

UTAH CONSERVATION CORPS WELCOME PACKET

FIELD CREW LEADER 2022



Welcome & Congratulations!

CONGRATULATIONS and welcome to the Utah Conservation Corps (UCC)! UCC's 2022 season is going to be outstanding. UCC staff had a difficult challenge in selecting from a large pool of committed individuals. Our commitment to you is equally strong, and we appreciate you for accepting the challenge of AmeriCorps service to conservation in the beautiful state of Utah and the Intermountain West.

As you can imagine, the challenges of functioning in the "new normal" of COVID-19 mean that we have to do things differently. Our staff take the current COVID-19 health emergency very seriously, and we've worked very hard with other programs across the nation, as well as with other programs at Utah State University, to make sure that we manage for the increased risk for our UCC members, the people in the communities where we serve, and the project partners we collaborate with to carry out this important service. You can review our most current COVID—19 Protocol at <https://www.usu.edu/ucc/covid-19>.

As a UCC AmeriCorps member, you may also be called upon to assist with emergency response activities related to COVID-19 or natural disasters. In doing so, you will join the honored ranks of past UCC members, as well as hundreds of thousands of AmeriCorps members from around the nation, who have stepped up in times of great need. Because of the passion and dedication of individuals just like you, people throughout the country have developed a deep respect for AmeriCorps members as being an integral first line of response in times of greatest need.

During tumultuous and uncertain times, those who show adaptability and flexibility in alignment with their passions and commitments develop the leadership skills that are in greatest need in our ever-changing world. UCC staff are committed to help you develop these skills as part of your life-skills toolbox.

Thank you for your commitment to service.

Sincerely,

Utah Conservation Corps Staff

CONTENTS

Our Staff.....	5
Welcome to the Welcome Packet.....	6
Mission and values	6
Our History.....	7
AmeriCorps Pledge	7
ONBOARDING (3 PARTS).....	8
Bring With on Your First Day!.....	8
Arrival and Training	8
Planning Travel.....	8
Housing and Food During Training	9
Training Outlook.....	10
During the Season	10
Spring season	10
Housing	10
Logan	11
Moab	11
Cedar City.....	11
Transportation – Getting Around	11
Logan	11
Cedar City.....	12
Moab	12
Food.....	12
Gear Discounts for UCC Members.....	13
Overview of Field Service.....	14
Crew and Hitch Structure.....	14
Communal Living	14
Projects	14
Physical Preparation	15
Off-time and Time Off Requests.....	15
UCC AmeriCorps Service and Benefits Information.....	15
Service Culture	15
Conservation Corps Culture	16
AmeriCorps	16
Living Allowance and Payroll.....	16

Accessing USU Banner (W-2 Tax Form and Pay Stubs)	16
Segal AmeriCorps Education Award	17
Federal Loan Forbearance and Interest Accrual Payback	17
Certifications	17
Food Stamps.....	17
Member Assistance PrograM.....	18
Health Insurance	18
Helpful Hints/Know Before You Go	18

OUR STAFF

UCC ADMINISTRATIVE STAFF



Sean Damitz
Director
sean.damitz@usu.edu
(435) 797-0964 ext. 8



Jake Deslauriers
Projects and Partnerships Coordinator
USFS Saw Program Coordinator
Jake.d@usu.edu
(207) 256-7502



Brittany Fish
AmeriCorps Coordinator
Brittany.fish@usu.edu
(435) 797-0964 ext. 1



Mark Hrpcek
Individual Placement and Disaster
Response Coordinator
mark.hrpcek@usu.edu
(262) 752-3600



David Mallery
Communications Coordinator
David.mallery@usu.edu
(435) 797-0964 ext. 3



Terra Pace
Staff Assistant & Recruitment
Assistant
terra.pace@usu.edu
(801) 651-6894



Anna Donada
Recruitment Assistant
anna.donada@usu.edu
(773) 551-0661

UCC FIELD STAFF



Nicole Croke
Moab (Southeast) Regional
Coordinator
nicole.croke@usu.edu
(413) 835-1444



Evan Kluwe
Moab (Southeast) Field Coordinator
evan.kluwe@usu.edu
(503) 333-2514



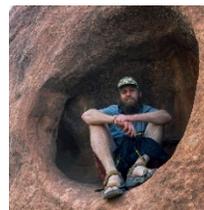
Greta Schen
Logan (Northern) Regional
Coordinator
greta.schen@usu.edu
(435) 890-2624



Kenny Henager
Cedar City (Southwest) Regional
Coordinator
kenny.hennegar@usu.edu
(435) 881-6734



Jake Oakden
Logan (Northern) Technical
Coordinator
jake.oakden@usu.edu
(435) 770-6195



Mark Dube
Cedar City (Southwest) Field
Coordinator
mark.dube@usu.edu
(239) 218-6129

WELCOME TO THE WELCOME PACKET

This packet of information is meant to be a useful, though certainly not exhaustive, source of information on all things relevant to getting started in your AmeriCorps term of service with UCC. It is understood that there may be many questions and concerns with traveling to a new area to begin a new adventure. The information provided in this Welcome Packet is intended to prepare you for your arrival, and to get you prepared for service projects in the field. You are expected to ask questions that ensure you arrive informed and prepared!

