

# Welcome to Utah Conservation Corps



Student Affairs  
UtahStateUniversity



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## Welcome Letter

CONGRATULATIONS and welcome to the Utah Conservation Corps! You are a critical part of our mission to develop the next generation of conservation leaders, and we appreciate your dedication to conservation in the beautiful state of Utah and the Intermountain West. Whether your area a lifelong Utahn or new to the region, we welcome you and hope you will grow to love our landscapes and communities as much as we do.

As a Field Logistics Technician, you are a leader who can help fulfill our mission, convey our vision, and instill UCC and AmeriCorps values through service to public lands and environmental education. Nationwide, AmeriCorps members worked to conserve more than 400,000 acres of public land last year. The UCC crews alone improved more than 4,300 acres of public land, 190 miles of trail, and 35 miles of waterways. Our work makes a difference in the environment and in peoples' lives.

The UCC is committed to an inclusive culture of community and service in a safe and positive environment. The UCC staff are here to support you. Please do not hesitate to contact us with questions or concerns.

It is possible that UCC AmeriCorps members may also be called upon to assist with emergency response activities related to natural disasters. In doing so, you will join the ranks of past UCC members and 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 an integral part of disaster response in times of greatest need.

Thank you for your commitment to service.

Sincerely,

Utah Conservation Corps Staff

# Introduction

This informational welcome packet is designed to be a resource for everything you'll need to start your AmeriCorps term of service with Utah Conservation Corps (UCC). Please read the entire packet as it includes important information regarding onboarding, planning for your arrival, training, field projects, gear, and more.

We know this packet may not answer all your questions or concerns, so don't hesitate to reach out to us with questions. We want to make sure you arrive informed and prepared.

We're looking forward to meeting you!

# About UCC

## History

The UCC proudly follows in the footsteps of the Civilian Conservation Corps (CCC) while expanding the national service tradition to more diverse audiences as a 21st Century Conservation Service Corps. UCC began when a group of committed citizens 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, and scientific surveying. Over the years, we've expanded to include environmental education, specialty and identity-based crews, disaster response, and urban farming.



Civilian Conservation Corps | Zion NP | 1930



Utah Conservation Corps | Unita Mountains | 2022

## **Mission & Values**

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

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

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

We Value:

- The strong traditions of conservation and stewardship in American Society
- Leadership development and personal growth among members
- Inclusion of underserved populations
- Partnerships to address environmental challenges
- The development of civically engaged and informed citizens

