



Kupu
'Āina Corps

2024-2025 Program Handbook





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Kupu Staff Directory

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Important Links

- [Kupu 'Āina Corps Program Website](#)
- [Nā Manu 'Elele Website](#)
- [HR Symphony \[Timesheets\]](#)
- [Data Report Forms](#)

About Kupu & KAC

Kupu's Mission & History

In Hawaiian language, kupu means “to sprout or grow.” Like the kupukupu fern, Kupu's heart is to bring life back to the people, the land, and the ocean. Our mission is “to empower youth to serve their communities through character-building, service-learning, and environmental stewardship opportunities that encourage pono (integrity) with Ke Akua (God), self, and others.” We aim to provide a new, bright and hopeful future for Hawai'i's people and land.

Kupu 'Āina Corps

The Kupu 'Āina Corps (KAC) program is an initiative resulting from the State of Hawai'i legislation HB1176 – Green Jobs Youth Corps. The KAC program works to meaningfully diversify Hawai'i's economy by employing young adults in the green jobs sector. Through a collaboration of government, private sector, and non-profit organizations, the program matches participants with a variety of conservation, agriculture, technology, and clean energy

focused host sites throughout the islands of Hawai'i. These positions provide on-the-job experience, healthcare, and relevant training opportunities for upward mobility.

The Kupu 'Āina Corps hosts additional programs under the KAC umbrella, listed below. The contents of this handbook apply to all program participants and sites, unless specified otherwise.

KAC Wildfire Recovery Initiative

Within the Kupu 'Āina Corps program, Kupu has introduced a year-long initiative dedicated to wildfire recovery and resiliency across Maui and Hawai'i Island. Thanks to the State of Hawai'i's support, the 2024-2025 term may host participants under this mission. KAC participants within this program will be building sustainable wildfire resilience by planting fire-resistant native species and removing fire-prone invasive species. Participants may also support wildfire recovery by working with farmers, ranchers, and others impacted by firestorm.

Nā Manu 'Elele

Within the Kupu 'Āina Corps program, Kupu has partnered with Department of Land & Natural Resources (DLNR) to host Nā Manu 'Elele. Nā Manu 'Elele Steward Program is a statewide program that aims to steward sensitive DLNR sites that are impacted by overuse. This program is based on the successful pilot program at Pololū Trail on Hawai'i Island to mitigate the impacts of overuse (often by visitors) to the sensitive natural and cultural areas that DLNR manages, and the communities that are so closely connected to these 'āina. The aim of this Program is to utilize local "stewards" (ages 17+) to assist in interpreting the historic heritage, ecological importance, and community expectations of the area as well as mitigate unwanted behaviors and ensure safety.

Kuleana (Responsibilities)

Participant/Steward Role: Kupu participants are expected to:

- Serve up to 40 hours per week (for full time); or up to 20 hours per week (for part time)
- Submit data reports and timesheets by program deadlines
- Report to host site supervisor for daily duties, abide by position description and Participant Agreement

- Maintain open communication with Site and Kupu staff, including check-ins with Program Coordinator
- Take full responsibility for being prepared, dressing appropriately, and being pono every day
- Represent Kupu and host site appropriately
- Treat this program as a job and a privilege

Host Site Supervisor Role: Site Supervisors are direct supervisors to the participants. Kupu participants are expected to report to their host site supervisor for all host site needs such as daily tasks, performance-based questions, calling in sick, or requesting time off in cases of emergencies. Site Supervisors are expected to provide support and mentorship to all program participants including, but not limited to the following:

- Prioritize participant safety and safety conditions
- Provide historical and cultural background on site
- Act as role models and provide hands-on mentorship, instruction, and guidance
- Prepare necessary training, tools, equipment, and logistics for projects
- Provide an educational, healthy, and safe environment for the participant
- Provide safe projects that are reasonable and doable for participant
- Provide meaningful, conservation related projects that are aligned with the participant's position description. Activities like cleaning equipment, trucks and site areas are needed, however, should not encompass more than 10% of the project.

