

Welcome to Utah Conservation Corps



Student Affairs
UtahStateUniversity



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. Our upcoming field season marks UCC's 25th year of operation! Whether you are 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 Crew Leader, you help fulfill our mission, convey our vision, and instill UCC and AmeriCorps values through service to public lands and environmental education. The UCC crews improved more than 12,600 acres of public land, 84 miles of trail, and 120 miles of waterways. Our work makes a difference in the environment and in peoples' lives.

The UCC is committed to a 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

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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 feel free 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 wider 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 crews, disaster response, urban farming, and food security.



Civilian Conservation Corps | Zion NP | 1930



Utah Conservation Corps | Bryce Canyon NP | 2025

Mission & Values

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

Our vision is to create thriving communities and conserve the natural heritage of Utah and the Intermountain West.

We are committed to a 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
 - Innovation in service and conservation
 - Partnerships to address environmental challenges
 - The development of civically engaged and informed citizens
-

AmeriCorps

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 and neighboring states related to the environment. 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.

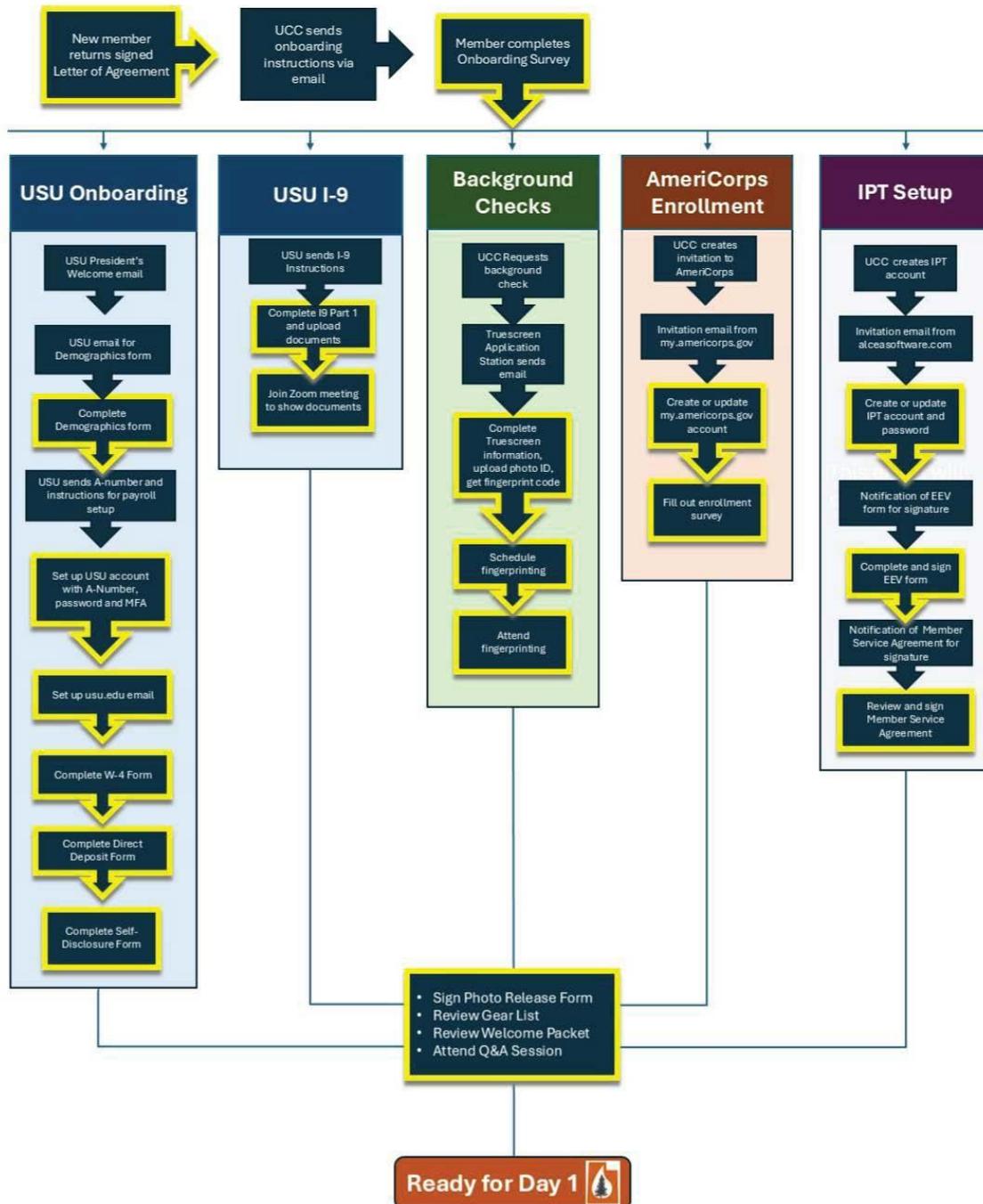
Staff

UCC staff work in field offices and through remote telework. 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, and we will direct you to the appropriate person.

Onboarding

There are five parts to onboarding for the UCC. To get you started, the first 2 parts are described below. You will receive emails and instructions as you go through this process.

You may refer to this chart or to the UCC Onboarding webpage to track your progress. Please email erica.saunders@usu.edu with any questions. Highlighted steps are items that will require you to take action.



Getting Started

This stage gathers information to begin your onboarding process. Steps you will need to complete are **highlighted** in the chart above.