It is imperative that you thoroughly read the ENTIRE welcome packet. Thank you in advance for your time and attention regarding this important information.

MISSION AND VALUES

The mission of the Utah Conservation Corps is to develop the conservation leaders of tomorrow.

The world is counting on YOU to guarantee a healthy planet for future generations!

Our vision is to create sustainable communities and conserve the natural heritage of Utah and the Intermountain west.

You have the opportunity to inspire and serve other groups and entire communities in the coming months.

We are committed to an inclusive culture of community and service in a safe and positive environment.

A forest has a hidden interconnectivity of rhizomes below the surface. Air, water and sunshine above the surface are all shared. We're going to work together to foster these same elements of collective, inclusive collaboration among humanity, and especially in the conservation field. (And this doesn't work out very well if some of us are in the hospital, so we start with safety!)

We Value:

- The strong traditions of conservation and stewardship in American Society
- Leadership development and personal growth among members
You're going to face challenges in the field and with your crew. You're going to leave here stronger and better.
- Inclusion of underserved populations
During your time at UCC, we challenge you to reach out and find an individual or group vastly different from you. Engage them in a meaningful, respectful, and professional way!
- Partnerships to address environmental challenges
We're going to challenge you to come up with creative ways to partner with other groups and organizations. Be prepared to take the next step on this!
- The development of civically engaged and informed citizens
Beyond our work together, how will you lead a life that makes the world better by working with others for positive change?

OUR HISTORY

The UCC proudly follows in the legacy of the Civilian Conservation Corps (CCC) while expanding the national service tradition to more diverse audiences as a 21st Century Conservation Service Corps. The UCC was developed by a group of committed citizens that formed a steering committee in the fall of 1999 and wrote a successful AmeriCorps grant proposal in the winter of 2000. The UCC began operation at Utah State University's Outdoor Recreation Center with its first group of AmeriCorps members in January 2001. The early focus was on traditional, hands-on conservation, like trail and fence building & maintenance, habitat restoration, scientific surveying. Over the years we've expanded to include environmental education, disability inclusion, LGBTQ+ inclusion, veteran engagement, bilingual programming and operations, bicycle crews, and even urban farming. Maybe the next new/big idea will originate with your crew!

CCC Zion NP c.1930



UCC Canyonlands NP c.2017



AmeriCorps

AMERICORPS PLEDGE

AmeriCorps is a national program that engages Americans in service to meet critical community needs. Nationally, AmeriCorps members serve at a wide variety of non-profit organizations with differing focus areas. Utah Conservation Corps is a State AmeriCorps program with service opportunities in Utah related to the environment. As an AmeriCorps member with the UCC, you are committing to a term of service to build healthier, stronger, more sustainable communities, and to conserve the natural heritage of Utah and the Intermountain west.

The 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.

ONBOARDING (3 PARTS)

Your paycheck may be delayed and/or you may be unable to begin on your first day if onboarding is incomplete.

*******COMPLETE ONBOARDING ASAP*******

Use the following links to access UCC Onboarding:

PART 1: <https://www.usu.edu/ucc/orientation/part-1> - Onboarding and Medical History Questionnaire, New Hire Forms

Background Check & Fingerprinting: Schedule and complete fingerprinting ASAP!

Allow 10 business days after completion of PART 1 for UCC staff to prepare your profiles and documents for PART 2.

PART 2: <https://www.usu.edu/ucc/orientation/part-2> - My AmeriCorps, runIPT, USU Self-Disclosure Form, USU A#, password, and DUO authentication set-up

Allow 10 business days to receive a USU A#.

PART 3: <https://www.usu.edu/ucc/orientation/part-3> – Driver Training, UCC New Member Survey

ONBOARDING QUESTIONS? Contact:

Brittany Fish	Terra Pace
AmeriCorps Coordinator	Staff Assistant
Brittany.fish@usu.edu	terra.pace@usu.edu
(435) 797-0964 x1	(801) 651-6894

BRING WITH ON YOUR FIRST DAY!

ID's for I-9 and AmeriCorps Eligibility

- Valid **DRIVER'S LICENSE** or **PHOTO IDENTIFICATION CARD**, AND
- Valid **US PASSPORT**, OR your **SOCIAL SECURITY CARD** OR **BIRTH CERTIFICATE** or other acceptable form(s) of ID for I9 verification (see full list on the [UCC Resources webpage](#))

! You must bring ORIGINAL forms of ID – photos or copies ARE NOT acceptable !

