



Site Orientation Member Checklist

To be reviewed by member and site supervisor during first week of placement. Once this has been completed, please sign and scan this back to your CTEP program staff no later than the third Friday in Sept.



Organization

- Organization history, mission, goals
- Chain of command and organizational structure, where does member fit in
- Community that member will be serving in, community relationship with organization
- Introductions to staff members, board members, regular volunteers
- Layout of facility (alarm system, etc)
- Access to organizational materials- logos, newsletters, staff phone numbers, documents etc.
- Member(s) personal letter of introduction (distributed to all staff)
- Announcement (general announcement made via newsletters, PA system, etc as to presence and role of CTEP member on site)

Policies and Procedures

- Site policies that affect AmeriCorps members such as sick time, vacation and personal leave policies and procedures
- Work schedule (start / end time)
- Meal/break period (time and location)
- Dress code
- Telephone use (where is the phone, dialing out, etc) and etiquette (how to answer)
- Computer etiquette
- Member mailbox where you can pick up your faxes / messages
- Where to keep your personal belongings
- Smoking (rules, approved location, etc)
- Parking (procedure and location)
- Problems or complaints procedure
- Accidents (what to do if member, staff, or student is injured)
- Medical/Hazardous waste policy
- First Aid Procedures
- Emergency procedures (who to contact depending on the situation and where to find emergency contacts, phone number, extensions, etc)
- Rules of confidentiality (customer/client information, organizational information)

Site Supervisor Specifics

- AmeriCorps training/meetings (verification that members will need to be excused from all site activities every other Friday afternoon and periodically at other times)
- Weekly Time of one hour meetings between member and supervisor

Signature of Member: _____

Date: _____

Signature of Supervisor: _____

Date: _____

Making the Most of Your Service Year

Your First Few Weeks at Your Site

Members who begin their year of service well oriented to their placement site – and the community that it serves – have the greatest potential of increased productivity and personal growth. At the beginning of your term of service you should:

- Learn the history and background of your organization-- its mission, goals, and current programs
- Read and discuss with your supervisor written materials about your organization and neighborhood
- Get permission to spend time with other program staff, board members and community residents in order to get a broader picture of your organization and the community
- Orient yourself to office procedures and policies including: regular working hours; use of the telephone and workspaces, details regarding vacation, sick time, holiday and local expenses, reimbursement policies, and training available.

Some organizational norms and rules are explicitly stated, others are not. Although AmeriCorps members are technically neither staff nor volunteers, you should be treated as first year employees with regard to policies and procedures. By the end of your first week, you should formally meet with your supervisor and cover the checklist of items provided.

Setting Your Service Objectives

Outlining service expectations with your site supervisor upon your arrival and on an on-going basis ensures that both of you will have a clear sense of where you are going and what your accomplishments for the year. Objectives should focus on outcomes within the community that are clearly linked to your service activities. The aim is for you to have a true sense of ownership in your own service plan.

- Review with your site supervisor the specific responsibilities of your service project
- Establish goals and objectives for program success with your supervisor.
- Seek projects, tasks, and assignments throughout the year that allow you to develop as a leader
- Communicate periodically with your supervisor regarding the progress and attainment of your goals and objectives
- Revisit objectives periodically and revise them if necessary with your supervisor

Please note that your service activities should NOT include clerical work, research, or fundraising unless such activities are directly related to your specific project work.