- You will need to begin by filling out the Onboarding Questionnaire [UCC Onboarding Form](#). This step gathers the information to begin your onboarding process. Our questionnaire also collects emergency contacts and information about any medical conditions to help ensure your safety.
 - You will need to upload a photo of your ID with the Onboarding Questionnaire
- Once you have provided the information in the Onboarding form, you will begin to receive emails from USU. (The UCC is part of USU, and your living allowance payments will come from USU payroll.)
- Emails and the actions you need to take are as follows (click to see examples)
 - [USU President's welcome email](#)
 - No action needed
 - [USU Human Resources request for demographics information](#)
 - Respond using the link and your personal code from the email
 - [USU instructions for payroll setup](#)
 - This email will contain your A-number, which is your USU ID number
 - Create a password
 - Set up [multi-factor authentication](#)
 - Enter your W-4 information (for taxes)
 - Provide your direct deposition information
 - Fill out a [self-disclosure form](#)
 - Provide emergency contact information to USU
 - Get ready for your I-9 with the [right documents](#) (additional information will follow)
 - Information about your usu.edu email
 - Set up and check this email periodically
 - Important communications from USU will go to this email. You may want to set this account up to forward to your personal email so you don't miss important messages.
- AmeriCorps requires that all members pass a National Security Criminal History Check. After you complete your onboarding form, you will receive an email from Truescreen Application Station. This email will contain instructions on how to complete your background check. Steps will include providing information, a copy of your government-issued ID, and making an appointment for a fingerprint screening. Prioritize this step! You cannot proceed with other onboarding until this is complete.

Once your background checks have cleared, you will receive an email with instructions for parts 4 and 5 of your onboarding. Onboarding must be completed before your start date.

I-9 Verification Requirements

All new UCC members must complete the I-9 verification process. This can now be completed online. You will receive instructions via email on completing this step, which will include a quick online appointment for verification. It takes only a few minutes, but you will need to have your identifying documents on hand. This is a list of [Acceptable Documents](#) for the I-9 process.

Know what you are expected to have completed for onboarding BEFORE you arrive!

