



In the chat box: Please introduce yourself and share something you enjoy about fall!

New Program Training Series: Part 3

AmeriCorps Member Orientation, Host Site
Supervisor Training

September 3, 2020, 10 am

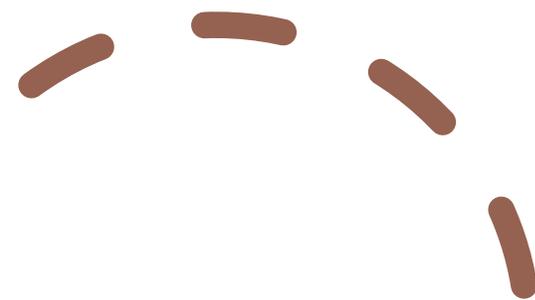
Agenda

- Announcements
- Review last Session – any questions?
- Orientation
Overview/Review
- Host Site Supervisor Training





Part Two Follow-Up

- 
- Topics:
 - Member Service Agreements
 - Position Descriptions
 - AmeriCorps Handbooks/Policies

Announcements



2020 ServeOhio Conference Series



An email went out on Monday announcing the **free** 4-part Training Series in October from **1 – 3pm** on the following days:

**October 8th,
15th, 22nd, 29th**



At this time, 1 AmeriCorps Staff member and 1 AmeriCorps Member should be registered (space is limited)

****We will record ALL sessions though and be able to share at a later date!**

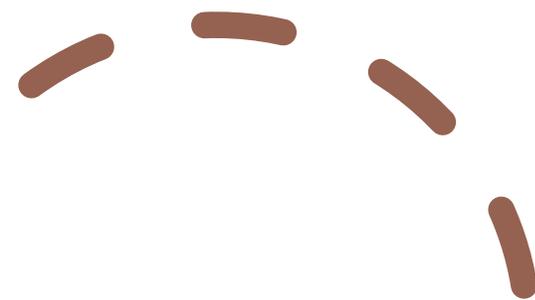


You can register for 1, 2, 3 or all 4 sessions! See the email for the registration link!

eGrants Enrollment - TIP!

- In the event there are eGrants challenges, we recommend you save the member's Enrollment to document the citizenship SS is verified & check boxes are checked before the member begins service

The screenshot shows the 'My AmeriCorps (Grantee) - Member Enrollment' page. At the top, it displays the date and time '2/2020, 04:07 PM, EDT' and navigation links for 'home', 'my account', 'help', and 'logoff'. The main content area is titled 'Enrollment' and contains text about the member's service terms. A print menu is open on the right side, showing options for 'Destination', 'Pages', 'Copies', and 'Layout'. The 'Destination' dropdown is expanded, showing 'HP LaserJet Pro M404-M405 EPSON0E4447 (XP-640 Series)' and 'Save as PDF' (which is highlighted with a blue bar and a mouse cursor). Other options in the menu include 'Save to Google Drive' and 'See more...'. The 'Copies' field is set to '1' and the 'Layout' is set to 'Portrait'. A 'More settings' dropdown is also visible at the bottom of the print menu.



Orientation & Training

- AmeriCorps Member Orientation
- Host Site Supervisor Training

AmeriCorps Orientation!

- Sets the tone for the service year
- Opportunity to share important information about your program/agency
- Get to know members & help them get excited for their service year!



2020-21 Program Year: Virtual? In-person?

- What will your program kick off look like this year?
 - Will you bring people together in small groups/socially distance?
 - Will you have a virtual orientation?
 - Be sure to follow your agency's lead on this and do what's best for your program!
- Use [this tool](#) on our website as a guide when planning virtual meetings/learning spaces!

Virtual Meeting Expectations

- If your orientation will be mostly or 100% virtual, think about putting together a Virtual Meeting Expectations Agreement/Guidelines
 - A lot of schools are doing this for students
 - It ensures expectations are established from the beginning
- Expectations should align with your agency's internal code of conduct, expectations, or their own virtual policies – don't recreate if you don't have to!