ARRIVAL AND TRAINING

PLANNING TRAVEL

START DATE: Wednesday, February 16th

START TIME & LOCATION: You will meet at your Field Office location on your first day. Time TBD, but plan on as early as 8AM. Your regional office staff will send you more details in February.

If you are flying into Salt Lake City or Las Vegas, there are a couple express shuttles to Logan and Cedar City.

Salt Lake Express: <http://www.saltlakeexpress.com>

St. George Shuttle: <https://www.stqshuttle.com>
 If you are flying into Moab – Canyonlands Airport, there is one express shuttles to Moab:
<https://moabexpress.com/shuttle-from-airport-to-moab/>

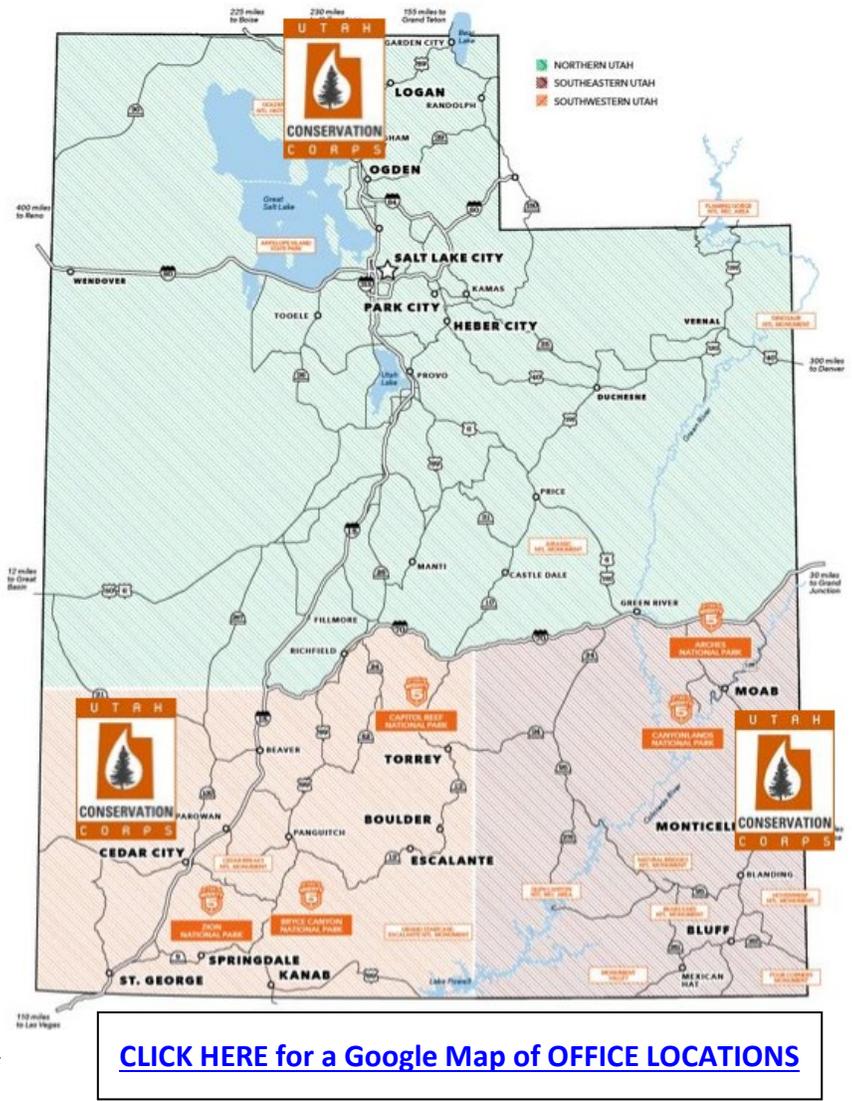
HOUSING AND FOOD DURING TRAINING

TRAINING DATES: February 16th – March 15th

These are approximate training dates. Flexibility, maturity, and adaptability with training schedule and dates is required!

UCC will arrange for travel, transportation, and camping for the duration of training.

- Be prepared to travel extensively over the training period. You will be traveling in UCC vehicles. Personal vehicles will be parked at your assigned field office.
- **Come prepared with all required gear.** Make sure your work boots are broken in before you arrive.
- **Be prepared to buy your own food for training and the duration of the season.** Have enough money to cover food and gear purchases before you receive your first paycheck (March 10th).
- You must secure your own housing after training. Project work will start the week of March 21st.



A detailed training schedule will be presented on your first day, or in email correspondence from Regional Staff just before your first day.

Your first living allowance payment will be direct deposited on March 10th. Make sure you have money available to get you through until then!