Program Coordinator Role: Your assigned Program Coordinator is your main point of contact at Kupu. This person executes program activities. Program Coordinators are available as a coach, advisor, and confidant. Program Coordinators will:

- Oversee and serve as a resource for participants and Site Supervisors
- Coordinate with host sites to ensure all program-related questions or concerns are addressed
- Conduct orientation for all participants and provide basic information
- Ensure participants are in healthy working environments
- Aid in mediation and/or discipline if there is a conflict that cannot be resolved between sites and participants
- Ensure participants and sites are following the policy set forth in their respective agreements
- Coordinate professional development trainings for participants to attend
- Organize service days for participants across the island to attend

The Program Coordinators report to the Program Manager.

Program Manager: The Program Manager is responsible for the entire Kupu 'Āina Corps program, including overall program operations and partnerships with stakeholders. They oversee the budget, grants and agreements, and overall program operations. With the guidance of Kupu's HR Director, the Program Manager will make decisions on serious participant or site issues.

The Program Manager reports to the VP of Programs.

Administrative Coordinator: The Administrative Coordinator assists participants in successfully completing the term of service. This person helps to provide and track necessary documents to onboard and complete the program. The Administrative Coordinator is expected to:

- Collect and organize participant documentation
- Assist participant and supervisors with administrative submission and approvals
- Assist participant with onboarding & exiting and ensure they complete a successful term

The Administrative Coordinator reports to the Administrative Manager.

Payroll Specialist: The Payroll Specialist ensures timely and accurate participant payouts every pay period. Although Program Coordinators will be your main point of contact regarding payroll, the payroll specialist may be in touch regarding specific payroll needs.

HR Director: The Human Resources (HR) Director can act as a resource and support for any sensitive questions such as disability accommodations and Kupu policies. Host Sites and Participants are encouraged to reach out to their Program Coordinators with any questions first, and Program Coordinators may bring the HR Director in when appropriate.

“The KAC program made me realize that you CAN find a job that you're passionate about and makes you feel energized!”

—Kupu 'Āina Corps 2022 Participant

Participant Benefits

In addition to the participant benefits listed in the Participant Agreement, Kupu 'Āina Corps is proud to offer the below benefits to program participants:

- CPR/First Aid Training
- Professional development trainings through ALTRES
- Kupu Pathways Program (Partnership with Arizona State University)
 - Highly discounted college courses and certifications through ASU Online. Contact your Program Coordinator for more information about this opportunity.
- Supplemental Nutrition Assistance Program (SNAP) letter of employment
 - Contact your Admin Coordinator regarding this request
- Access to the broader Green Job network within Hawai'i
- Help protect Hawai'i's natural resources and make a positive impact in your community
- Paid Time Off (refer to Participant Agreement)

“Our work takes many forms, but it always carries the practice and vision of aloha ‘āina.”

–Kupu 'Āina Corps 2022 Participant

Timesheets

Timesheets are the binding agreement between participant and staff and are the sole documentation of completed service. Reports are used to document participants' direct service and the progress toward achieving Kupu's objectives.

Late Submittal = Late Paycheck

If a late timesheet is submitted (must be approved by both participant and host site supervisor), the participant may not receive their paycheck by the scheduled pay date. There may not be direct deposit for late checks, it may be mailed to the address on file with ALTRES.

How to Count Hours

What qualifies as program hours?

- Approved time spent during the program, directly serving with host sites

- Any work at Host Site as described in Participant's Position Description
- Discussion with Kupu staff or Host Site Supervisor that has a specific, *program-related purpose* (including check-ins with Program Coordinators)
- Any planned and facilitated group discussions *with a program-related purpose*
- Planned and facilitated training sessions and activities, including debriefs
- Meals that are planned and facilitated by Kupu to cover a discussion topic

What doesn't qualify as program hours?

- Time spent commuting
- Time spent filling gas outside of scheduled program hours
- Most meals – they should be break times (see above for what might count)
- Any break times, down time, and time getting ready (ex. showers, packing personal items)
- Any time after scheduled programming doing prep work or review (ex. reviewing handbooks)
- Any prohibited activity listed in Member Service Agreement

Please contact your Program Coordinator if you need additional clarification about what qualifies as program hours.

[Remember, falsifying timesheets is grounds for dismissal.](#)

HR Symphony (Timesheets)

Kupu utilizes an online platform called HR Symphony as an electronic timekeeping system. HR Symphony is managed by Kupu's outsourced HR and payroll provider, ALTRES HR.

