



Member On-Site Orientation Checklist

Please complete and return this form to VHCB AmeriCorps by **October 11th, 2017**.

Member Name: _____ Supervisor Name: _____

A thorough orientation to the host site is crucial for setting the tone of the member's service year. It can assist the supervisor in more accurately assessing the training needs of the new member in order to increase their skills, competence and expertise. At the end of the on-site orientation, members should have a basic knowledge or understanding of the following:

- Background, purpose and structure of the sponsoring organization.
- Background of community and identification of important community leaders.
- Nature of the population served by the VHCB AmeriCorps project.
- Potential resources that can be applied to achieve project goals.
- Specific member assignments and skills needed to accomplish tasks.
- Specific goals and purpose of ACM (AmeriCorps Member) position at the host site organization (organization staff should also be made aware of this)

Onsite Orientation Checklist

Member should initial each item once completed. Both member and supervisor should Sign at bottom when all items have been reviewed and return to VHCB AMERICORPS.

_____ The member's position description has been reviewed and member and supervisor have strategized an initial service plan. The member has been set up the for successful completion of first tasks with deadlines, including an order of priorities.

_____ Expectations and protocols around punctuality, calling-in late, breaks, personnel policies, drug-free workplace, requesting time off, reporting sexual harassment, dress code, etc., have been reviewed.

_____ Any organizational practices or policies that will apply to the member have been covered.

_____ The member is aware of what to do in the case of a fire or emergency, knows the evacuation procedure, and has any safety training and/or gear that necessary for the position.

_____ Confidentiality practices and how sensitive information is communicated at the host site has been reviewed.

_____ A regular check-in time for feedback, discussing issues, and planning (2-way; minimum of 15 minutes per week) has been established.

When will the meeting take place: _____

_____ A system for regular review of timesheets has been established.



VHCB AmeriCorps

- _____ Member has been made aware of office procedures for mileage and expense reimbursement.
- _____ Member has been informed on practices for accessing, acquiring, and re-ordering supplies, etc.
- _____ Member has been provided with materials about the mission/vision, goals and objectives of the nonprofit where the member will be serving (annual reports/brochures, website, etc.).
- _____ Member has been introduced to all staff, their role/position, as well as how the member might interface/work with them, and contact information.
- _____ Member has been given a tour of the site, including common areas, supplies, copier, fax, postage, first aid, kitchen, storage space, etc., supplying directions for the use of all equipment.
- _____ Reasonable special accommodations needed are supplied. (Members should not feel compelled to disclose health or other conditions; that is a voluntary decision and action on their part.)
- _____ All known VHCB AmeriCorps training & events dates have been blocked out on the calendar.
- _____ Member and supervisor have discussed a plan to ensure the member does not serve with vulnerable populations until the member's background check results have been received.
- _____ Other information about the community or assignment/project that is relevant has been shared.
- _____ Member has taken the online Mandated Reporter training session through the Vermont Department of children and families, **and attached the certificate of completion to this form.** The webinar can be accessed at <http://dcf.vermont.gov/protection/reporting/mandated>.
- _____ Member and supervisor have reviewed the quarterly reporting requirements together, and set up a system for tracking the needed information, including orienting them to any systems that already exist for doing so. A plan for tools and process is in place for pre/post testing, surveying, or other verification required. Please briefly describe your data collection process below:

Member signature

Date

Supervisor signature

Date

Serve. Experience. Lead