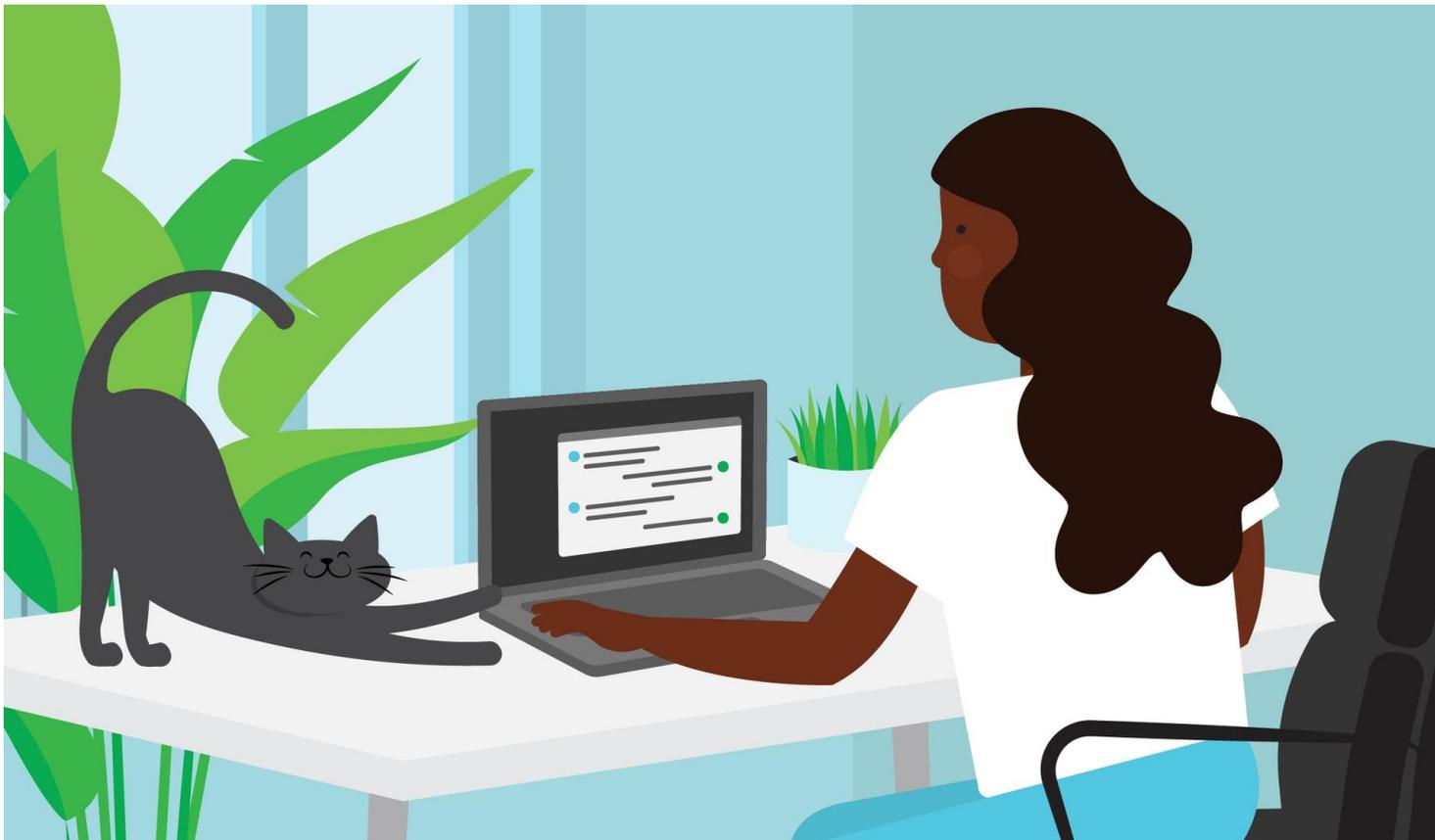




Virtual Agreement Examples

- Expectations could include:
 - Treat others with courtesy and respect
 - Use language thoughtfully
 - Wear appropriate clothing (and avoid inappropriate surroundings)
 - Ideally, join the training from a suitable, quiet location, with a device that permits full participation
 - Meetings/Training should not be joined while driving or riding in a car
 - Communicate with Program Staff/Supervisor if you have questions/comments/concerns

*Tips from [Harvard University](#)
- Additional resources
 - [Education Example/Teacher Expectations](#)
 - From Arizona State University: [Zoom Etiquette](#) & Attendance Requirements



Virtual Training

- Ensure you have the appropriate equipment/software on your end (projector, speakers, knowledge of program)
 - Do you know how to use the program?
 - Do you need to ask another staff person to assist with managing the meeting?
- Make sure you put intentional pauses and breaks in your presentation to ensure participants are engaged
 - Quiz, survey, “raise your hand if”
 - Ask them to share out different facts: what did you have for lunch? What’s one thing you enjoy doing in the winter?



Questions





Host Site Supervisor Training

- Abbreviated AC Member Orientation
 - Create a binder/resource tool for them to reference important information that you cover & includes copies of the same policies members receive
- Topics to cover (but not limited to):
 - Go through MSA
 - Prohibited Activities
 - History/purpose of AmeriCorps



Ohio History Service Corps

2019-2020

Site Supervisor Handbook



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Host Site Supervisor Training

- Invite/Incorporate Site Supervisors in at least one day of your Orientation with members or all of it!
- Schedule regular meeting time with your Site Supervisors – monthly, quarterly, etc.
- Experience shows, the more you involve your Site Supervisors, the better experience the members have and the stronger the partnership!



Final Comments/Questions?





Next Training: Enrollment Review– September 24, 2020 at 10 am

- We will discuss the following:
 - Review eGrants & OnCorps Enrollment
 - OnCorps – Entering Performance Measures & Budget Information