



**AmeriCorps ACCESS Project  
Service Site Orientation Form  
DUE 10/05/2019 OR 10 days from member start date**

Member Name: \_\_\_\_\_

Site Agency Name: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_

Orientation Date: \_\_\_\_\_

*Instructions: Please complete one form per member.*

**Agency Introduction:**

<ul style="list-style-type: none"> <li>Member was introduced to agency staff</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Member was provided with tour of the agency</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Member was provided with workstation (access to desk, computer/internet, phone, etc.)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

**Site Orientation:**

<ul style="list-style-type: none"> <li>Member service description was reviewed (including service responsibilities and expectations)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Member was trained on service documentation</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Member was trained on site policies and procedures (site policies on dress code, attendance, inclement weather, emergency procedures, personal phone calls, internet use, etc.)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Member was informed of site reimbursement policy</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Member was informed of site holidays and other closing dates</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Member was informed of site policy and procedure regarding exposure to infectious diseases (e.g., TB)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

**Member Support:**

<ul style="list-style-type: none"> <li>Weekly check-in date was established</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Communication plan was discussed</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Performance evaluation was discussed</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Member personal and professional goals were discussed &amp; identified</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

**Member Site-specific & Professional Development Trainings:**

<p><i>Supervisor and member discussed site-specific training member needs to effectively perform their service AND professional development trainings the member would like to have during the year. List trainings members will receive or be required to attend.</i></p> <ul style="list-style-type: none"> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
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**AmeriCorps Requirements:**

<ul style="list-style-type: none"> <li>Member was instructed on wearing AmeriCorps gear daily</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>AmeriCorps training calendar was reviewed with the member</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Prohibited activities were reviewed with the member</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A



**Downtime:**

Supervisor and member discussed what tasks or projects the member can complete in the event of down time. Please list projects or tasks within the scope of ACCESS Project for the member to complete. No administrative tasks allowed.

Yes  N/A

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Member Weekly Service Schedule:**

For each day of service, list hours member will be present at site, e.g. 9am-12pm.

Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday

- \* Full-time members SHOULD NOT serve more than 40 hours per week without ACCESS pre-approval.
- \* Part-time members SHOULD NOT serve more than 25 hours per week without ACCESS pre-approval.
- \* Quarter-time members SHOULD NOT serve more than 15 hours per week without ACCESS pre-approval.

**Site Closing:**

List the holidays and dates service site will close.

**Holidays**

**Closing Dates**

Ex: Thanksgiving

November 28-29, 2019

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**Supervisor Signature      Date**

\_\_\_\_\_  
**Member Signature      Date**