UCC Field Office Addresses (where you will meet on your first day)

Logan UCC Administrative Office
 7205 Old Main Hill
 Logan, UT 84322

(Physical Location/Mailing) Logan Field Office
 1483 East Canyon Road
 Building A
 Logan, UT 84321

(Physical Location/Mailing) Cedar City Field Office
 621 North 400 West
 Cedar City, UT 84721

(Physical Location/Mailing) Moab Field Office
 1181 South Highway 191
 Building 3
 Moab, UT 84532

TRAINING OUTLOOK

Crew Leader Candidate Training runs from February 16th to March 15th (approximate dates). **Be prepared for long days** that may include virtual, self-led online courses, some classroom time, in-field training, camping in variable weather conditions, traveling to a field training site, etc. Specific details for the training schedule will be presented after your first day, or in email correspondence from Regional Staff just before your first day. Be prepared for the first couple days of training to include orientation and travel as UCC staff orient you to UCC, AmeriCorps, and the service that you will be providing to Utah and regions of the Intermountain West.

In the wake of COVID-19, UCC will be abiding by all local, state, national, and CDC guidelines when planning and implementing training operations. Your flexibility and adaptability will be very important to both your success and the success of our program as a whole during the training period. Our staff have an immense amount of important material to cover and this is your opportunity and responsibility to learn and ask questions.

Personal Vehicles: You may park your personal vehicle at your UCC field office during training and while on hitch.

DURING THE SEASON

SPRING SEASON

The spring project season will immediately follow the initial Crew Leader Candidate training period. You will be working on a crew with fellow crew leader candidates from your field office. Leadership training will continue throughout the spring season through a very hands-on, experiential process. Promotion to a crew leader for the summer and fall field season is dependent upon demonstrated competencies in leadership throughout the spring season. As was discussed in the interview process, project schedules will vary according to the needs of the project and the project partner. Please keep an open mind to being adaptable, flexible, mature, and professional regarding schedule demands. **Also recognize that every office is different in their project schedules and every project is unique in its scope of work and expectations.**

HOUSING

You are responsible for securing your own housing for off time between scheduled projects. Four sturdy walls and a hot shower are important to maintaining your well-being over the course of your term. Some members elect to split rent on an apartment or house. Splitting housing with other UCC Crew Leaders is a great way to defray costs, however, be mindful to give yourself enough space and a place to recuperate during your off time.

Some members choose to forgo the walls and stay camp at local campgrounds or live out of their vehicle as they travel and explore on their off time. **Please NOTE:** Our staff strongly encourage separation of housing between those who oversee others (ex. crew leaders rooming with crew members, field logistics technicians rooming with crew leaders).

- UCC may assist in directing you to housing resources as we are able, but ultimately, housing is your responsibility.
- Keep in mind that housing may take a month or more to arrange.
- You will not need housing during the month-long training period February 16th to March 15th (approximate dates).

You CANNOT STORE your personal belongings or gear at the UCC Field Office.

You CANNOT SLEEP in your vehicle at the UCC Field Office.

A great solution for storing personal belongings is a storage unit! Crew members living out of their vehicles can consider sharing a unit and splitting the cost.

TIP: It may be helpful to purchase a physical paper map of the area in the event that cell service is poor outside of town.

The UCC Google Group is a great place to arrange housing and connect with other members!

LOGAN

Price ranges for housing can vary from \$300 (shared room) to \$900 (private studio apartment), depending on your needs and preferences. Google “Logan apartments for rent”.

There are also free public campsites with pit toilets on the outskirts of town that provide a place for camping on your off time, including Green Canyon and Logan Canyon. You will need transportation and a place to store your personal gear if you plan to camp.

MOAB

Finding housing in Moab can be very challenging. There is a hostel in town directly next to the office that has beds, rooms, and cabins for rent.

The Moab staff strongly encourage everyone to have a means to car-camp and explore the area. Many members based in Moab live out of their vehicle. Willow Springs Road is a free camping area with restroom facilities that’s about 20 minutes outside of town, and there are numerous other camping areas 20-45 minutes from town.

CEDAR CITY

Price ranges for housing can vary from \$300 (shared room) to \$900 (private studio apartment), depending on your needs and preferences. Google “Cedar City apartments for rent”.

The Cedar City staff strongly encourage everyone to have a means to car-camp and explore the area. There are free public campsites with pit toilets on the outside of town that provide a place for camping on your off time, including Three Peaks Recreation Area and Cedar Canyon. You will need transportation and a place to store your personal gear if you plan to camp.

TRANSPORTATION – GETTING AROUND

UCC does not provide transportation for members on their off time. It is your responsibility to be at the field office on time to leave for hitch.

Personal Vehicles: You may park your personal vehicle at your UCC field office during training and while on hitch. As a general rule, personal vehicles are NOT permitted to travel to project sites unless approval is granted by UCC staff.