Participant Timesheets

1. All participants are required to utilize HR Symphony to record their time. Each participant will be given a unique login and trained during orientation by ALTRES HR.
2. Participants must abide by timesheet deadlines; timesheets are due to supervisors the day after the pay period ends (pay periods run for two weeks starting Sunday and ending on Saturday, therefore timesheets are due every other Saturday). Wages are paid on the Friday following that pay period, unless timesheets are submitted or approved late. Participants must submit timesheets by the deadline and the designated host site supervisor must approve timesheets for a check to be paid.
3. If a participant must submit an early timesheet due to a camping trip or some other external factor, they may do so. However, participants may not include anticipated hours – they may only include the hours they have already worked. When they are

able to return to their computer/internet connection, they may request a manual timesheet from their program coordinator, where they will write in all the hours they had not been able to include in their digital timesheet. They will be paid on time for the early timesheet they submitted, and the remaining hours in their late manual timesheet will be paid on late payroll. If a timesheet is not submitted or approved prior to payroll being submitted by the Assistant Manager (AM), the participant will not receive a payment.

- a. The participant will not be able to access their timesheet after payroll is submitted by the Payroll Specialist.
 - b. The participant will be required to submit a manual timesheet which will need to be signed by both the participant and the supervisor and then sent to the Program Coordinator.
 - i. There may not be direct deposit for late checks depending on the direct deposit timeline, and instead it may be mailed to the address on file with ALTRES.
4. Automatic reminders of timesheet due dates will be sent from HR Symphony.
 5. If the participant is dismissed from the program and has direct deposit set up, the participant will be notified to see if they want a check or direct deposit for their last payment.

Site Supervisor Timesheet Approval

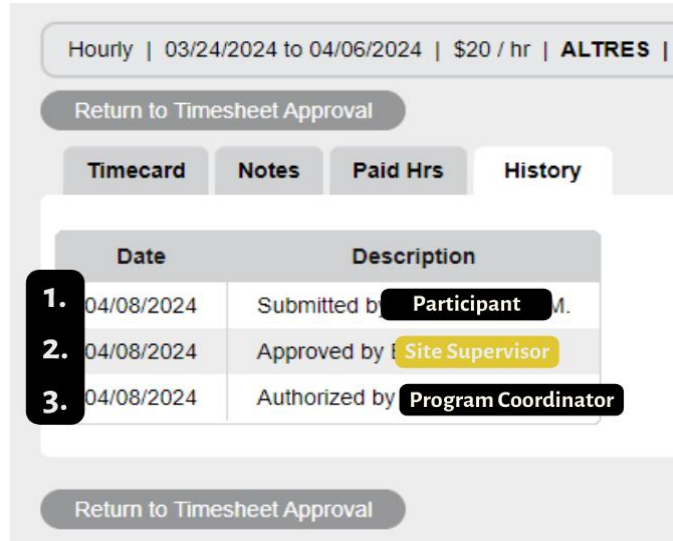
1. Site Supervisors are responsible for reviewing and approving their participant(s) timesheets every two weeks. Each Site Supervisor will be given a unique login and trained during orientation by ALTRES HR.
2. Site Supervisors must approve timesheets by 4:00PM on Monday following the pay period end date. For situations where a supervisor is unavailable to approve a timesheet on Monday, the supervisor must coordinate an earlier deadline for the participant to submit their timesheet or identify a back-up supervisor is able to verify the participant's time served. Should a holiday fall on Monday, the Site Supervisor must approve by 9am on Tuesday.
3. Automatic reminders of timesheet approval due dates will be sent from HR Symphony.

Timesheet Steps

- Once the participant **submits** their timesheet for approval, it will go to their direct supervisor (timesheet will now be "Pending-Supervisor" status).
- The host site supervisor can then **Approve** the timesheet (timesheet will now be in "Pending- Payroll" status).

- The program coordinator can **Authorize** the timesheet (timesheet will now be in “Authorized” status).
- The payroll submitter will not need to take any action on the timesheets themselves and can generate reports/submit payroll.

Here is an example where you can see the different steps of approval that are captured in the digital history:



Approving a Leave of Absence

Participants should communicate with both their Site Supervisor and Kupu Program Coordinator if they need time off for personal matters, such as a vacation, or urgent personal needs (court dates, urgent medical issues, family bereavement, etc.).

