

AmeriCorps Promise Fellow Supervisor Expectations 2017-2018



Important Dates

September		March	
1	Promise Fellow Start Date #1	-	Ensure member has activities during Spring Break
16	Promise Fellow Start Date #2	30	Data Tracking Benchmark #3
18	First Timesheet Audit (Start Date #1)		
22	Promise Fellow Institute (Supervisor Attends)		
October		April	
1	Promise Fellow Start Date #3	-	Site Visit #2 (Phone or In Person) Ongoing
3	First Timesheet Audit (Start Date #2)		
16	Promise Fellow Start Date #4		
18	First Timesheet Audit (Start Date #3)		
27	Baseline Data Tracking Benchmark		
November		May	
-	Site Visit #1 (In Person) Ongoing	-	Site Visit #2 (Phone or In Person) Ongoing
1	Promise Fellow Start Date #5		
3	First Timesheet Audit (Start Date #4)		
17	Data Tracking Benchmark #1		
20	First Timesheet Audit (Start Date #5)		
December		June	
-	Site Visit #1 (In Person) Ongoing	-	Site Visit #2 (Phone or In Person) Ongoing
-	Ensure member has activities during Winter Break	-	End of Service evaluations (4 weeks prior to Promise Fellow end date)
		1	Summer Hours Begin (members can serve 30hours per week, if on track to complete 1720)
		23	Data Tracking Benchmark #4
January		July	
-	Site Visit #1 (In Person) Ongoing	-	End of Service Evaluations (4 weeks prior to Promise Fellow end date)
		10	End of Service Retreat (North)
		12	End of Service Retreat (Metro/South)
February		August	
5	Midyear Timesheet Audit (All Start Dates)	-	End of Service Evaluations (4 weeks prior to Promise Fellow end date)
6	Supervisor Mid-Year Retreat (Metro)		
7	Supervisor Mid-Year Retreat (North)	2	Final Timesheet Audit (Start Date #1 and #2)
8	Supervisor Mid-Year Retreat (South)	20	Final Timesheet Audit (Start Date #3 and #4)
15	Mid-Year Evaluation Due		
16	Data Tracking Benchmark #2		
		September	
		4	Final Timesheet Audit (Start Date #5)

Supervisor Expectations

- Create [On Site Orientation Plan](#) for Promise Fellow(s)
- [Release members](#) from site responsibilities for [required Promise Fellow Meetings](#)
- Hold [regularly scheduled supervision meetings](#) with your Fellow(s) – at least two per month
- Support Promise Fellow in using data to identify a [Focus List](#) of at least 30 students (throughout the year)
- Review Promise Fellow [Timesheets](#) twice per month for correct hours, [appropriate activities](#), and complete descriptions
- Approve Promise Fellow [Timesheets](#) twice per month ensuring 40 hours per week and fellow on track to complete minimum of 1720 hours
- Support and train Promise Fellow in [collecting attendance and work completion data](#)
- Assist Fellow with [Student Tracking](#) including collecting, analyzing and entering attendance, engagement, and work completion data for their Focus List on a weekly basis into OnCorps
- Hold regularly scheduled [Youth Success Team Meetings](#) to review data and Focus List Interventions
- Participate in [2 site visits](#) with Promise Fellow and Alliance staff
- Complete and submit mid-year and end of the year [Promise Fellow performance evaluations](#)
- Support Promise Fellow in developing [Professional Development plan](#) and create opportunities for ongoing learning and growth
- Create plan for ensuring appropriate hour earning opportunities are available during [school breaks](#) and service opportunities are available over the [summer months](#)
- Follow progressive [discipline policy](#) as outlined in the Host Site/Member Service Agreement
- Ensure appropriate [branding of AmeriCorps on site](#): Promise Fellow wearing gear, signage on Promise Fellow office space and correct email signature
- Keep [consistent communication](#) with Alliance Staff and contact us immediately with any major issues that arise through the year; let us know via email or phone when [personnel issues arise](#)
- Let us know about [highlights and successes](#) at your site so we can share with the Alliance Network
- Provide us [feedback](#) about training and support
- As a part of this network you have the [opportunity to participate in Alliance initiatives](#) including the Minnesota Youth Council, Promise Fellow Week, and Youth Day at the Capitol,.

Host Site Expectations

- Complete and Submit signed Host Site Agreement and pay Cash Match to the Alliance
- Ensure data access is available for attendance and work completion data
- Successfully recruit AmeriCorps Promise Fellow(s) and communicate with them prior to service, including sharing expectations for starting service (when and where to go, etc)