Citizen Corps Council Administration Council Approval Tutorial

National Office of Citizen Corps

Uniting Communities - Preparing the Nation

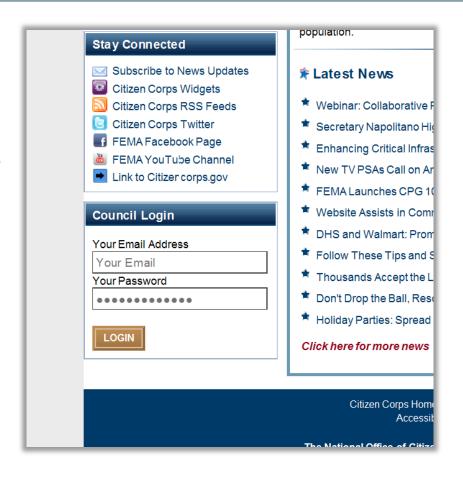**Requirements for Registering a Council**

- **All Citizen Corps Councils must register on the Citizen Corps website to be recognized as an active Council.**

- **Registrants must provide accurate information as requested on the registration form.**

- **A Council must be sponsored by a government official whose jurisdiction corresponds to the service area of the newly requested Council.**

- **A Council's primary point of contact and the sponsoring official must not be the same person.**

- **Multiple Councils may exist in the same jurisdiction only if the sponsor approves.**

- **Council membership should include community representatives from the public, private, and community/voluntary sectors.**

Logging In

- **Go to www.citizencorps.gov and**

- **Enter your user name and password in the *Council Login* box in the lower left corner of the front page.**

Startup Page

- **After logging in, you will be brought to the startup page.**

- **Click the *Manage Councils* link on the right side of the screen.**

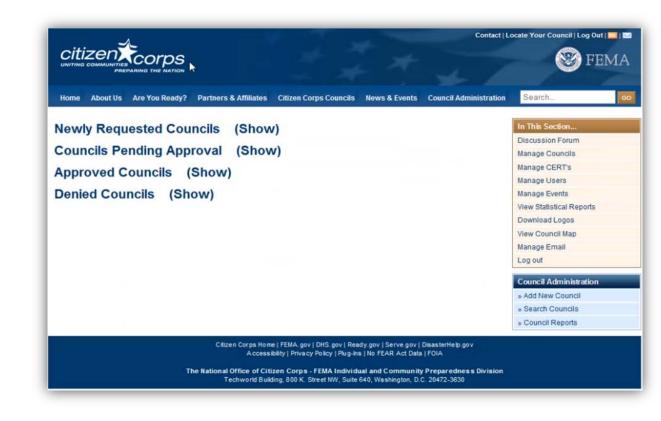# Manage Councils Section

- **Four sections on this page include:**
  - *Newly Requested Councils*
  - *Councils Pending Approval*
  - *Approved Councils*
  - *Denied Councils*

- **All Councils that you administer will be in one of these sections.**

Newly Requested Councils

- **Once a Council registration has been submitted, you will receive an e-mail notification that there is a newly requested Council.**

- **This submission will be located under the *Newly Requested Councils* section.**

- **Once you are in the *Newly Requested Councils* section, select the Council submission you'd like to review.**

Newly Requested Councils   (Hide)
18 items found, displaying all items.

State	Type	Name	Registered Date
CA	County	Carmel Valley Safety Initiative	2010-01-17
	County	Silver Valley Disaster Council	2008-04-16
	County	PMC CERT	2008-11-03
	Local	Loma Linda Citizen Corps Council	2009-07-17
	Local	Big Valley Citizens Corps	2007-11-03
	Local	Maimonides Academy	2009-01-05
	Local	Lathrop California CERT	2009-03-31
	Local	Lake Elsinore Citizen Corps Council	2008-12-18
	Local	Lake Forest Neighborhood Watch	2009-04-14
	Local	City of Costa Mesa Citizen Corp Council ...	2009-09-23
	Local	CSU, Chico Community Emergency Response ...	2009-08-12
	Local	City of Norwalk Emergency Volunteer Prog...	2009-06-17
	Local	Martinez CERT	2009-05-01

