



Suggested 5-Day Orientation and Pre-Service Training Overview

Overview of Orientation Structure:

Broad Orientation

Intro to Host Site; intro to OCAN, intro to AmeriCorps in general

Move toward Narrowing the Orientation

The Ohio College Guides Program

-development, how it works, how it fits within the Host Site, Performance Measures and Evaluation

Specifics of the Program and Members' roles/ "Nitty Gritty"

Organizational/supervision structure (members' chain of command), requirements of all members, paperwork, time keeping, performance reviews, individual assignments

Orientation to Host Site Service Sites

Who to report to, overview of school cultures/types

How this Year is going to Work (with each other – members, Host Site, Service Site)

Meet/get to know the team

Intro to service project

Progress reporting

Bring Orientation to a more encompassing big picture:

Intro to Host Site city/region

Host Site relationship with community

City/region's commitment/relationship to community;

Fun Guest speaker from city/region

Perhaps out on the town night or some kind of tour of city/region

Orientation Follow-ups:

-Fill out Member Development Plan after there's been time to think about goals for the year

-Form Service Project groups (after OCAN conference? - where members will have a good chance to really get to know each other), set aside time for planning





Orientation Agenda

Day 1

Brief Intro to this service year and orientation and training:

For example: Right now is orientation for 5 days, then we'll jump into training (which might include training at the host site and in Columbus at OCAN's annual conference), after which members will serve in schools beginning August 27th with a rotation in the host site's resource center; members will do a service project; track progress according to a Member Development Plan; have performance assessed three times throughout year; and in the end, members will receive an Education Award

Member Introductions

Ice breakers, conversation/mixer – over coffee/breakfast?

(BROAD)

Intro to Host Site

Intro to OCAN?

Intro to AmeriCorps

History and Philosophy:

commitment to “Life After the Corps”/dedication to member professional and personal development

encouragement of life-long service;

Current news: latest increased appropriations, increased Ed Award

Opportunities through AmeriCorps – schools will match Ed Award, some give scholarships

Technicalities:

Ed Award

Stipend

Health Insurance/Child care if eligible

Time keeping – why it's important to be thorough

What you can and cannot do on AmeriCorps time

Performance Reviews – why, how they work

Day 2

(MORE NARROW):

Intro to Ohio College Guides history/development and how it fits with CSP → Need for College Guides; What need AmeriCorps members will be addressing

- Ohio College Guides Goals/Performance Measures and Evaluation

(NITTY GRITTY):

Review organizational model, supervision

requirements of members: To the best of their ability, help advance the goals of the program (increased enrollment, awareness, and capacity building of organization – achievable through





Ohio College Guides

service project) by participating in one-on-one advising and relationship building, conducting presentations, etc; fulfill time commitment, adhere to standards in handbook, refrain from all prohibited activities on AmeriCorps time.

Do: Paperwork – contract, W-4, all that stuff.... give copy of handbook to each member – read and sign last page (homework)

Look at: Time commitment – give calendar, high-light days off; what happens when you're sick, you're running late, you really need to plan a day off, etc.

Go over timekeeping – how, when, who to report to

Give School Site Assignments

Day 3

(ORIENTATION TO CMSD) – Who to report to, give packets of locations, chain of command, any background info, school district overviews
Site Visits?

Day 4

(HOW THIS YEAR IS GOING TO WORK (WITH EACH OTHER)):

Teambuilding

Get to know each other stuff

Find out team identity, aspirations

In-Service Days/Service Projects (groups of 4?): Develop and Plan a day of service that will a) collaborate with other AmeriCorps members/VISTA members outside of College Guides, b) collaborate with at least one business or organization; c) collaborate with volunteers who are NOT a part of AmeriCorps/VISTA; d) make a quantifiable impact on chosen area; e) evaluate project success and impact

-Members are in charge of a service project; they should: network and work with other organizations, other AmeriCorps members, other high schools, colleges, universities; work within your field of study, or outside, or integrate fields; work with the elderly, the poor, the young; collaborate with a church group

-Throughout the planning stages, members will need to set the goals, and their supporting outcomes, of the project, and the guiding plan to achieve those goals

-Time should be allotted to get into groups and plan/develop during Pre-Service training and training on Fridays

Member Development Plan and Progress Reviews - Members will establish their own goals for service year – what they want to get out of it; what things they will be responsible for, what things they would like their host site's help with – networking, setting up interviews with board





Ohio College Guides

members or other people; writing letters of recommendation for college; advocating for college scholarships, fellowships, etc

-This will be filed and used in addition to performance reviews, to aid both the member and the host site in ensuring that the year of service is highly effective and beneficial for both the member's personal and professional development, and the organization's development as a result of its members.

Day 5

(BIG PICTURE)

CSP and the Community – guest speaker from host site city/region, high-light host site's relationship with the community, and the city/region's commitment to community; tour of city/region