Participants should notify their host site supervisor and program coordinator of any time off requests at least 2 weeks in advance when possible. It is the participant’s responsibility to fill out a time off request form to be signed by their direct host site supervisor and program coordinator. Significant time off or reduced working hours may affect the participant's health insurance coverage. The official time off request form can be found on the KAC Resource Hub.

Off-Site Timesheet Instructions

Serving off-site with other Kupu Host Sites

Kupu Host Site = Site has an existing Master Agreement and/or Scope of Work agreement

with Kupu

1. Host Site Supervisor and/or Participant to plan service at other Kupu Host site
 - a. *** Host Site Supervisor must pre-approve any and all hours served off-site***
 - b. Participant to let their Program Coordinator know of plan to serve off-site
2. Participant completes service at another site
3. Participant completes timesheet as usual
 - a. Include service completed at Kupu Partner site
4. Host Site Supervisor to confirm (via email and HR Symphony) to accept or reject hours

Non-Kupu Site = Site does not have an existing Master Agreement and/or Scope of Work with Kupu. Please contact Kupu to confirm this. Kupu typically discourages service with non-Kupu partners, however, understands that Kupu-partner sites may work alongside others (non-Kupu partner sites) towards a common goal.

1. Kupu Host Site Supervisor and/or Participant to plan service at other non-Kupu sites.
 - a. If a participant is serving at a non-Kupu site for 3 or more days consecutively, the assigned non-Kupu site supervisor will need to be briefed on Kupu processes and policies by Kupu staff prior to the participant serving at the site.
 - b. *** Kupu Host Site Supervisor must pre-approve any and all hours served off-site***
2. Participant and/or Kupu Host Site Supervisor to email Program Coordinator with request for Participant to serve at non-Kupu site
3. Program Coordinator, with the support of Manager(s) will approve or reject request
4. After approval, Participant to complete service at non-Kupu site
5. Participant to complete timesheet as usual
 - a. Include service completed at non-Kupu site
 - b. If service includes travel, participants may include time spent from the first destination through the last destination, however, may not include time spent driving to/from their place of residence.
6. As usual, Kupu Host Site Supervisor to accept or reject hours.

“My participation in this program has given me a greater appreciation, connection and the importance to continue my passion in preserving the ‘āina, not only for others but for future generations. So that species can continue to thrive and flourish for generations to come.”

Data Report Forms

Participants' data collection is key to the success of our Kupu Programs. The data submitted not only helps with funding purposes, but it helps us track the impact you've made across the State. Site Supervisors are expected to support with data reporting by fact-checking quantitative data and aiding in technical support at Participant's request.

Kupu 'Āina Corps participants, including KAC Wildfire Recovery participants, are required to submit data forms bi-weekly. Site Supervisors are expected to work with participants to submit accurate data.

Nā Manu 'Elele Stewards must submit data reports every quarter, in addition to their regular DLNR data collection.

Program Coordinators will be responsible for tracking and following up with participants regarding what they report.

Tips for Successful Data Report Form Completion

- All Data Report Forms will be located on the participant portal on Salesforce
- Make sure adblockers/security settings are turned off
- Participants cannot save progress of a report
 - Must be completed at one time
- Pictures are needed for submission, but you can use a blank photo
- Participants will receive email reminders to complete them
- If you come across technical issues, email Program Coordinator
- "0" or "N/A" if the field is not applicable to participant

“My fellow member said to me, 'the refuge can't speak for itself' and it hit me! I realized then that my Data Sheet is the only voice of the refuge. Without the proper data no one would know what needs to be done!”

Mid-Term Evaluation

The Mid-Term Evaluation is a Kupu program requirement, which is to be completed by every Participant and Host Site Supervisor halfway through the year. For KAC participants in a year-long term, they must only complete one Mid-Term Evaluation at their six-month mark of program participation. For Nā Manu 'Elele Stewards who do not have a program end date, they are required to complete this evaluation every six months until program exit.

Mid-Term Evaluations are an opportunity for Host Site Supervisors to provide constructive feedback to their Participant regarding their work performance since the program start. Likewise, it creates a space for Participants to respond to any feedback and speak candidly about their experience at the Host Site so far.

