

XYZ AmeriCorps Site Orientation Checklist

Member Name: _____

Site: _____

Member Name: _____

Member Name: _____

Please note this form must be turned in to the AmeriCorps office **by Friday, October 8, 2021.**

Welcome, Introductions, Check In Icebreaker

- How are you feeling about being with AmeriCorps and XYZ?
- What has your experience been like so far?
- Any worries or concerns?
- Why did you join AmeriCorps?
- Site Supervisor share why they work for XYZ . . .
- What are your expectations for today?
- Site Supervisor share their expectations for today . . .
- What are your expectations for this year?
- Site Supervisor share their expectations for this year . . .
- What are you most looking forward to?

XYZ Site Program History

- How long has XYZ been on this site?
- Review of XYZ goals and activities on the campus
- Our role in being a guest in a host environment, our relationships with teachers and administrators, we follow all school rules, appropriate dress code (no shorts, no shirts with slogans, no bare midriffs, no low cut pants, no spaghetti straps, no braless etc.)
- What kind of things do you enjoy doing that we might be able to build into your service?
- Site Supervisor share their ideas about what the AmeriCorps member can do on their campus.

Supervision

- Site Supervisor shares their style of supervision
- AmeriCorps member shares an example of their most supportive experience with a supervisor and their least supportive experience with a supervisor
- Discuss what supervision will look like and when and how it will happen (individual and group)
- Go over the individual supervision guide together
- Go over the format of team meetings or group supervision



- Discuss expectations for timeliness, calling in late/sick, emergency etc.
- Discuss their system for time management ** Write in schedule, group meeting times, individual supervision times, school holidays, testing dates, timesheet due dates, AmeriCorps training dates
- Discuss process for turning in documentation to AmeriCorps (Timesheets, Evaluations, etc)

Tour of XYZ space

- Desk space, supplies, bathrooms, lunches, keys, alarm systems
- Computer Use (NO Checking personal e-mail, NO chat rooms, you must regularly check your XYZ e-mail account, Service related use of the computer only)
- Answering the phone and taking phone messages (Specify how you want them to answer the phone and take messages)
- Communication systems between XYZ staff, volunteers, teachers etc. (i.e: location of phone and room lists, volunteer sign in)
- Discuss procedures to communicate with student's parents and create script to communicate with them
- Location of agency newsletter
- Miscellaneous (location of files, calendars, activity resources, taking care of the XYZ space, etc.)
- Security Issues (storage of personal belongings, purses etc.)
- Opening and closing the office
- Look over office and activity supplies (specify what is available for use with students)

Tour Site

- School staff introductions (front office staff, teachers, counselors, administrators, etc.)
- All main school areas (cafeteria, library, counselor's office, mailboxes and any other areas where they may be meeting with students)

Other

- We are invited to be here at the school. Remember to think of our reputation. Ask yourself "Is this professional?"
- How would a teacher perceive me? How would a student perceive me?
- If you are in doubt about anything - Ask your Site Supervisor
- Lunch breaks - What counts as service hours?



- Boundaries With Students (We are not their friend, Difference between a friend and a positive and supportive role model)
- Confidentiality (conversation and in writing)
- Values and Ethics (confidentiality, duty to warn, reporting child abuse, statutory law - student sexual activity)
- Review Best Practice Ethics guidelines
- Transporting clients (none if under 21, must meet AmeriCorps guidelines if over 21, must be approved by Site Supervisor)
- Teacher relations (How to approach them and what to do if they approach you with a problem or information on a student)
- Closing
- Future trainings - document in the space below any areas of needed training that may have been identified in orientation
- Stress the importance of regular and open communication between AmeriCorps and the Site Supervisor! (including venting concerns as well as successes)

Future training needs:

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Please sign, date below that you have reviewed, and understand all of the above information.

AmeriCorps Member Signature

Date

AmeriCorps Member Signature

Date

AmeriCorps Member Signature

Date

Site Supervisor Signature

Date