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## **AmeriCorps Pledge**

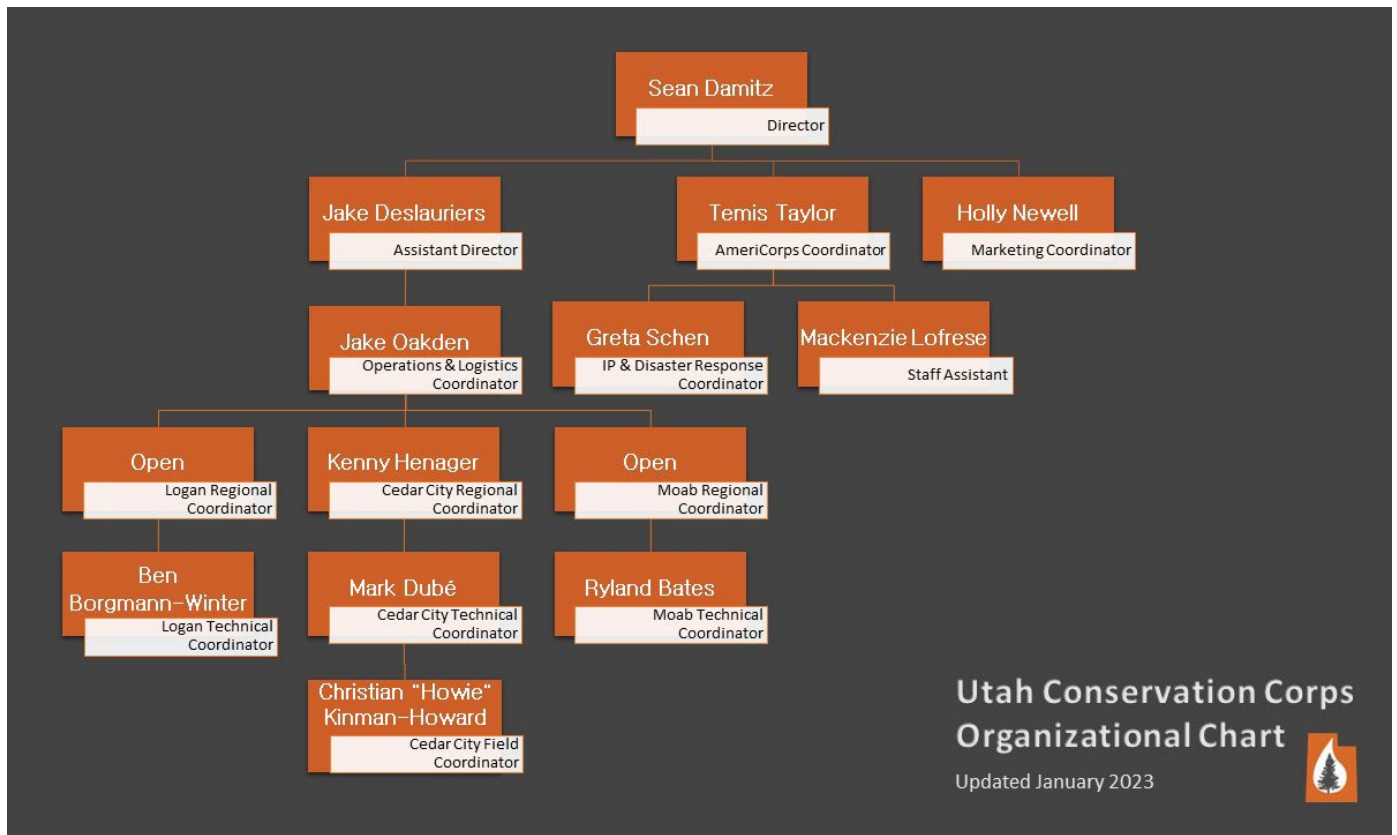
AmeriCorps is a national program that engages Americans in service to meet critical community needs. Nationally, AmeriCorps members serve at a variety of non-profit organizations with differing focus areas. UCC is a State AmeriCorps program with service opportunities in Utah related to environmental stewardship. As an AmeriCorps member with 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.

## Staff

Our staff works either out of one of our field offices or remotely throughout the Intermountain West. You can visit our [Contact Us](#) page to see everyone's role, phone number, and email address. If you're unsure who to contact, reach out to the Technical or Regional Coordinator at your assigned field office. You can also email [uccrecruiter@usu.edu](mailto:uccrecruiter@usu.edu), and we will direct you to the appropriate person.





# Onboarding

## Part 1

- Fill out Onboarding Questionnaire, New Hire Forms, Medical History, W-4, and Direct Deposit forms listed on <https://www.usu.edu/ucc/orientation/part-1>
  - Don't forget to include your SSN #, signature, and date when submitting these forms
  - You will need to upload a photo of your ID with the Onboarding Questionnaire
- Get fingerprinted ASAP! Fingerprint screening is the first step in passing your background checks. Prioritize this step! You cannot proceed with other onboarding until this is complete.
  - After your fingerprints are processed, you will receive an email from Truescreen Application Station. This email will contain instructions on how to complete your background check.

Note: Please allow 10 business days after completion of Part 1 for us to prepare your profiles and documents for Part 2.

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## Part 2

- Visit <https://www.usu.edu/ucc/orientation/part-2> for links and instructions on how to set up your accounts and complete the following:
  - My AmeriCorps
  - runIPT
  - USU Self-Disclosure Form
  - USU A# and password
  - DUO authentication set-up

Note: Please watch for emails with instructions and information you will need for Part 2 of onboarding. Allow at least 10 days to receive an USU A#.

