

4.2.7 Exit/End of Term Form

WBRS On Line Help

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Like the former paper Exit (aka *End of Term*) forms, the WBRS member Exit form must be completed for members when they're finished with their terms. Members eligible for an Ed Award cannot receive it until their exit has been downloaded to the Trust. In order for the Trust to receive the form by download, it must be saved as *Approved*. (Please see the user [access roles table](#) to see who has access to create exit forms.)

Please bear in mind the following points on exiting members:

- Effective 1/12/2005, programs for the 2004-2005 grant year (and later) can refill certain slots. Please see [Member Slots](#) for all the details.
- For programs in the 2003-2004 grant year **members exited without an Ed Award or with partial Ed Award cannot be replaced. This means that the member's slot isn't available (i.e., it cannot be "refilled") upon their exit.**
- To exit a member, his/her status must be *active*. **Suspended members must be reinstated before being exited.** (Please see [Change of Status](#).)
- Before an Exit form can be created for a member, all his/her worksheets and forms—including the MIP and Enrollment—must be saved as *Approved*. **Once the Exit has been created you can't create any other documents for the member.** (But you can delete the Exit if it hasn't been downloaded in order to create or modify the member's documents.)
- The maximum number of fundraising hours pulled in by the exit form for a member is 10% of the member's total service term type hours. For example, for a FT member, no more than 170 hours (10% of 1700) will be pulled into the exit form. For more information on fundraising limits, please see [Fundraising Hours](#).

To create an Exit form, as with other member forms, you can begin from two places: the *Thank You* screens from other member forms, which have links to create new forms and worksheets; and from the Member Information Profile.

1. Find the member: from the *Members* tab, click on *Find A Member* or *Main View*.



2. Click on the member's name. (This opens the MIP.)

3. Click the *End of Term* link, at the top of the member's data summary (see the picture below). If the link is "grayed-out" it means you'll have to do something else before exiting the member. For a list of possible reasons, please see [Menu for Creating Member Forms](#).

Click the *End of Term* link. If the link is grayed-out, the member is not listed as active in WBRS.

Bob Marker

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Existing Member Forms:

[←Member Information](#) ←

[Enrollment: 10/01/2000 Full Time](#)

Time Logs	Hours
2000 October	52
2000 November	59 Awaiting Approval

Status:

Active

Time Logs Totals

Type Hours:	1700
Total Hours to Date:	111
# of Hours Left:	1589
% of Hours Done:	7%
YTD Training:	42%
Weeks Left after 11/30/00	17
Avg Weekly Hours Needed:	91

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**AmeriCorps
MEMBER INFORMATION PROFILE**

Member Status: Active

4. Fill out the form and save it. The Exit won't be downloaded to the Trust unless it's saved as *Approved*.

Most fields on the Exit form are **inherited** from the MIP. Some, like addresses, can be updated to ensure the member receives their Ed Award. **WBRS calculates the member's total service hours directly from the timelogs, so the total is guaranteed to be up-to-date if the total in each timelog is up-to-date. You cannot edit this value on the exit form.**

The only part of the form you need to fill out is Part 3, questions four and seven.

Exit form Validation

For all full time members, the *Date of Completion* must be within one year of the Enrollment date. In question 7 you can check the first radio button only if the member's *Hours of Service Performed* (inherited from the Time Logs) are at least 1700 hours for full-timers, 900 for part-timers, etc. You can check the second radio button only if the member's hours are at least 15% of their term.



Full-time members may not serve longer than one year or less than 270 days. You won't be able to exit a full-time member who's served past their required completion date, or less than 270 days. There must also be at least 9 timelogs for FT members.

All part-time members have up to two years to complete service.

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