Application for Ohio History Service Corps
2025–2026 Host Sites

Host Organization:	
Primary Contact Person:	
Mailing Street Address:	

City:		Zip Code +4:	

Phone:		Email:	

Website:	

Be sure that you have read and understand the document Information for Host Sites and Site Supervisor Position Description sent along with this application.

Applying for (check appropriate box): □ Local History Member   □ Community Surveyor Member

Application Contents

Along with this cover page, a complete application will include all of the sections listed below.

- □ Organizational Information
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Submission Instructions—Deadline Monday, March 10, 2025

Applicants should treat the Application as they would a grant. All sections are required. Answers should be thorough, free from grammatical and spelling errors. Completed and signed applications should be returned electronically via e-mail. Applications must be received no later than March 10, 2025.

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Ohio History Service Corps Program Manager
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Organizational Information

Organization mission, vision, programming structure (200–350 words)

Describe your organization's mission, vision, activities and other pertinent information about your institution.

Experience with Ohio History Service Corps and/or AmeriCorps (200–350 words)

Describe why your organization wants to serve as an Ohio History Service Corps (OHSC) host site. Please provide detail regarding any previous engagement with OHSC members. If your organization has not hosted a member, or served as an outreach site, please describe your experience with interns and volunteers.

Goals and Objectives

The Ohio History Service Corps is a program representing AmeriCorps's focus area of capacity building. Capacity Building is defined as activities that expand an organization's scale, reach, efficiency, or effectiveness. These activities enable organizations to provide expanded, better, and sustained direct services to their audiences and stakeholders in sustainable ways.

Organizational Needs

Organizations applying for a Local History Member: Of the following six areas, in which can the member provide assistance in enhancing or improving your organization OR your services to other organizations in your area: Mission, Vision, and Governance; Audience; Interpretation; Stewardship of Collections; Stewardship of Historic Structures and Landscapes; Management? (These areas are taken from AASLH's STEPS program. Visit https://aaslh.org/programs/steps/ for more information.)
What role will the AmeriCorps Member play in meeting those needs? Please include enough detail to allow the reviewers to assess the reasonableness and achievability of the member's project(s).

Organizations applying for a Community Surveyor Member: What are two areas that need a historic building survey and their significance? How will having an AmeriCorps Member conduct this survey help your organization meet its mission, achieve its objectives, and sustain and improve historic preservation efforts in your area of service?

Impact and Outreach

Impact on Community

How will/has having an OHSC member at your site allowed you to sustain and improve your community engagement? How will/do you measure success? In your answer, remember to define the community or communities the member will impact, such as near neighbors, underserved audiences, local history organizations, etc.

Equitable History Impact

What will be/has been the impact of having an OHSC member for your ability to spotlight the people and stories that have been excluded from the national or local narrative using the principles of restorative history?

Outreach

Local History members are required to spend 50% of their time working with organizations, in the same community/region as the host site. Community Surveyor members are strongly encouraged to engage with community partners and volunteers as part of their service. Please detail how the Site Supervisor will facilitate and assist the member in establishing connections with other organizations and carry out this part of their service.

Work Plan & Service Year Activities

Local History Member Work Plan - Please provide a general outline of your vision of the member's activities for your site during each OHSC program quarter. (The first quarter often includes time in training and orientation to the site and the region, as well as time finding outreach projects.)

Local History Member Work Plan/Activities

Sept – Dec Quarter 1	
Jan – March Quarter 2	
April – June Quarter 3	
July – Aug Quarter 4	

Community Surveyor Member Work Plan – The provided outline for Surveyor projects is determined by the State Historic Preservation Office, who will conduct the official review of member submissions. Please provide a general outline of site-specific activities including training, on-site orientation, community engagement initiatives, etc.

Community Surveyor Member Work Plan/Activities

Sept – Dec Quarter 1	Training in field survey work from the Ohio Historic Preservation Office, produce Research Design/Survey Methodology and working bibliography, complete at least 5% of required OHI forms, complete 2 National Register Questionnaires or Local Designation applications
Jan – March Quarter 2	Completion of at least 50% of required OHI forms by late March, complete 3 National Register Questionnaires or Local Designation applications
April – June Quarter 3	Completion of all required OHI forms by mid-May, draft survey report, training for completing survey report, complete 3 National Register Questionnaires or Local Designation applications, site visit scheduled with SHPO/Host at SHPO's discretion
July – Aug Quarter 4	Final revisions of all OHI forms and survey report, complete 2 National Register Questionnaires or Local Designation applications

Site Supervisor

About the Supervisor

Host sites are required to identify a Site Supervisor who will provide day-to-day supervision to the OHSC member. This person must be available to meet, at minimum, biweekly (weekly is recommended) with the OHSC member to discuss projects, goals, and actions. *See Site Supervisor position description for full account of supervisor requirements. (Preference will be given to organizations with at least one full-time staff member to serve as the member's site supervisor.)*

Name of Site Supervisor:	
Title:	
Is this person a full-time or part-time staff member? (If part-time, please explain their schedule.)	
How much of this person's time will be spent in AmeriCorps supervision?	

Supervisor Commitment to Trainings

Please acknowledge the Site Supervisor's commitment to attend the following trainings/workshops:

	Supervisor's Initials	
Orientation for OHSC Host Site Supervisors To be announced – mid-September 2025	Yes _____	No _____
Quarterly Zoom Meetings Approximately 1 hour, quarterly	Yes _____	No _____

Working with Other Staff

If the OHSC member will be working closely with staff other than the supervisor, please provide the name(s) of the staff and explain the capacity in which the member will work with them. Please ensure that these staff members understand the member's role and activities at the site.

Name:	Capacity/Role:	Email Address:

*Individuals listed above will be expected to complete a 40-minute webinar conducted by the program which will provide information about the role of the member and the history of AmeriCorps. This is to ensure that the burden of program compliance is not solely on the supervisor and will provide greater support for supervisor and member throughout the program year.

Training

On-Site Orientation and Training

As part of the onboarding process for a new OHSC member, Site Supervisors must acquaint the new member with the staff, community, and initial work plan. This orientation should begin as soon as the new member starts at the site. Please note that these hours can be counted by the member as training hours on their time sheet. Some examples of appropriate onboarding sessions include (but are not limited to):

- Organization policies and procedures for employees
- Overview of your organization's workplace culture
- Tour of the facilities or host site program sites
- Informal introductions to staff
- Staff meetings
- Staff in-service trainings
- Introduction to community volunteers and partners

Below, please provide a list of activities that you plan to include on the On Site Orientation and Training:

Resources

Supplies

Host sites are required to make available all of the following items to their OHSC member. Please acknowledge and agree to this commitment by checking whether the member's access to each item will be on an individual basis or shared.

	Individual	Shared
Dedicated Work Space	☐	☐
Telephone	☐	☐
Voicemail	☐	☐
Printer	☐	☐
Computer w/ Internet	☐	☐

Signatures

The applicant certifies that to the best of their knowledge that the information provided is true and correct, that the filing of this application has been duly authorized by the governing body of the applicant, and that the applicant will comply with the assurances required in the Ohio History Service Corps Memorandum of Understanding if the host site is approved. E-signatures are acceptable.

Site Supervisor

Name:_____   Title:_____

Signature: _____   Date: _____

Authorized Organizational Representative

*This person must have authority to sign agreements on behalf of the host site/applicant. May be the same as Site Supervisor.

Name:_____   Title:_____

Signature: _____   Date: _____