## Part 3

- Complete Driver Training and the New Member Survey at <https://www.usu.edu/ucc/orientation/part-3>

**Know what you are expected to have completed BEFORE you arrive! This includes onboarding tasks and being prepared to start the in-person section of your WFR course.**

**If your onboarding is incomplete you may be unable to start work on your first day and/or your first paycheck will be delayed.**

**Background checks + fingerprinting take time: schedule + complete these ASAP.**

**Questions? email [uccrecruiter@usu.edu](mailto:uccrecruiter@usu.edu)**

# Travel & Training

## Travel

### First Day

Monday, February 13, 2023 - meet at your assigned Field Office location. Time TBD, but plan on as early as 8 am. We will be in touch with more details closer to your start date.

You must bring: Driver's license OR photo identification card AND either a U.S. passport, social security card, or birth certificate. For other acceptable form of ID for I-9's visit [UCC Resources webpage](#). Note: Original forms of the ID are required – photos or copies are NOT acceptable.

### Getting Here

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

- Salt Lake Express: <http://www.saltlakeexpress.com>
- St. George Shuttle: <https://www.stgshuttle.com>

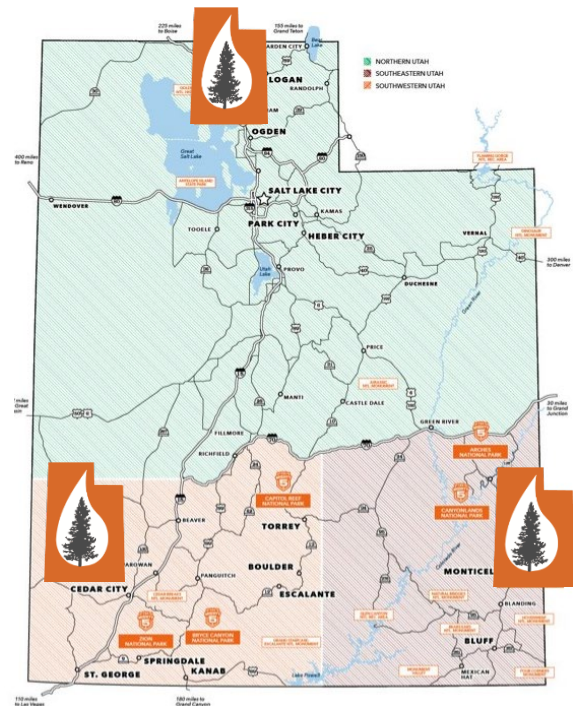
### Field Office Locations

Logan:  
1483 East Canyon Road, Building A  
Logan, UT 84321

Moab:  
1181 South HWY 191, Building 3  
Moab, UT 84532

Cedar City:  
621 North 400 West  
Cedar City, UT 84721

[CLICK HERE for a Google Map of OFFICE LOCATIONS](#)



## Training

### Overview

Dates: February 20 - March 16 (anticipate traveling for this entire period of time, including weekends)

These are approximate training dates. We ask you to be flexible, adaptable, and understanding with training dates and day-to-day schedule. A detailed schedule will be presented on your first day, or in email from field staff beforehand.

*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 during training and when you are on hitch.
- Have all the required gear and make sure your work boots are broken in before you arrive.
- Purchase your own food for training and the duration of the season. There will be time built into to training for grocery shopping but come prepared with breakfast and lunch.
- Secure your own housing after training. Project work will start the week of March 20.

**UCC will arrange for travel, transportation, and camping for the duration of training. However, food is NOT provided during training. Make sure you have enough money to cover food and gear purchases before you receive your first payment (February 27)**

### More Information

**Be prepared for long (10+ hour) days** that may include virtual, self-led online courses, some classroom time, in-field training, camping in variable (sub-freezing) weather conditions, traveling to a field training site, etc. Training topics will include but are not limited to wilderness leadership skills, chainsaw operation, herbicide application, trail construction, fence building, and Wilderness First Responder (WFR) coursework. Specific details for the training schedule will be presented after your first day. Be prepared for the first couple days of training to include travel and orientation, where you will learn more about UCC and AmeriCorps and the service you are providing to Utah and regions of the Intermountain West. Your flexibility and adaptability during training are not only critical to your success, but our programs. Our staff have an immense amount of important material to cover. The training period is your opportunity to learn and ask questions.

