

## Onsite Orientation & Planning Worksheet

*What can you and your site do in the first few weeks of service to set up your Promise Fellow for success?*

### Your plans to have your Promise Fellow FEELING:

OBJECTIVE	ACTIVITY
	What activity will you design to reach the objective?
Welcome	
Comfortable in new surroundings	
PF Position recognized and understood	
Connected to your mission and vision	
Ready to start (building relationships with and providing interventions to their Focus List youth)	

### Your plans to have your Promise Fellow SEEING:

OBJECTIVE	ACTIVITY
	What activity will you design to reach the objective?
Host site/community culture	
Local network/layout of the community	
How things get done	
Work space	
Student Support Services available at Host Site and in Community	

### Your plans to have your Promise Fellow KNOWING:

OBJECTIVE	ACTIVITY
	What activity will you design to reach the objective?
Where to go to get needs met (who to ask for help, go to' people)	
Organizational chain of command	

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What the Promise Fellow role looks like at host site (What are the opportunities to create and connect to programs, projects, and strategies to support interventions, i.e what would day to day look like at host site?)	

### Your plans to have your Promise Fellow HEARING:

OBJECTIVE	ACTIVITY
	What activity will you design to reach the objective?
History of Community/Site/School/Partnerships	
Culture and values of Host Site	
Expectations of the member supervisor relationship, and site	

### Your plan to have your Promise Fellow DOING:

OBJECTIVE	ACTIVITY
	What activity will you design to reach the objective?
Being introduced to the Host Site Community	
Meeting key Youth Success Team members - collaborators/partners/support staff	
Participating in meetings – YST, grade level teams, school-community partnership teams	
Sharing their short and long range goals – Prof. Development goals for service term	
Initiating relationships with Focus List youth	