



Notre Dame AmeriCorps Communications Policy

If any NDA member has questions or concerns regarding his/her role, placement, or term of service, he/she will refer to the communications policy for guidance. The Communications Policy for Notre Dame AmeriCorps includes the following steps:

1. The member will discuss the issues with their Site Director.
2. If needed, there will be a conference call between the member, the Site Director, and the Executive Director.
3. All parties will take time to reflect on the issues prior to further discussion.
4. If more conversation is needed, individual dialogue may take place between any two of the three parties.
5. If needed, the Executive Director will contact the Program Officer for further clarification of the issues.

The Executive Director will report back to the member and the Site Director after receiving feedback from the Program Officer.

Signature: _____ Date: _____