# During the Season

## Spring

The FLT begins their term of service in the early spring. The spring season is dedicated to the development of Crew Leaders through formal training and peer-led project work. During this time, FLTs become familiar with their responsibilities and assist regional staff with preparation for spring training. FLTs will participate in the Crew Leaders' training period (February 20 – March 16), then participate in project work with Crew Leaders for the remainder of the spring season (March – May).

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## Summer & Fall

During the summer and fall field seasons, FLTs assist Field Staff with logistical coordination and support field crews. Please be mindful that every field office is different in their project schedules and every project is unique in its scope of work and expectations.

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## Housing

### Overview

You are responsible for securing your own housing for off time between scheduled projects. Four sturdy walls and a hot shower are vital 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 Field Logistics Technicians is a great way to defray costs; however, be mindful of giving yourself enough space and a place to recuperate during your off time.

Some members choose to forgo the walls and camp at local campgrounds or live out of their vehicle as they travel and explore on their off time. We **strongly** encourage separate housing for those who are in leadership positions (ex. No Crew Leaders rooming with Crew Members, or FLTs rooming with Crew Leaders).

- You will find resources we've created to assist you below, 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 20 - March 16.

## Resources

Click on the tiles below to navigate to the housing resource page with information on rentals, camping, community amenities, and tips depending on your assigned field office. We also suggest you utilize the UCC Google Group. It's a great place to connect with other members to arrange housing or ask questions. If you haven't received in an invite yet, email [uccrecruiter@usu.edu](mailto:uccrecruiter@usu.edu).



**You CANNOT store your personal belongs, gear, or sleep in your vehicle at any UCC Field Office.  
If you need storage space, consider sharing a storage unit with fellow members.**

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## Transportation

UCC only provides transportation when you're on hitch. You're responsible for arranging transportation to/from the field offices and during your off-time. You can only park your personal vehicles at the field office while on hitch. Additionally, personal vehicles are not permitted to travel to project sites unless approved in advance.

### *Logan*

Logan is an accessible, bike friendly city; however, many members find it helpful to have a personal vehicle to get to the office, store their gear, and travel during 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.

Logan has a FREE local bus service. Information on routes and hours can be found at [www.cvtdbus.org](http://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.

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

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## **Food**

We do NOT provide food. The living allowance provided is to cover the cost of food and off-time housing 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). Keep in mind your first check will not arrive until 2/27/2023.

### **Meal Planning – Things to Consider**

When planning meals be specific about how many meals you're planning and how many snacks you might eat throughout the day.

- Breakfast: Many members opt for a simple and quick breakfast, like oatmeal or bagels with nut butters and fruits.
- Lunch: Members usually eat lunch at the worksite. This means having lunch ready to go in your 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, hummus, etc.

- Dinner: Crews are encouraged to cook dinner as a group using the kitchen kit provided by UCC. Dinners 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 a 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!

## Know What You Need

- Electrolytes: You will be working hard and need to replace not only calories and water but salts, too. Most members accomplish this by adding electrolyte supplements to their water. 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 will also do the job, but with flavor. Powerade and Gatorade are mostly sugar and sodium, providing a lower quality (but far more affordable) electrolyte option. MIO has a limited number of electrolytes in comparison to alternatives. It's best reserved for flavoring funny-tasting water.
- 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! If you are planning a meal for multiple Crew Members, consider the fact that other individuals may require larger or smaller portions than you typically do.
- High-quality Food: 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), couscous, nuts, granola, and grains (oats, quinoa, rice, barley, tortillas) and pasta are better than highly processed carbohydrates and foods with added sugars.
  - Fats: Consider unsaturated fats, such as those found in nuts, seeds, fish (tuna & salmon packets), avocados, dark chocolate, and vegetable oils. Don’t be afraid of saturated fats such as those found in butter (if you are working in cooler weather) and cheese (cheddar, as well as hard cheeses such as parmesan, do well in warmer temperatures—leave your chevre at home).