LOGAN

Logan is an accessible, bike friendly city. Many members do find it helpful to have a personal vehicle to get to the office, store their gear, and travel on their off time. Please do not expect to rely on other members for rides; if you do not have a vehicle, it is wise to have an apartment, as there is no storage space at the office. Parking for personal vehicles at office ONLY while on hitch.

Logan has a FREE local bus service. Information on routes and hours can be found at www.cvtdbus.org

CEDAR CITY

Cedar City is an accessible, bike friendly city. Many members do find it helpful to have a personal vehicle in order to get to the office, store their gear, and travel on their off time. Please do not expect to rely on other members for rides; if you do not have a vehicle it is wise to have an apartment, as there is no storage space at the office. Parking for personal vehicles at office ONLY while on hitch.

CATS is the Cedar City bus system. It does cost money to utilize, and the routes are somewhat limited.

<https://www.cedarcity.org/92/Transportation>

MOAB

Moab has no public transportation system. Having a car is HIGHLY recommended. Moab is an accessible, bike friendly city. Parking for personal vehicles at office ONLY while on hitch.

FOOD

UCC does NOT provide food. The living allowance provided by UCC is to be used for food and off-time housing costs during your term. You will be responsible for feeding yourself and contributing to group meals from the first day you arrive (during training and throughout the season), even though your first check will not arrive until March 10th. Come prepared!

MEAL PANNING CONSIDERATIONS:

When planning to food shop, be specific about how many meals you're planning and how many snacks you might eat throughout each day.

- **Breakfast:** Many members opt for a simple and quick breakfast, like oatmeal (with toppings!), or bagels with nut butters and fruits.
- **Lunch:** Again, simple. Members usually eat lunch at the worksite. This means having lunch ready to go in your day pack in the morning. You might consider sandwiches, wraps (just about everything is good wrapped in a tortilla), or bagels with toppings like peanut butter, jelly, avocado, hummus, cheese, tuna packets, etc. Supplement your lunches with granola bars, trail mix, fruit (apples, oranges, bananas, or dried fruit), crackers, nuts, cheese, cookies, veggies with hummus... and the list goes on!
- **Dinner:** Crews are encouraged to cook dinner as a group using the kitchen kit supplies provided by UCC. Dinner plans are determined and planned by the crew depending on dietary preferences and restrictions. Members may also elect to cook their own dinner meals, if desired.
- **Snacks (and Secret Snacks):** You will need A LOT of snacks throughout the day. Pack a few of your favorite snacks for every hitch. You may also consider bringing a "secret snack" for your crew. Secret snacks are for everyone on your crew and are kept secret until you decide it's secret snack time (after dinner, or anytime crew morale might need a little boost). When its secret snack time, you can break out the snack for everyone to enjoy. Let the snack aisle guide you!

1. YOU NEED Electrolytes.

You're going to be working your butt off and will need not only to replace calories and water, but salts as well. Consider purchasing salt tablets (magnesium, potassium, calcium combination) that are sugar free. These are light and do not contain a lot of unnecessary ingredients. Other tablets, like Nuun, and powders like Scratch and Ultima also do the job, but with flavor. Steer clear of Powerade and Gatorade—those drinks are mostly sugar and sodium. MIO is just a flavoring—providing very little sustenance. Unless you need to flavor some funny tasting water, MIO is not going to cut it.

2. YOU NEED Calories.

You'll be at elevation doing strenuous physical labor. It is common for individuals to blow through 3,000-6,000 calories a day. Make sure you always pack enough food!

3. YOU NEED Diversity of High-Quality Foods.

Plan a menu for yourself (and your crew dinners) that is diverse and includes both macro and micronutrients!

Carbohydrates: Whole carbs like legumes (lentils, kidney beans, chickpeas), tubers (potatoes, sweet potatoes), whole fruits (apples, bananas, strawberries), couscous, nuts, granola, and grains (oats, quinoa, rice, barley, tortillas) and pasta!

Fats: Consider unsaturated fats, such as those found in nuts, seeds, fish (tuna & salmon packets), avocados, dark chocolate, and vegetable oils. This is not to be confused with saturated fats!

Protein: Jerky, packets or cans of meats or fish, cured sausages, nuts, legumes, seeds, tofu, tempeh, beans, and nutritional yeast. It will be difficult to bring raw meat on hitch. Consider a cured or canned version of the meat. Meats like canned chicken or a roll of sausage are easy to add to any stir fry with rice and vegetables.

Vitamins and Minerals: Essential to good health and play hundreds of roles in the body. Two examples of key vitamins are iron and magnesium, which are important to maintain at elevation, especially considering some of you are coming from near sea level and may be working at high elevations. Consider veggies such as bell peppers, zucchini, cauliflower and broccoli - these are all easy to buy in various formats and cook outside, yes, even in the backcountry!