Reviewing a Submission

- **Once you click on a newly requested Council, you will be brought to the General Information tab of the Council's submission.**

- **Because you have begun to review this submission, this Council's status will be changed from "Newly Requested" to "Council Pending Approval".**

- **You should review each tabbed section to ensure the information appears accurate and conforms to any State requirements (if applicable).**

- **After review, you may click "Approve" or "Deny".**

General Info Tab

- **The first tab for review is the *General Info* tab.**

Local Official Tab

General Info | **Local Official** | Public Info | Additional Info | Council Users | Jurisdictions

Local Sponsoring Official Information

To be approved, your Citizen Corps Council must have the support of the local elected leadership for your Council's jurisdiction - this could be the Mayor, City/Town Manger, County Commissioner - or the Emergency Management Director for your area.
Please note: this information will **not** be posted publicly on the National Citizen Corps Website

Field	Value
First Name: *	Rob
Middle Initial:	
Last Name: *	Rice
Title:	
Street Address: *	11325 Loma Linda Drive
Street Address Cont.:	
City: *	Loma Linda
Select Country: *	UNITED STATES
State: *	California
Postal Code: *	92354 -

- **The next tab for review is the *Local Official* tab.**

- **This tab displays contact information of the local elected official sponsoring this Council.**

Public Info Tab

- **The next tab for review is the *Public Info* tab. This involves a series of questions that displays information about the activities of a Council.**
- **This info will be publicly displayed on the Citizen Corps National website.**

Additional Info Tab (Private)

- **The *Additional Info* tab provides more detailed information on the Council.**
- **This information will not be viewable by the public and will not be posted on your Council Profile or the Citizen Corps website. This information helps the National Office assess needs for future support and technical assistance.**

Council Users Tab

- **The *Council Users* tab allows you to manage the users associated with the Council.**

- **It allows you to:**
  - Select the point of contact.
  - Remove or delete the point of contact or any other user.
  - Adjust the permissions that the user has.

Jurisdictions Tab

- **The *Jurisdictions* tab shows where the Council plans to operate, which is not necessarily the same zip code as the Council's address.**

- **The jurisdiction can be at the county level, local level, or tribal level.**

- **For state users and regional users, the system will display all jurisdictions within your geographic area.**

Approve or Deny

- **This is the final step to approving or denying a Council.**

- **Simply click "Approve" or "Deny"**

- **Once a Councils is approved, the Council's submission will create their Council Profile and they will gain access to the secure (login) section of the Citizen Corps website.**

General Info | Local Official | Public Info | Additional Info | Council Users | Jurisdictions

Citizen Corps Council Contact Information

⚠ This council's status is currently **Pending** and is in need of review.

Since you have the authority to change the councils status, once you have reviewed the request ensured the accuracy of the submission, simply click Approved or Deny below to complete this process.

Keep in mind, the stated goal of the approval process is to ensure that the submission is for a real Council, that has the authority to operate within the stated jurisdiction. Submissions often are missing many details, and this doesn't necessarily warrant denial. Since they can update the entries once approved

If you deny a council, the submitters will have to redo the entire process to submit another application, and will not have the opportunity to update the one you see now.

[APPROVE] [DENY]

Please provide the name, address, and contact information for your Citizen Corps Council. If the Council address is the same as your Council representative address, you can automatically fill in these fields by clicking on "Populate from contact info".
Please note: this information **will** be posted publicly on the National Citizen Corps Website.

Council Name: * — Loma Linda Citizen Corps Council
Street Address: * — 25541 Barton Road
Street Address Cont.
City: * — Loma Linda

Approve or Deny (Cont.)

- **When you approve or deny a Council, an e-mail will automatically be sent to the Council's primary point of contact notifying him/her of this action.**

- **Please encourage each Council to update their information at least every six months.**

- **For additional support, visit http://www.citizencorps.gov/councils/registry**

- **For technical assistance, email citizencorps@dhs.gov**