- Protein: It will be difficult to bring raw meat on hitch. Consider a cured or canned version of the meat, such as jerky, packets or cans of meats or fish, cured sausages, nuts, legumes, seeds, tofu, tempeh, beans, and nutritional yeast. Meats like canned chicken or a roll of sausage are easy to add to any stir fry with rice and vegetables. Eggs travel best if hard boiled first. If you are vegetarian, vegan, or cooking for a crew with vegetarians, nuts, legumes, seeds, tofu, tempeh, beans, and nutritional yeast are all good sources of protein.
- Vitamins and Minerals: These are 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 if you are coming from sea level. Consider vegetables such as bell peppers, zucchini, cauliflower, and broccoli - these are easy to buy and to cook outside even in the backcountry (but eat them early before they spoil).

*Remember:*

- Ice is NOT always going to be accessible.
- Instead of ice, freeze gallon jugs filled with water. These last longer and prevent melting ice from soaking everything else in your cooler. Your crew will have access to one cooler provided by UCC. You will need to work together to ensure there is enough room for everyone's food.
- Eat perishables first (mushrooms, leafy greens, berries, avocados, etc.). When possible opt for non-perishables and foods that require minimal refrigeration.
- If you insist on fresh meat, freeze it before going out on hitch and use it early to prevent food poisoning.
- Wash your hands and food items before meal preparation and eating.
- Thoroughly clean dishes and food prep areas after meals.

## Gear

If you haven't already reviewed the gear list, you can find it [HERE](#). Additionally, members are eligible for gear discounts two weeks prior to their start date, and no earlier.

- *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.
- *Cedar Sports* (Cedar City UT): Discounts for gear and outdoor rentals.
- *Campsaver.com* (Millville UT – near Logan): 20% “locals” discount if you pick up at their store location.
- *Moab Gear Trader* (Moab UT): UCC members do NOT get discounts, but they have a wide selection of discounted new and used gear.
- *Outdoor Prolink*: [www.outdoorprolink.com](http://www.outdoorprolink.com) Anyone with an outdoor job can sign up. For additional assistance, get in touch with your supervisor.
- *Expertvoice*: <https://www.expertvoice.com> - Ask your supervisor for sign-up information.

# Overview of Field Service

## **Crew + Hitch Structure**

Your service and lifestyle while at UCC will show you what you are capable of and will present opportunities for personal and professional growth. You'll find a new level of hard work and determination by working long hours, oftentimes in challenging conditions. This is collaborative work; you will learn to work as a team in areas you might otherwise not have visited and with people you may have otherwise not met. You will also have the opportunity to network with project partners, thereby developing possible future employment opportunities. In short, we encourage you to make the most of your time here.

After the initial training period, you will spend the Spring season working with Crew Leaders and assisting with project oversight. In the Summer and Fall you will support field crews comprised of Crew Leaders and Crew Members. Generally, crews are 1 Crew Leader and 4 Crew Members. Each crew will have their own project schedule for the season. Some may be assigned to different projects and locations each week, while others will spend multiple weeks (or the entire season) on the same 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
- Stream restoration

The average project week (aka hitch) starts at the UCC office, where each crew will load all their personal, work, and group equipment and supplies for hitch into their assigned UCC vehicle (aka rig). They drive their rig to the project site, where they will begin service in the field. Days in the field begin early in the morning. Crews typically eat breakfast and go through their personal morning routine before starting the stretch and safety circle, which is a designated time for members to stretch and discuss safety and risk for the day. It takes about 15 minutes and is the official start of the workday. This means members are in their uniform with PPE (personal protective equipment), food (lunch, snacks, electrolytes), and water ready to go before stretch and safety circle begins. Additionally, crews have two designated 15-minute breaks throughout the day, and one 30-minute break for lunch.