Remember:

- Ice is NOT always going to be accessible.
- Instead of ice, freeze gallon jugs that are filled with water. Blocks last longer. Your crew will have access to one cooler provided by UCC.
- Eat what spoils first (mushrooms, leafy greens, berries, avocados, etc.).
- Instead of fresh meat, consider cured, canned, and/or prepackaged meat. If you insist on fresh meat, freeze it before going out on hitch and eat it earlier. This will help prevent food poisoning.
- Wash your hands and food items before meal preparation and eating.

GEAR DISCOUNTS FOR UCC MEMBERS

Members are eligible for gear discounts two weeks prior to their start date, and no earlier.

1. **Al's Sporting Goods** (Logan UT): Discount card required. Discounts vary based on item. Contact UCC staff if you need an Al's Discount Card.
2. **Cedar Sports** (Cedar City UT): Discounts for gear and outdoor rentals.
3. **Campsaver.com** (Nibley UT – near Logan): 20% "locals" discount if you pick up at their store location.
4. **Moab Gear Trader** (Moab UT): UCC members DO NOT get discounts, but they have a wide selection of discounted new and used gear.
5. **Outdoor ProLink:** www.outdoorprolink.com Anyone with an outdoor job can sign up. For additional assistance signing up, contact UCC AmeriCorps Coordinator (435) 797-0964 ext. 1
6. **Expertvoice:** <https://www.expertvoice.com/> For additional assistance signing up, contact UCC AmeriCorps Coordinator (435) 797-0964 ext. 1

OVERVIEW OF FIELD SERVICE

CREW AND HITCH STRUCTURE

A term of service with the UCC brings with it a certain way of life is challenging and can be a life changing, eye opening experience. The service and lifestyle will show you what you are capable of and will present numerous opportunities for personal and professional growth; in other words, your experience is what you make it. Additionally, you are doing much needed, important work in partnership with many agencies and community organizations that share our passion for conservation!

After the initial training period, you will be assigned to a crew of Crew Leader Candidates for the spring field season. Upon demonstrated competencies, you will be assigned a crew for the summer and fall field seasons. Most crews are comprised of one crew leader and four crew members. **Every crew has a different project schedule for the season. Some crews are assigned to different projects and locations each week; some crews spend multiple weeks or the entire season on one project.** Projects with the UCC may include (but are not limited to): trail work (restoration, maintenance, decommissioning, and construction), fencing (t-post/wire, post/cable, worm fencing, etc.), timber stand improvement, invasive species control (hand pulling weeds, herbicide application and chainsaw work), road decommissioning, fuels reduction, process-based stream restoration, and more. **Projects may be front country, back country, or both – be ready to serve wherever you are needed!**

The average project week (aka hitch) starts early at the UCC office, where you and your crew will load all of your personal, work, and group equipment and supplies for hitch into your assigned UCC rig (vehicle). You and your crew will then drive the UCC rig to your work site where you will begin your service in the field. Your days in the field begin early in the morning. Crew members will typically eat breakfast and go through their personal morning routine before stretch and safety circle. This means that you will have your PPE (personal protective equipment) in your day pack, food (snacks and electrolytes) and water ready to go, and your uniform and work boots on before stretch and safety circle. Stretch and safety circle is the official start of the workday and lasts for 15 minutes. Crew members do stretches and discuss safety and risk for the day during this time. You will have two designated 15-minute breaks throughout the day, and one 30-minute break for lunch. When you return to your field office at the end of your hitch, your crew will be expected to maintain the vehicle, clean, sharpen, repair, and maintain tools and chainsaws, complete a post-hitch report, enter hours served on IPT, and prepare for the following hitch.

COMMUNAL LIVING

A big part of the UCC AmeriCorps experience involves the people that serve alongside you. You will be working and living as a unit for entire that need to be completed while on hitch that occur outside normal work hours such as tool maintenance, cleaning seasons and the experiences you have will last a lifetime. Communal and crew style living means collaborating as well as making certain compromises to ensure a well-functioning group. There will be various tasks, vehicle checks, and cooking and campsite maintenance in order to ensure a safe and comfortable working and living environment. Everyone in a crew must do their part. A well-functioning crew is a happy crew and a beautiful sight to behold!

PROJECTS

Projects are coordinated in partnership with a variety of land management agencies and non-profit organizations. UCC diligently works to coordinate project schedules that support our mission and accomplish important conservation goals. Projects may be remote or urban. COVID 19, weather, funding, and other unforeseen factors demand MATURITY, FLEXIBILITY, PROFESSIONALISM and UNDERSTANDING. UCC AmeriCorps members must be ready to adapt and have a willingness to go where duty calls. In past years, this has even included being available to respond to national disasters.