Program Coordinators will remind Host Sites and Participants of the Mid-Term Evaluation deadline, and are available to answer any questions regarding this. The form will be found on your Participant Portal, where Data Reports are located. Once completed and signed by both Host Site and Participant, the form should be uploaded to the Participant Portal.

Policies & Procedures

[Covid-19](#)

Kupu's COVID-19 guidelines are determined by the CDC guidelines. Between Kupu's guidelines and their host site's, participants are required to abide by the stricter COVID-19 protocol.

[Personal Appearance & Kupu Shirt Guidelines](#)

Professional appearance is a major element of Kupu's image. It is important for participants to adhere to the following standards any time they are scheduled to serve. Exceptions may be made for special events, work projects, or site visits; however, this should be cleared and approved by Kupu staff:

- Participants are given five or more Kupu official logo shirts. This shirt must only be worn while serving or when representing Kupu; participants must conduct

themselves accordingly when representing Kupu's image in the community. Specific clothing and/or grooming requirements may apply to certain job positions or duties, in order to promote safety and/or sanitation.

- Other clothing (such as hoodies, jackets, etc.) may not display suggestive or explicit words or images (i.e. alcohol or tobacco images/brands)
- Undergarments must be completely concealed by outer garments.
- All types of leggings, bike shorts, spaghetti strap tops, muscle tanks, transparent blouses, midriff blouses, miniskirts, sweat suits, low-cut dresses or blouses, and tube tops are not permitted during service hours (except when approved as part of their uniform). During water-based work and free time activities, swimwear must be modest with appropriate coverage. This means surf shorts or other shorts-type swim trunks for males, and for females: modest one piece bathing suits, tankinis, sports bikinis and bottoms with full coverage.
- High standards of personal hygiene and cleanliness must be maintained at all times.
- Hair may be required to be pulled back for safety reasons, depending on the service needed.
- Participants must abide by footwear PPE as specified by Kupu staff or host site supervisor.

Participants are expected to exercise discretion and judgment regarding all aspects of their appearance. If participants report to service improperly dressed, they may be sent home by the host site supervisor or Kupu staff. This time will not be counted for hours. Failure to observe these standards may result in disciplinary action, up to and including dismissal.

Non-Fraternization & Misconduct Prevention

In order to promote the efficient operation of Kupu and to avoid misunderstandings, complaints of favoritism, and other problems of supervision, security, and morale:

- Any verbal or nonverbal sexual behavior with any Host Site or Kupu staff is inappropriate.
- All staff and supervisors are prohibited from dating or pursuing romantic or sexual relationships with participants who they supervise.
- Participants are prohibited from dating or pursuing romantic or sexual relationships with each other during their term of service. For participants who are already dating, please notify your Program Coordinator.

- Any sexual gestures or inappropriate overtures made by another participant or supervisor should be reported immediately to your Program Coordinator so that it can be addressed promptly and appropriately.
- Any circumstance of neglect or abuse (physical, mental, or sexual) must be reported to the appropriate Kupu staff, who will take the necessary steps to report it to the appropriate authorities.

*Failure to observe this policy may result in disciplinary action, up to and including dismissal, for participant(s); and/or removal of Kupu participant(s) from host sites.

Disability Accommodations

Designated Kupu personnel must be made aware of any disability if reasonable accommodations are requested. It is up to the participant to determine how much and to whom information about his/her disability is disclosed.

The participant should keep in mind that Kupu's efforts to provide reasonable accommodations for her/him depends on the information the participant provides. An individual with a disability who does not self-disclose has no protection from discriminatory practices under the Americans with Disabilities Act.

Kupu strongly encourages participants with disabilities to contact the staff so that we can work together to make as many reasonable accommodations as possible.

Communication

Open, timely communication between participants, host site staff, and Kupu program coordinators is essential to an overall successful program term. Participants are expected to check their emails daily and respond or confirm emails from Kupu staff within 2 business days. If a participant anticipates that they'll be submitting a data report or timesheet late, they must notify their program coordinator as soon as possible.

Participants must notify their program coordinator if they will be camping with their host site staff or without internet or cell service.

Participant Attendance and Tardiness

The success of Kupu depends on participants' efforts and enthusiasm to be at their host site regularly and on time. Absences and tardiness cause disruption at the host site;

therefore, participants are expected to report to the host site as scheduled by their supervisor.