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

Additional Pre-Season Information

At the beginning of your service, you will need to complete the following trainings required by Utah State University. These courses are accessed through the [USU Learn Blue](#) system. Each course should take about 30 minutes or less. If you are able to access USU Learn Blue, you may wish to complete some of these ahead of time to make your first day a little easier. Y

- State of Utah Defensive Driver Training - You must have this required certification before you can drive a UCC vehicle. Any member with a driver's license needs to complete this training.
 1. Review the information at <https://www.usu.edu/risk/vehicles/drivers-training>
 2. Complete the Defensive Driver Training on USU's Institutional Learning System
 1. [Defensive Driving Training](#)
- Title IX – Part 1 of this training is to be completed online in the Learn Blue system. Part 2 will take place on your first day.
- Respectful Workplace – All UCC members and staff must complete this online

Pre-Service Orientations

In the weeks prior to the summer and fall start dates, your field office and UCC staff will host orientation sessions over Zoom. **You are expected to attend one of these sessions.** This will give you a chance to meet incoming members, answer questions, and share your advice.

Travel & Training

Travel

First Day

Senior Crew Leaders: December 16th, 2025.

Crew Leaders: February 16th, 2026.

Time TBD, but plan on as early as 8 am. We will be in touch with more details closer to your start date.

Transportation

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

- [Salt Lake Express](#)
- [St. George Shuttle](#)

Field Office Locations

Logan

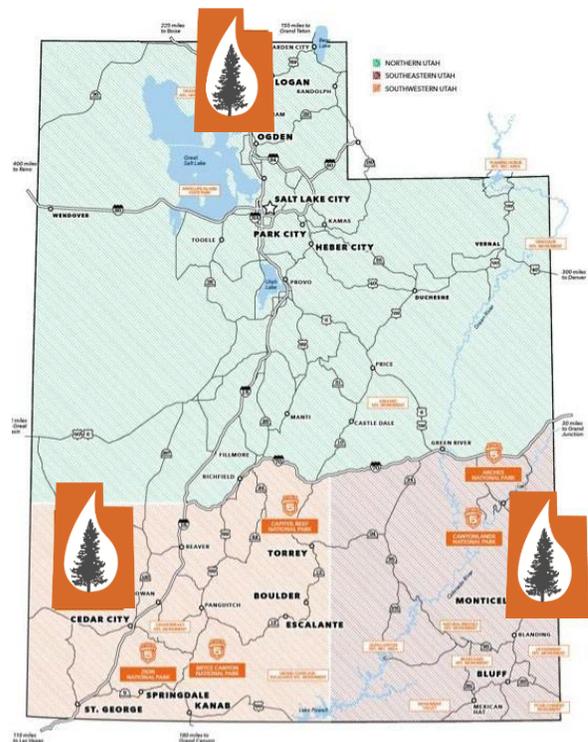
1483 East Canyon Road, Building A
Logan, UT 84321

Moab

1181 South HWY 191, Building 3
Moab, UT 84532

Cedar City

621 North 400 West
Cedar City, UT 84721



Training

Overview

Dates: Mid-February - Early March (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. We refer to the time you are serving in the field as a “hitch.” Your time off is considered “off-hitch”.

Be prepared to:

- Travel extensively over the training period. You will be traveling in UCC vehicles. Personal vehicles will be parked at your 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.
- Plan and purchase your own food for training and the duration of the season. Bring your lunch for the first day. There will be time built into training for grocery shopping. **You do not need to bring food for the entire training on day 1.**
- Secure your own housing for after training. Project work will start the week after spring training ends.

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.

Note: Time off is not allowed during training.

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 use, 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 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 engagement 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

Overview

The spring season is dedicated to development through formal training and peer-led project work. During this time, Crew Leaders will become familiar with their responsibilities, learn proper tool use and techniques, and participate in conservation projects under the leadership of Field Logistics Technician and direction of UCC field staff.

Upon demonstration of essential competencies, Crew Leaders will assume responsibility for leadership of a 4 to 10-person crew on various conservation projects for the Summer and Fall seasons. 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.

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 Crew Leaders 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. **Note:** Members should not share housing with others who are in leadership positions (i.e., No Crew Leaders rooming with Crew Members, or FLT's 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 Spring training period.**

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.