At the end of their hitch, crews return to their field office, where they are expected to clean, sharpen, repair, and maintain the vehicle, tools, and chainsaws. They also complete a post-hitch report, enter hours served on IPT, and prepare for the following hitch. Although hitch schedules are highly variable, they often follow an approximately 9 day on/5 day off or 5 on/2 off schedule.

As a FLT, you will also be responsible for completing tasks at your field office like tool and chainsaw repair and project planning paperwork. You may also serve on crews in the field, conduct short-term site visits to check on crews, function as an on-site project manager for long-term multi-crew projects, assist staff with site visits for upcoming work, and provide mentorship to Crew Leaders and Crew Members during training periods and field seasons. FLTs usually spend most of the spring season embedded with a crew of Crew Leaders, transitioning to more sporadic and shorter-term site visits over the course of the summer and fall seasons. The proportion of your time spent in the field versus office will depend primarily on the needs of the office where you serve but may also be flexible based on your own professional development goals.

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## **Communal Living**

A big part of this experience is the people you work and live with for multiple seasons. Many alumni say their crew was the highlight of their time with UCC. They started as strangers and left lifelong friends. While that will not always be the case, it is important to recognize that communal and crew style living means collaborating and making compromises to ensure a well-functioning group. There will be various tasks that need to be done on hitch that occur outside of normal work hours such as: tool maintenance, cleaning, vehicle checks, 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!

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## **Projects**

Projects are coordinated in partnership with various land management agencies and non-profit organizations. UCC works diligently to coordinate project schedules that support our mission and accomplish important conservation goals. Projects may be backcountry (hiking into the project site, camping away from a vehicle) or front country (such as driving to the project site daily, camping at the vehicle, or non-camping lodging). Projects may be urban (located in a city or town) or rural (located in national parks, forests, etc. with limited access to facilities and resources). Weather is variable, and work and campsites can range from 2,000-13,000 feet in elevation. There are a variety of factors that determine project work and schedules. Members must be ready to adapt and be willing to go where duty calls. In the past, this has even included being available to respond to national disasters.

## Physical Preparation

Again, we want to stress the physical nature of our work. Before arriving in Utah, we staff strongly suggest that you prepare for the field by following some type of workout schedule. Making this fun means it's more likely to get done, so get outside - hike, bike, hunt, fish, climb, etc. We also suggest some lightweight workouts and cardio. Being physically prepared will start your season off with more confidence and fewer aches and pains. *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 into 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>

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## Off-time & Requested Time Off

*Off-time is provided between each hitch*, but the amount of time varies due to project length, location, and travel. Regardless, you will have opportunity for personal time between hitches.

Utah boasts some of the best outdoor recreation destinations in the country. While you will enjoy many beautiful places during project time, we strongly recommend recreating on your off-time, before, or after your season. There are abundant destinations for hiking, climbing, backpacking, mountain biking, sightseeing, etc. However, keep in mind *UCC is a full-time commitment during your term*. We want you to be aware unforeseen and extenuating circumstances may impact your project schedule, scheduled off-time, or the projects you were assigned. We need you to be flexible and understand other plans and commitments must come second to UCC.

**We do our best to accommodate time off requests, but we cannot 100% guarantee time off outside of the regular schedule.**

**Notify your supervisor ASAP if you need to request time off during the field season.**

# **Service + Benefits Information**

## **Culture of Service**

When you accepted your position with the UCC, you agreed to a term of service, not a traditional job. Doing service work is rewarding in its own right, but it also comes with other benefits. Discounts with select vendors, connecting with the community, meeting new people, learning new skills, and unexpected hospitality are just some of the benefits that service can bring. However, service also means you are dedicating yourself to months of hard work while receiving a living allowance and education award in return. As an AmeriCorps member, you should take pride in your dedication to the needs of our country and the public lands. Few people are willing to accept the challenge of national service, so THANK YOU in advance for your commitment.