PHYSICAL PREPARATION

We want to stress again the physical nature of our work. Prior to arriving in Utah, our staff strongly suggest that you get yourself prepared for the field by following a workout schedule of some sort. Obviously, making this fun will make it more likely that it gets done, so get out there and hike, bike, hunt, fish, climb, etc. We also suggest some lightweight workouts and cardio. By preparing yourself physically for your field season you will start off with much more confidence and less aches and pains those first few weeks. **Start breaking in work boots now!** Showing up with brand new, never-been-worn work boots will only set you up for blisters and a miserable first few weeks. Start hiking and breaking in those new boots as soon as possible! The below links are fitness programs that different agencies and athletes use for similar work:

- <http://www.fitclimb.com/page/6-week-beginner-mountaineering>
- <https://www.rei.com/learn/expert-advice/conditioning-backpacking.html>
- <https://www.outsideonline.com/1928551/month-one-build-endurance-pro>

OFF-TIME AND TIME OFF REQUESTS

Off-time is provided between each hitch. This off-time varies due to project length, location, and travel. Regardless, you will have opportunity for personal time between hitches.

As many of you know, Utah boasts some of the best outdoor recreation destinations in the country. While you will be enjoying many beautiful places during project time, you should strongly consider getting out for some recreation on your off time, before, or after your season with UCC! There are abundant destinations for hiking, climbing, backpacking, mountain biking, sightseeing, etc.

UCC is your full-time and primary commitment during your term. Again, be aware that due to unforeseen and extenuating circumstances, your project schedule, scheduled off-time, or the actual projects your crew is assigned to will change. UCC staff need you to be flexible in those situations. **Other plans and commitments must come second to UCC.**

Logistics, short field seasons, and COVID-19 have made it very challenging for UCC staff to honor requests for time-off. **UCC staff will do our best to accommodate time off requests, but we cannot 100% guarantee time-off outside of regularly scheduled days off.**

Notify UCC staff ASAP in the event that you need to request time-off during the season.

UCC AMERICORPS SERVICE AND BENEFITS INFORMATION

SERVICE CULTURE

By accepting a position with the UCC AmeriCorps program, you agree to a term of service. This should not be seen as a traditional job. Service is rewarding in its own right, but also comes with a number of other benefits. Discounts with select vendors, communities opening up their doors, and unexpected hospitality are just a few of the benefits that service can bring. However, service also means that you are dedicating yourself to a term of hard work while receiving a living allowance as compensation. AmeriCorps members should take pride in their level of dedication to the needs of our country and the public lands. Very few people are willing to accept the challenge of a term of service, and we at the UCC want to THANK YOU in advance for your dedication.

CONSERVATION CORPS CULTURE

UCC is proud to be one of over one hundred conservation corps working throughout the United States. You may have worked in the past with one or more of these other fine organizations, a government agency that does similar work to UCC, or with UCC. **Each corps, agency, and season is unique! So, we ask that you enter into this new season with UCC, open to new experiences and expecting to learn and grow. Be willing to share your past experience, to learn from others and respect where they are coming from, embrace diversity and challenge, and enter into the project demands and needs that lie ahead!**

AMERICORPS

As a member of UCC, you serve as an AmeriCorps volunteer. AmeriCorps volunteers receive an education award upon successful completion of their term and a living allowance (stipend) during their term of service. The education award can be applied to qualifying student loans and tuition charges. AmeriCorps volunteers may also be able to defer qualifying student loans while serving. Information about AmeriCorps can be found at www.nationalservice.gov and through your My AmeriCorps account, which you will gain access to after starting with UCC.

If you have questions about AmeriCorps, contact the AmeriCorps Coordinator.

LIVING ALLOWANCE AND PAYROLL

Living allowance payments are disbursed evenly on a semi-monthly basis, directly deposited on the 10th and 25th of the month (or next business day) into your bank account by Utah State University's payroll department. The .pdf attachment near the end of your Member Service Agreement on IPT defines gross disbursement amount and dates of your first and last payments.

Your first scheduled payment is March 10th.

Your last scheduled payment is December 10th.

Utah State University's Payroll Department manages your W-4 and Direct Deposit information. You may be contacted by them directly if there are questions related to your forms. If you have questions related to W-4 (taxes and withholdings) and direct deposit information or you would like to modify those forms, you should call USU Payroll.

USU Payroll: (435) 797-1059

Note: Living Allowance disbursements are subject to payroll taxes and tax withholdings. Expect your paycheck to be less than the total disbursement amount listed in your Member Service Agreement.

If you miss a payment or have questions about compensation, contact the AmeriCorps Coordinator.

ACCESSING USU BANNER (W-2 TAX FORM AND PAY STUBS)

You can access electronic paystubs and check your W-4 and direct deposit bank account information by logging on to your Utah State University Banner Access site. Click "Banner SSB/Access" on this page: <https://it.usu.edu/banner/>

Your unique USU A# (employee ID number) can be found in the "student ID" field of your IPT Profile page. Please set up your USU Banner password and Duo Login after your first day of service.