If a participant will be absent, they are required to contact their supervisor at least 2 hours prior to the scheduled starting time. If they will be late for their scheduled shift, they must personally contact their supervisor at least 1 hour prior to their scheduled starting time. If participants are unable to do so because of an unforeseen circumstance, they must contact their supervisor as soon as possible.

If the Host Site has an answering machine, Participant may leave a message including the date and time of the call, the reason for the call, and their expected return date and time. It is the Participant's responsibility to call back and speak to their supervisor.

If Participant is unable to place the call themselves due to a serious medical emergency (e.g., hospitalization and/or incapacitation), Kupu asks that they make every effort to have their medical care provider contact the Host Site Supervisor on their behalf. The Participant must personally contact their supervisor as soon as they can.

Transportation problems, routine childcare, or domestic problems do not necessarily qualify as acceptable reasons for absence, except as required by law.

Absences and/or leaves taken pursuant to assigned Host Site's policies, or as permitted by law, will not be considered in determining excessive absenteeism. Requesting Participant may wish to review other leave policies which may be applicable to the situation.

Three-Strike System

A Three-Strike System is in place to hold participants accountable for submitting their timesheets, data reports, and other assignments on time. While their Program Coordinator will assist them with notifications and reminders, it is ultimately the participant's responsibility to ensure that they keep up with their basic assignments, all of which are required to successfully complete the program. Due dates are included on their Participant Portal in Salesforce. Participants submitting their assignments on time helps the program run smoothly and efficiently.

The rules for the Three-Strike System are as follows:

*Any one of the above offenses (without a valid reason and appropriate notice) will result in one "Strike."

- Failure to submit two Timesheets by the deadline within a two-month period
- Failure to submit two Data Reports by the deadline with a two-month period
- Failure to submit Mid-Term Evaluation by the deadline
- Failure to communicate, follow-up, and/or comply with Kupu staff

Strike 1	Verbal Warning (added to Participant File)
Strike 2	Written Warning (added to Participant File)
Strike 3	Suspended the following Pay Period (2 weeks) with <u>NO PAY!!!</u>

NOTE: The first four weeks of the program term will be a probationary period during which no strikes will be given. If any of the violations occur due to a valid reason, then no strike will be given.

Please contact your Program Coordinator if you have any questions. We want you to have a successful term and can only accomplish that with your help.

Disciplinary & Leave Policy

Kupu uses a “Coaching, Counseling, and Disciplinary Notice” form to document the disciplinary process for participant records. Host Site Supervisors should contact Kupu program staff to discuss this process.

Disciplinary action may take many forms. Host agencies along with Kupu should determine appropriate disciplinary actions in each circumstance, including beginning the process at any stage, skipping steps, or modifying this guidance as appropriate.

Verbal Warning/Counseling: The host agency discusses the warning with the participant.

Written Warning/Incident Report: The host agency documents the reprimand in an incident report and notifies Kupu program staff. Report to be placed in the participant’s personnel file.

Disciplinary Contract or Review Period: The host agency will create a plan to place a participant under close supervision for a designated period; and requires the participant to satisfy written expectations by specified calendar dates to avoid suspension or termination.

Suspension: Minimum 2 weeks without pay

Termination: Complete release from participation and benefits

Incident Reporting

If a participant is injured, the site supervisor should fill out and submit an **Incident Report Form**, found on the Resource Hub, by the end of the day (4:00pm) or within 24 hours of incident. Contact your Program Coordinator to report the incident and send the report to them. This form is needed for Kupu and ALTRES. Try to take photos and provide as much supporting documentation as possible.

All participants should be aware of a developed Emergency Response Plan for your site(s) prior to visiting the site. The plan will include communication options available at that location (check to make sure you will have cell phone service at the project site) and directions to the nearest emergency medical facility. **If unfamiliar with the area, participants should have a Hospitals/Emergency Rooms map and list on their person at all times.**

If it is a situation that involves the media, do not comment on the situation or provide information to anyone other than police, emergency response/doctors, the participant's Program Coordinator, and the Emergency Contacts.

A post-accident drug test will be administered to determine liability. A reading of anything other than a "negative" result may result in termination.

If a participant or a co-worker becomes ill or is injured at a project site, the following 5-step procedure should be used:

1. Stabilize the patient and provide first aid to the best of your ability and at a level appropriate to your training.
2. Determine if the patient needs immediate evacuation.

