands and transforms lives by empowering young people of all backgrounds to plan, act, and lead, while they protect and restore our natural and cultural resources. Founded in 1957, SCA’s mission is to build the next generation of conservation leaders, and 70% of its alumni worldwide are employed or studying in conservation-related fields. SCA is headquartered in Washington, DC and maintains regional offices across the country. For more, visit www.thesca.org.

Press Release Tips

Tips for Writing and Sending a Press Release

- Use your own words to express your points of view genuinely and personally.
- Send your press release by email or fax. If you use email, discuss with your SCA Contact the best email address from which to send the release. Be sure to include your press release text within the body of the email – do not send the news release as an attachment! Many media do not accept them due to virus concerns.
- Speak to your SCA Contact or your site’s Public Information Officer (PIO) about obtaining contact information for area media. Site personnel likely will know which reporters cover your site on an ongoing basis and the best means for getting your press release to them.
- If one or more of the reporters who receive your press release contact you to conduct an interview or send a photographer – don’t panic! Make the appropriate arrangements with the reporter in consultation with your coordinator. Try to relax and be yourself. If it makes you feel more comfortable, ask your coordinator to listen in on the interview.
- Please email a copy of your press release to VP for Communications, Kevin Hamilton khamilton@thesca.org.

SCA trusts you to speak well for the organization and is confident of your ability to do so. If you have questions about what is appropriate to include in your press release or wish to have your release reviewed before you send it, please contact Kevin Hamilton, VP for Communications, at 603.543.1700 ext. 1185.

If your story is published, please let us know by emailing Kevin Hamilton at khamilton@theSCA.org or by sending original copies to: SCA PR Office, 689 River Rd. Charlestown, NH, 03603

Uniform Return Info

- If you have any issues with your SCA uniform, first contact your SCA adviser, or submit a question via the MySCA portal.
- To contact our uniform vendor, Arborwear, about returning an article of clothing for a new size send, please an email to info@arborwear.com and copy your SCA adviser so they are aware of the change