

On-site Orientation Plan for AmeriCorps Members

Sample

_____ Provide tour of office. Include location of bathrooms, lunchroom, or kitchen. If the space is shared, detail limitations and expectations of use.

_____ Show where office supplies are kept

_____ Review instructions for use of all office equipment

_____ Show work space

_____ Show and explain phone system

_____ Show and explain all :

- computers
- email systems(s)
- electronic calendars
- log-in procedures

_____ Discuss telecommuting if appropriate and attendance expectations

_____ Review and post activities description

_____ Review 10 Points and describe how your CMC incorporates them into their office policies, procedures, and practices.

_____ Review Flow Chart of organization

_____ Introduce AmeriCorps Member to staff and volunteers preferably at staff meeting

_____ Review the scope and limitations of AmeriCorps service to staff and volunteers

_____ Review filing systems, supplies location and inventory procedures, form files and proper usage

_____ Review schedules for all routine paperwork such as:

- time sheets
- data collection
- activity reports
- grants data

_____ Review mileage reimbursement at CMC

_____ Review data tracking forms

- _____ Read and discuss site Personnel Policy and site expectations
- _____ Read and discuss AmeriCorps Contract
- _____ Share site Organizational Flow Chart
- _____ Review office hours, Dress code, Keys, Parking
- _____ Staff meetings
- _____ Take them to lunch and or coffee
- _____ Ask them what they are learning at the trainings and how that applies to their activities description