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## **Culture of Conservation Corps**

UCC is proud to be a part of more than 100 conservation corps working throughout the United States. In the past, you may have worked with another of these other organizations, a government agency that does similar work, or already served with UCC. Every corps, agency, and season is unique. As you enter into this field season, we encourage you to be open to new experiences, share your knowledge, learn from others, and embrace diversity.

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## **AmeriCorps**

As an AmeriCorps member serving with UCC, you receive a living allowance (stipend) during your term and an education award after successfully completing your term. You may also be able to defer qualifying student loans while serving. Information about AmeriCorps can be found at [www.nationalservice.gov](http://www.nationalservice.gov) and through your My AmeriCorps account. These benefits are described below.

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

## Living Allowance + 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 states your gross disbursement amount and the dates of your first and last payments.

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, contact USU Payroll.

**USU Payroll: (435) 797-1059**

You can make modifications to these forms on [USU's Banner Self Service Page](#).

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 have questions about payments or compensation, contact the AmeriCorps Coordinator.

**FLTs starting on February 13, 2023, should expect to receive first pay on February 27  
because the regular pay date falls on a weekend.**

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## Taxes + Pay Stubs

Payroll, tax, and contact information are available through USU's Banner Self Service page.

<https://ss.banner.usu.edu/BannerExtensibility/customPage/page/HOMEPAGE>

Login using your A-number and the password you set up during your onboarding process. This site uses [Duo security](#) to protect your sensitive information.

You can view or download electronic paystubs and W-2 tax statements, and check or change:

- W-4 forms
- Direct deposit bank account information
- Contact information

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

## Education Award

After successfully completing your AmeriCorps term of service, you are eligible to receive the Segal AmeriCorps Education Award. You can use the award to repay qualified student loans and to pay current educational expenses at eligible institutions of higher education and training programs. This includes school tuition, study abroad programs, specialized skills programs, and more!

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.americorps.gov](https://my.americorps.gov) account.

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

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## Federal Loan Forbearance + 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](https://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!

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## 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 Assistant Program (MAP)

This is a 24/7 service that is available to all UCC AmeriCorps members, free of charge.

**Call the hotline: 1-800-451-1834** and state that you are an AmeriCorps member with the Utah Conservation Corps.

As an AmeriCorps member with the Utah Conservation Corps you have confidential access to the following through the AllOne Health Member Assistance Program (MAP):

- 24/7/365, toll-free telephonic mental health counseling services with master's degree-level counselors
- Mobile application providing chat, video counseling, and web portal of resources
- Six (6) face-to-face or virtual counseling sessions with master's-degree level counselors

You will be connected with a professional, licensed counselor with AllOne Health. In-the-moment support is provided for topics such as substance abuse, stress, depression, anxiety, grief counseling and many other areas. Whatever the question or challenge, please do not hesitate to call - anytime of day. You may be provided information or referrals for in-person counseling, childcare, housing, and other local information that may be useful to you.

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## Health Insurance

Starting or ending AmeriCorps service is considered a [Qualifying Life Event](#) for insurance purposes. UCC AmeriCorps members may 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.

# Member Resources

## Need Support While You're Here?

### USU & State Resources

#### *Sexual Misconduct*

UCC & USU strive to create a learning and working environment free from sexual misconduct. If you have experienced [sexual misconduct](#) (sexual harassment, sexual assault, relationship violence, or sex-based stalking), USU offers many resources and services to help you heal and succeed at USU. For information on USU resources, community resources throughout Utah, confidential and reporting resources visit [usu.edu/sexual-respect/resources#community](https://usu.edu/sexual-respect/resources#community).

#### *USU Sexual Assault and Anti-Violence Information (SAAVI)*

The Sexual Assault & Anti-Violence Information (SAAVI) Office is a campus-based office providing safe, confidential counseling, advocacy, and information to the USU community. SAAVI's services are open to all USU students, staff, and faculty. Learn more at <https://www.usu.edu/saavi/> or call the crisis hotline 435-797-7273.