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 Telegram Group. It's a great place to connect with other members to arrange housing or ask questions. If you haven't received an invite yet, email uccrecruiter@usu.edu.



Transportation

UCC only provides transportation when you're on hitch. You are responsible for arranging transportation to/from the field offices and during your off-time. You can park your personal vehicles at the field office only 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, as there is no storage space at the office.

Logan has a FREE local bus service. Information on routes and hours can be found at [Connect](#).

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.

[CATS](#) is the Cedar City bus system. It does cost money to ride, and the routes are somewhat limited.

Moab

Having a car is HIGHLY recommended. Moab is an accessible, bike friendly city. The [Moab Area Transit \(MAT\)](#) pilot program is a fare-free, transit service in Moab. MAT includes an on-demand microtransit service providing door-to-door transportation to and from any location within the broader service area. It also includes a fixed-route service that will bring riders to predetermined destinations along Main Street.

Food

We do NOT provide food. The living allowance provided is to be used 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). Be sure you are able to cover your expenses until you receive your first living allowance payment and budget accordingly.

Meal Planning – Things to Consider

When planning meals it helps to be specific about how many meals you are 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:** Crews 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 supplies 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 are going to be working hard and will need to replace electrolytes as well as being sure you are getting sufficient calories and water. 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 will be at elevation doing strenuous physical labor. It is common for individuals to burn 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 varied 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 (keeps best in cooler weather) and cheese (cheddar and other hard cheeses such as parmesan do well in warmer temperatures— leave soft cheeses like brie at home. Block cheese keeps better than grated.)
 - 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 cured 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 important roles in the body. Two examples of key nutrients 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.
- Use foods that spoil easily 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 (see more details in the 2026 Gear List).

Uniform Reimbursement Instructions

Members are eligible for uniform (pants/boots) reimbursement. Reimbursement amounts are based on term-length:

- 450-hr – one reimbursement submission totaling (\$75)
- 900-hr – two reimbursement submissions totaling (\$100)
- 1200-hr - three reimbursement submissions totaling (\$125)
- 1700-hr - three reimbursement submissions totaling (\$150)

Important Note: Receipts submitted more than 60 days from the listed purchase date may be subject to tax withholdings.

Submission Process & Policies

- Purchases of boots and work pants are eligible for reimbursement. Other items must be pre-approved.
- Requests may be submitted during your term for replacement items.
- Maximum reimbursement amounts are listed above.
- Reimbursement will be made by direct deposit.
- It may take up to six weeks for approvals and funds to be deposited in your account.
- Submit your receipts for reimbursement to Jake Oakden (jake.oakden@usu.edu) or your field office supervisor **after your start date**. *If you submit your request prior to your start date, your uniform reimbursement request will be processed during the first week of your service.*
- Receipt must contain the following information:
 1. Clear name of company/store item was purchased from.
 2. Clear listing of the date purchased. *(If not on receipt, you must also submit a bank statement screenshot that show the charge and date.)*
 3. Receipt must be itemized. *(It must say what items were purchased.)*
 4. Document must show proof of purchase; it cannot be a shipping confirmation and must show that it has been paid. *(Usually by listing last four digits of card number paid with.)*
 5. Write your full name and A# on the receipt.

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 alongside other Crew Leads and Field Logistic Technicians where you'll become familiar with your responsibilities, learn proper tool use and techniques, and participate in conservation projects. In the Summer and Fall you'll be responsible for facilitating a positive crew member experience by setting an example of enthusiasm throughout work and camp life while leading a crew. 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.

The average project 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). The crew drives 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 personal protective equipment (PPE), 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 (UCC's tracking system), 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.

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 as 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!

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. 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. The below links are fitness programs that different agencies and athletes use for similar work:

- [6-week beginner mountaineering fitness plan](#)
 - [REI: How to Train for Backpacking](#)
 - [Month One: Build Endurance Like a Pro](#)
-

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 the 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.

