ATTENDANCE POLICIES

• All Corps Members assume responsibility for their own attendance and promptness.
  o Corps Members are expected to arrive on time for each Jumpstart session and to be present for the entire time, including Jumpstart sessions, team meetings, family involvement events, service days, class, and all other regularly scheduled Jumpstart activities.
  o Corps Members are not allowed more than THREE (3) ABSENCES or THREE (3) LATE ARRIVALS/EARLY DEPARTURES per semester. If a Corp Member has additional absences or late arrivals, we may choose to begin a performance improvement process with Corps Member.

• Notification of Absence, Late Arrival and Early Departure
  o Corps Member are required to notify colleagues Team Leader, Center Staff (Director, Teacher or Receptionist), Jumpstart Coordinator, and Jumpstart Faculty if they will miss all or part of a Jumpstart activity.
  o Pre-Arranged Absences: For unavoidable times during the year that will necessitate missing Jumpstart activities, you must inform Jumpstart in writing at the earliest possible date.
  o Emergency/Unforeseen Absences: If unable to perform service due to illness, or for other emergency circumstances, Corps Members must notify their Team Leader by 3 hours prior to session start on the day of each absence unless prior arrangements have been made.

JUMPSTART UNIFORM

• The Jumpstart uniform is a symbol of a Corps Member's commitment to service and identifies Corps Members as representatives of Jumpstart and AmeriCorps. With the uniform comes the responsibility to represent Jumpstart with excellence and to inspire others.

• Jumpstart T-Shirt
  o Corps Members are expected to wear the Jumpstart T-shirt whenever they are in engaged in Jumpstart service or Jumpstart-related activities. Corps Members should not write on, paint on, or in any way mark their Jumpstart T-shirt.
  o Corps Members may not consume alcohol or participate in any AmeriCorps prohibited activities while wearing the Jumpstart T-shirt.

• Alternative Clothing
  o If the Jumpstart T-Shirt is not available, Corp Members should wear CSUF clothing.
  o If neither is available or if more formal clothing is required, Corp Members should wear plain clothing with no visible logos or text.