Once logged into Banner:

- Click "Employee"
- Click "Pay information"
- Click "Pay Stub"

For help logging in, contact: **USU IT Service Desk - 435.797.HELP (4357)**

To Access your W-2 Tax Form: <https://www.usu.edu/controllers/teams/payroll/index>

SEGAL AMERICORPS EDUCATION AWARD

Upon successful completion of your UCC AmeriCorps term you will receive a **Segal AmeriCorps Education Award**. This money can be applied to qualifying student loans or costs at eligible post-secondary educational institutions. The money is held in a national trust fund and is paid directly to the school or loan holders by the AmeriCorps member. You will manage your education award through your my.amerCorps.gov account.

More information about the award can be found on the [UCC Alumni page](#), or by contacting the AmeriCorps Coordinator.



FEDERAL LOAN FORBEARANCE AND INTEREST ACCRUAL PAYBACK

Once you are enrolled in your AmeriCorps term you may apply to put qualifying loans in forbearance for the duration of your term and apply for interest accrual payback upon successful completion of your AmeriCorps term. These benefits will be managed and applied for through your my.americorps.gov account.

- **Student Loan Forbearance (on qualifying loans):** apply at the beginning of your term
- **Student Loan Interest Accrual Payback:** apply at the end of your term

See the "Starting Your Term" section on the [UCC Resources page](#) for more information or contact the AmeriCorps Coordinator for more info!

CERTIFICATIONS

Upon successful completion of BOTH the training course AND your term of service, you will receive a certification. Should you end your term prematurely, certifications will no longer be valid. This holds true for any UCC-provided certification opportunity.

FOOD STAMPS

Many UCC AmeriCorps members apply and qualify to receive food stamps through the Utah Department of Workforce Services. More information will be provided during your orientation. For more information about food stamps, to request employment verification, or for assistance with completing any other related documents, contact the AmeriCorps Coordinator.

MEMBER ASSISTANCE PROGRAM

This is a 24/7 hotline and service that are available to all UCC AmeriCorps members, free of charge. Struggling through a difficult time, confused about your feelings, need help navigating tough time – call the hotline: **1-800-451-1834**

The My Life Expert app and website is also available for use free of charge. This contains resources for financial planning, education, and more! Go to www.mylifeexpert.com and use the access code: **americorps** during login. Contact the AmeriCorps Coordinator for more info.

HEALTH INSURANCE



UCC AmeriCorps members may to start a new health insurance plan through the **Healthcare.gov Marketplace OR Medicaid** during a special 60-day enrollment period. This enrollment period starts on your first day of service with UCC.

UCC does not cover the cost of health insurance for members in less than a 1700 hour, full-year term of service. Though the cost is not covered by UCC, members in less than 1700 hour, full-year terms still qualify for the special enrollment period.

Take Care Utah is a network of nonprofit organizations and individuals across the state of Utah focused on helping people access health insurance coverage. They can assist you in navigation of Healthcare.gov and Medicaid as an AmeriCorps member with UCC. Visit the [Take Care Utah](#) website to find local assistance.

Contact the AmeriCorps Coordinator for more info!

Feeling Stressed?

Your Member Assistance Program is Free, Confidential & Available 24/7.

Personal and Professional Assistance for Issues Small and Large.

800.451.1834

ALL ONE HEALTH

The graphic features a background of pink and white columbine flowers. The text is arranged in a clean, modern layout with a green and white color scheme.

HELPFUL HINTS/KNOW BEFORE YOU GO

- If you don't have a bike you can buy or rent a cheap one in town for commuting. If you have a car, leave it in your driveway as much as possible, it's better for the Earth and your health.
- Carpool or take public transit (if available) to all those exciting days off destinations.
- Get a library card and use it.
- Distinguish between your *wants* and *needs* and prioritize them, this will help you budget your money and time
- Get ready to do some good, hard work and keep a **constructive, empathetic, solutions-based attitude**.
- Take advantage of all the opportunities to explore and enjoy the places you'll be working.
- Mosquito nets can come in handy.
- Learn to do some or all of the following: bike, ski, snowboard, glissade, ice climb, rock climb, rappel, hang glide, skydive, canyoneer, slack line, ride horses, canoe, kayak, raft, swim, sail, wind surf, kite board, ride bulls, wear cowboy hats and generally enjoy the incredibility of Utah.
- Make friends with UCC project partners and federal agency personnel! Many UCC AmeriCorps members pursue positions with our partners after their term of service.
- Go to local farmers markets and community events. There are plenty of opportunities to purchase locally produced goods and enjoy local festivities.

- Delicate electronic equipment and extended backcountry work projects are not fond of one another. If you decide to bring your laptop, digital SLR camera, phone, etc., UCC is not responsible for its well-being. Take measures to protect your gear.