#### *Utah Sexual Violence Crisis Line*

The Utah Sexual Violence Crisis Line is a safe, confidential service offered to survivors of sexual violence anywhere in the state. If you or a loved one are looking for support, please call Utah's 24-hour Sexual Violence Crisis Line at 1-888-421-1100.

#### *SafeUT App*

Talk to a confidential therapist 24/7.

Call 801-587-3000. You can download the app for a private chat.

Apple

Android

### AmeriCorps & National Resources

#### *MyLifeExpert*

The MyLifeExpert program provides access to thousands of up-to-date articles, videos and worksheets on topics including health and fitness, financial, career, family, college and more. Sign up for [www.mylifeexpert.com](https://www.mylifeexpert.com) on your desktop mobile device. Company access code: americorps

### *National Service Hotline*

AmeriCorps members have the expectation and the right to serve in a safe environment, and to be treated with dignity and respect. AmeriCorps expects all program leaders and grantees to create safe service environments for our members and volunteers.

If you are experiencing a threat to your safety or security, and you are not comfortable discussing the matter with your program leaders, sponsor supervisors, or local law enforcement officials, you can contact our National Service Hotline at: **1-800-942-2677**. Learn more at <https://americorps.gov/members-volunteers/safety-security>

### *National Sexual Assault Hotline*

Call 1-800-656-4673 to talk with a trained staff member from a sexual assault service provider. Additional resources available at <https://www.rainn.org/resources>

### *988 Suicide & Crisis Lifeline*

Call 988 for 24/7, free and confidential support, prevention and crisis resources for you or others in distress. Learn more at <https://988lifeline.org>

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## **The Patricia Sagawa Corpsmember Relief Fund**

The Corps Network established **The Patricia Sagawa Corpsmember Relief Fund**. This fund is designed to provide critical financial support to young adults facing barriers during their term of service.

Funds can be requested to support short-term relief including, but not limited to childcare, clothing, food, housing, medical expenses, transportation, utilities, unforeseen need to travel home, etc. Learn more at <https://corpsnetwork.org/our-impact/patricia-sagawa-corpsmember-relief-fund/>

## Tips & Things to Know Before You Go

- Your office's Field Staff are rich resources for information about local food shopping, equipment availability, recreational opportunities, etc. Pick their brains!
- Get to know UCC project partners and federal agency personnel! Many UCC AmeriCorps members pursue positions with our partners after their term of service.
- If you serve at least 640 hours with the UCC, you may be eligible for special hiring status for federal positions through the Public Lands Corps program. For more details: <https://www.usu.edu/ucc/files/ucc-plcha-process-july2020.pdf>
- Crew Leaders and Field Logistics Technicians have access to a professional development fund. This can be used to pay for skill-building workshops or classes that relate to the work that you do with the UCC. Contact Jake Oakden for more information.
- If you don't have a bike, consider buying used or renting one in town for commuting.
- Used gear is often far more affordable than brand new gear.
- 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.
- Take advantage of all the opportunities to explore and enjoy the places you'll be working.
- Carpool or take public transit (if available) to all those exciting days off destinations.
- 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, and generally enjoy the incredible opportunities in Utah.
- Shop local farmers markets. Most Utah farmers markets will give SNAP (food stamps) participants an extra \$30 in matching funds for each market day (<https://www.uah.org/get-help/snap-farmers-market>)
- Attend free community events. There are plenty of opportunities to enjoy locally produced goods and experience local seasonal festivities.
- Get a library card and use it. Members have access to USU library resources. [library.usu.edu/](http://library.usu.edu/)
- Planet Fitness or other gyms offer affordable memberships that grant you access to shower facilities.
- Due to UCC's association with Utah State University, during your term of service you have access to free or discounted software including Microsoft Office, Adobe Acrobat, etc.
- If you are serving in Logan, make use of USU-sponsored programs like Aggie Blue Bikes (cheap bike rentals), Aggie Rec Center (cheap monthly fee for access to showers, gym, rock climbing, charging outlets/wifi), and SNAC (staff/student food pantry)