While we do our best to accommodate time off requests, but we cannot guarantee time-off outside of regularly scheduled days off. Note: Time off is NOT allowed during training.

If you would like to request time off, you must do so within the first three days of the season by submitting a formal Time Off Request form to your Field Staff.

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 as compensation. 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 call of national service, so THANK YOU in advance for your commitment.

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 even worked with one or more of these other organizations, a government agency that does similar work, or already served with UCC. Every corps, agency, and season is unique, so as you enter into this field season, we encourage you to be open to new experiences, willing to share your experience, learn from others and respect where they are coming from, and embrace a growth mindset.

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. The education award can be used for tons of different things like school tuition, living costs, student loans, study abroad programs, specialized skills programs, and more! You may also be able to defer qualifying student loans while serving. Information about AmeriCorps can be found at americorps.gov and through your My AmeriCorps account.

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 the preceding business day if pay date falls on a weekend or holiday) into your bank account by Utah State University's payroll department. Your Member Service Agreement (available on IPT) defines gross disbursement amount and payment dates. Check the Section X attachment on the last page for important information about your position.

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. Changes to these forms and other personal information can be made online through the Employee Dashboard.**

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.

Taxes + Pay Stubs

Payroll, tax, and contact information are available through [USU's Employee Dashboard](#).

- Login using your A-number and the password you set up during your onboarding process.
 - This site uses [Microsoft Authenticator](#) 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. 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 account. Make sure you keep your log-in information up to date for this website, as it can be a slow process to reset your password.

More information about the award can be found on the [UCC Alumni page](#).

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. You will apply for and manage these benefits 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 [Member Resource](#) page.

SNAP Benefits/Food Stamps

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

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. Members in all AmeriCorps terms qualify for the special enrollment period.

UCC does not cover the cost of health insurance for crew members in less than a 1700 hour, full- year term of service.

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.

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 [Community Resources in Utah](#).

[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. The 24/7 crisis hotline can be reached at 435-797-7273.

[Utah Coalition Against Sexual Assault](#)

The Utah Coalition Against Sexual Assault Helpline is a safe, confidential service offered to survivors of sexual violence anywhere in the state. Advocates can answer questions for survivors, loved ones, professionals, and community members. If you are looking for support for yourself or others, please call the 24-hour helpline at 801-736-4356.

[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 on your desktop mobile device. **Company access code: americorps**

[Member Assistance Program \(MAP\)](#)

To access counseling for support on any topic or issue small or large call the toll-free number at: 1-800- 451-1834 and state that you are an AmeriCorps member with the Utah Conservation Corps. Members are eligible for six free counseling sessions *per issue* during their term of service. Life coaching services, financial consultation, and medical advocacy are also available.

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.

[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.

[National Sexual Assault Hotline](#)

Call 1-800-656-4673 to talk with a trained staff member from a sexual assault service provider.

[988 Suicide & Crisis Lifeline](#)

Call 988 for 24/7, free and confidential support, prevention and crisis resources for you or others in distress.

The Patricia Sagawa Corpsmember Relief Fund

The Patricia Sagawa Corpsmember Relief Fund established by The Corps Network 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 [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!
- Make friends with 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 visit our [Member Resource](#) page.
- AmeriCorps members may be eligible for the Pathways Program and noncompetitive hiring into federal agency jobs.
- If you don't have a bike, you can buy or rent a cheap one in town for commuting.
- Used gear is often far more affordable than brand new gear.
- Bring sturdy, affordable gear. Ultralight gear is expensive and does not stand up well to heavy, everyday use. **UCC is not responsible for loss, damage or theft of member 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 incredibleness of Utah.
- Go to local farmers markets. Most Utah farmers markets will give SNAP (food stamps) participants an extra \$30 in matching funds for each market day. Learn more at [SNAP & Double Up Food Bucks](#).
- 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.
- Planet Fitness or other gyms offer affordable memberships that grant you access to shower facilities.
- 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).