Examples:

- Anaphylaxis or serious allergic reaction
 - Severe bleeding
 - Threats to the airway or difficulty breathing
 - Heart problems
 - Head injuries, especially with any loss of consciousness
 - Injuries to hands or face
 - 2nd or 3rd degree burns larger than a quarter
3. Determine whether the situation is an emergency.
 4. **If the accident is an emergency, CALL 911.**

If your location is far from roads and it is determined that the patient needs immediate medical care, walk patient out to the vehicle or initiate a carry with the team (if a carry, allow 2 hours per mile).

Drive at a safe speed to the nearest hospital. Take roads that you know; do not explore unknown "shortcuts."

If the accident is not an emergency, determine whether the participant can safely continue at the site or whether the team should leave the site early (call Program Coordinator if unsure).

5. Report accident to Program Coordinator as soon as possible.

Inform patient's Emergency Contact of the situation and condition of the patient as soon as possible

Resignation/Early Program Exit

An early exit or resignation from the program can happen for many reasons, such as finding a new job, pursuing education, family obligations, or other personal matters. If a participant needs to exit the program early, they are expected to follow the following procedure*:

1. Notify their direct site supervisor and program coordinator at least 2 weeks before their last day with the program.
2. After solidifying your last day with the program, fill out the Letter of Resignation form provided by your Admin Coordinator.
3. Complete all data report forms, all timesheets, and other exit term requirements before exiting the program.

*Depending on the circumstance, there may be exceptions to the procedure. Please communicate with your Program Coordinator.

If you have doubts about completing the entire program, please communicate this with your program coordinator as soon as possible and, if you're comfortable, your host site supervisor. If there's trouble with your host site, Kupu staff may be able to help you find a resolution.

"Learning the historic names, mo'olelo, and significance of places has inspired me to use the skills and tools I've acquired during my service to

build a deeper understanding of the spaces I live and work.”

-Kupu ‘Āina Corps 2022 Participant

Hō‘ike

Kupu ‘Āina Corps Participants in a yearlong program (KAC and KAC Wildfire Recovery) are required to attend a Hō‘ike prior to program exit. Hō‘ike is an end-of-term celebration that highlights Participant accomplishments and growth over the course of the term. All exiting participants shall prepare a 10-20 minute presentation to be shared with the other Hō‘ike attendees. In addition to showcasing Participant presentations, Kupu ‘Āina Corps staff shall take some time to recognize outstanding Participants and Host Sites. Program Coordinators will provide more information closer to your Hō‘ike date and shall act as a support for any preparation needs.

Because Nā Manu ‘Elele Stewards have no program end date, they will not hold Hō‘ike.

Participant Exit Requirements

Your admin coordinator will send out instructions for participant’s exit requirements 2 weeks prior to their contract end date. These must be completed by the participant’s last day of work.

What to complete	Instructions
End Term Evaluation: To be completed by Participant and Host Site Supervisor	To be completed by the Supervisor. Then signed and submitted by Kupu Participant via participant portal. Available in the Kupu Participant Portal
Program Survey	Available in the Kupu Participant Portal
Great Story	Submit to kacforms@kupuhawaii.org and Program Coordinator
If not previously submitted:	
All Data Forms	Access via the Kupu Participant Portal

End of Term Evaluation

Performance evaluations provide positive and constructive feedback through one-on-one meetings with participants. Evaluations and self-assessments provide opportunities for growth, self-improvement, and self-reflection. Should the participant leave the program earlier than expected, the End of Term evaluation is still required.

Site Supervisors are expected to lead the End Term Evaluation discussion with their exiting participant. Participants are required to submit the completed and signed End of Term Evaluation Form to Kupu via Salesforce (Participant Portal).

Program Survey

Program Surveys are completed on the Participant Portal, where Participants complete their regular Data Report Forms. The Program Survey is an opportunity for the Participant to share feedback and reflections on the Kupu 'Āina Corps program. Kupu uses this data to understand how Kupu 'Āina Corps has been supportive to participants' career growth, as well as how Kupu 'Āina Corps may improve.

“I firmly believe this program has shaped the rest of my life. By giving me the means to connect with my host site, it allowed me to grow into a person who can fill the needs of my community in a way that I find meaningful.”

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