FASE (Franklin After-School Enrichment) Program

Get Paid through Federal Work Study (FWS)

If you qualify for Federal Work Study and volunteer for FASE this semester, you can get paid!! Through the Harvard Reads program you get paid $9.25 for every hour you spend with FASE or with Harvard Reads. This is simply a great opportunity to help out some kids without having to sacrifice getting paid through another, not nearly as fulfilling, job.

What to do now:
1. Join FASE!
2. Go the Student Employment Office (Byerly Hall Basement) and request the "Off-Campus Work Study" paperwork.
3. Complete the following:
   - Harvard University FWSP Off-Campus Referral Form
   - Harvard University Paycheck Address Form
   - Off-Campus Job Description
4. If you have not been on Harvard’s Payroll before, you must also complete:
   - U.S. Department of Justice I-9 Form
   - Federal Form W-4 (note: you will be required to photocopy forms of identification per the instructions on the back of this form)
   - Massachusetts Employee Withholding Exemption Certificate (Form M-4)
5. Turn the paperwork into the Harvard Reads & Counts Network office (AmeriCorps*VISTA Office, 3rd floor, PBH) for Judy Kokesh to sign.
7. Plan to attend all required trainings and reflections.

If you need help filling out any forms:
- There is a sample packet at the Harvard Reads & Counts Network office (AmeriCorps*VISTA Office, 3rd floor, PBH) to guide you to completing the paperwork correctly.
- Attend one of the Work Study paperwork/information sessions where they guide volunteers through completing the Off-Campus Work Study paperwork. Be sure to bring the paperwork with you to the meeting!

For more information:
- Visit the Student Employment Office (Byerly Hall Basement).
- Talk to the FASE Directors! Mimi Ko (mimiko@fas.harvard.edu) and Ryan Rappa (rappa@fas.harvard.edu).