



AmeriCorps Promise Fellow On Site Orientation and Training Checklist

The items on this list should be completed within the first month of service for your new Promise Fellow. Please evaluate whether or not a checklist item applies. This list may not be exhaustive or inclusive of all necessary onboarding activities for Promise Fellows at your site.

Promise Fellow formally introduced:

- To office, staff, volunteers, school/community partners, students, parents, interns, etc.
- At a staff meeting, board meeting, committee meeting, Youth Success Team meeting, etc.

Promise Fellow oriented to:

- Work area (ex. desk, computer, file cabinet, etc); location of previous Fellow's documentation/files
- Keys/use of ID card; how to access the office during non-regular office hours
- Office basics; how to use copy machine, fax, printer, where to find office supplies
- Phone policies; how to dial out, long distance, greeting, etc.
- Technology policies; what to know for student/youth access, passwords, etc.
- How to submit mileage reimbursements**
- Parking area
- Mail delivery, office protocols, etc.
- Risk management procedures (ex. procedures for fire/tornado drill, location of first aid kit, other safety procedures)

Provided in writing and reviewed with Promise Fellow:

- Regular office hours; expectation of hours the Promise Fellow will be serving including what Summer programming will look like
- Promise Fellow Member Agreement and organization/school policies
 - Attendance policy
 - How to call in sick
 - How to request time off
 - Holiday and in-service days schedule
 - Snow day policy
 - Mandated reporting policy
 - Non duplication/displacement policy
- Dress code for the site
- Process for requesting professional development funds (if available)

Promise Fellow introduced and trained on:

- Site specific (A,B,C) intervention training
- Site based curriculum to be used in programming (if applicable)
- How to access student information
- Accessing resources they might access to shape programming
- Behavior protocols and expectations for your school/organization
- Service-learning curriculum and resources specific to your site and community
- Volunteer recruitment processes/procedures for your host site

Welcoming Your Promise Fellow

Settling comfortably into a new position can be challenging. It is important for supervisors to take the steps necessary to ensure Promise Fellow(s) feel welcomed into their new positions and feel prepared to fulfil the duties of the position. Steps should be taken before a Promise Fellow arrives and continue as necessary throughout the term of service.

In welcoming Promise Fellow to your community it will be important to provide an overview of their role, how they are supporting your goals for youth success.

- Send a welcome email to all staff
- Introduce Promise Fellow at a staff meeting
- Post about Promise Fellow on Facebook and other social media
- Include section on new Promise Fellow in school, organization, neighborhood or community newsletter
- Connect Promise Fellow to school staff or community program leads to observe classes or programming
- Give a walking tour of your building and personally introduce Promise Fellow to members of your staff

What are some additional ideas that may be applicable to your site?

- _____
- _____
- _____

Establishing a Good Relationship with Promise Fellows

Key to a successful year for you and your Promise Fellow(s) is developing a good work relationship. Here are a few questions to ask yourself as you are building your On Site Orientation and Training Plan:

1. How will I ensure the Promise Fellow understands their role at my school/organization?
2. How will I ensure the Promise Fellow understands my role at my school/organization?
3. Who are the other supports available for the Promise Fellow during the term and how can I support effective communication between them?
4. What is my preferred mode of communication and how does it align with the Promise Fellows preferred method?
5. How do I plan to recognize the accomplishments of the Promise Fellow?
6. How can I anticipate and support the Promise Fellows needs during the first few months of service, during more challenging points in the year, and as they prepare to leave service?
7. When and how will I debrief projects and or assignments and provide feedback?

What are some additional questions to consider as you work to build your On Site Orientation and Training Plan?
