

*Note: This resource represents an orientation agenda in development, as part of a planning process. Delete text in brackets << >> and add text as needed. For each item on each day's agenda, the facilitator name, title and organization should be added. Other useful information to add is a one to two line explanation of each topic, to provide context and enhance understanding.*

**<<Program Name>>**  
**Pre-Service Orientation Agenda**  
**<<Date>>**  
**<<Location>>**

**Orientation Week at a Glance**

**Day 1 <<Date>>**

Intro to AmeriCorps, <<program name>> and the <<program name>> team

- Getting to know you
- Entrance paperwork
- Expectations and agreements
- Videos
- Tour of <<insert name of site>>
- Info about AmeriCorps and <<program name>>

**Day 2 <<Date>>**

Focus on schools

- Relationship building
- Professionalism
- School culture
- Sustainability binders
- Prep for first day

**Day 3 <<Date>>**

- On-site, site visits

**Day 4 <<Date>>**

Processing

- Check-in and more bonding-maybe talk about the role of members in the school-and their responsibility to communicate who they are and what they do...
- Driver's training

**Day 5 <<Date>>**

Bonding

- Treasure hunt

- Former AmeriCorps member panel

Site visits

**Day 6 <<Date>>**

Get to work!

- Timesheets
- Volunteers and donations
- Tutoring and reading

**Day 7 <<Date>>**

- Paperwork
- Service project

**Day 8 <<Date>>**

- Literacy events
- Intro to Civic Engagement

**Day 9 <<Date>>**

- Stages of team development and communication
- Swearing-in
- Picnic and fun!

**Day 10 <<Date>>**

- CE
- Klickitat trail

**Day 11 <<Date>>**

Student management

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**Day 1 <<Date>>**

<<Location>>

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9:00- 9:15 FINGERPRINTING

- Check-in: Sign in, make nametags, get training binder, fill out getting to know you worksheet, and decorate bag for appreciations.

9:15-9:30 Welcome

- Intro to \_\_\_\_\_

9:30-9:45 Icebreaker (Team Leader)

- Go around the room and have each person introduce himself.

9:45-10:15 Entrance Paperwork

- Review paperwork as a group
- Pass out individual forms

10:15-10:30 Group expectations

- Reason for doing group expectations: allows a group to share the reasons that they have come together. It is informative for members and facilitator-gives her a better idea of what they would like to experience during their time together.
- What do we hope to gain from our time together?
- Ask for one or two examples.
- Have people write a few expectations in their journals
- Record on newsprint
- Review for understanding

10:30-10:45 Group Agreements (Team Leader)

- Reason for group agreements: Deciding the norms of this working relationship. Empowers the group as the facilitator is not responsible for generating the norms, or enforcing them.
- How do we agree to work together?
- Record on newsprint
- Review for understanding
- Are we willing to amend this if needed?
- Can we agree to commit to these?

\* Explain idea of appreciation bag.

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10:45-11:00 Break

11:00- 12:00 Introduction to AmeriCorps

- Journaling: Intro to journaling and reflection-the philosophy of Service-Based learning is that we don't learn from experiences themselves, but by reflecting upon our experiences. What do you know? What do you want to know? How will you use it?
- Philosophy of service, what does it mean? What do you hope to give? What do you hope to gain? Why are you donating a year of your life to this? This is not a job!
- Break into 3 small groups, discuss, write on paper and share out!
  - a. Top 5 reasons to be in <<program name>>
  - b. Top 5 things you hope to give this year
  - c. Top 5 things you hope to gain this year

Introduction to <<program name>>; mission statement, affiliations:

1. Corporation for National and Community Service (CNS) Some programs include: VISTA-created in the 60s, AmeriCorps state/national created 10 years ago, Foster Grandparents, RSVP, Etc.
2. Washington Service Corps (WSC) a state program funded through the legislature that supports non-profits and local governments and provides adults with meaningful service experiences
3. Office of the Superintendent of Public Instruction (OSPI)-supports and oversees public instruction throughout the state
4. ESD 112 (Washington Reading Corps, North West Service Academy).

12:00-1:00 Lunch-provided; watch program video during lunch

1:00-2:00 Introduction to school culture

2:30-3:00 How to introduce <<program name>> to school, first steps onsite and homework for first week of school maybe make some posters

**Homework:**

Please read the Member handbook!  
Get names for food stamps letters

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<<Location>>

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9:00-9:30 Warm up/something fun (VISTA)

- Have people sign-up to lead warm-ups/icebreakers/fun things (VISTA leader)

9:30-10:00 Check-in: How did it go? Go around the group in a circle-maybe do a sweet/sour?

10:00-11:45 Paperwork. Give a break at some point.

- Explain the organizational system
- Online possibilities! If members want, we can put paperwork on a diskette. Otherwise, it should be faxed to us.
- Who does this? Who does it go to? When is it due? How do I fill it out?
- Timesheets
- Off-site service timesheets
- Student Tutor Tracking log
- STT log results. Do an interactive activity for this one.
- 3<sup>rd</sup> Wednesdays
- In-kind donations
- Travel Reimbursement
- Talk about the WU and expectations regarding that.

11:45-12:00 How to stay organized! Ask past members for advice.

- Review Calendar for upcoming dates (SERVES, Make a Difference Day, Literacy Events, etc)

12:00-1:00 Lunch

11:45-12:00 Journaling

- What do you know about Tutoring?
- What do you want to know?
- How will you use this information?

12:00-1:00 Lunch

1:00-2:30 Family literacy

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**Philosophy:** What is the purpose of Washington Reading Corps? Helping kids learn to read. Why? To empower them. Getting families involved in the school is another way to empower children. It is really important to have families involved in their child's education, and the WRC Family Literacy is one way to do this.

- Literacy Events (Past examples of lit events, when to start planning them, reporting information: i.e., number of people there, number of volunteers, hours, what was done, family surveys)
- Literacy Communications (at least one per year-newsletter format, send home literacy activities to families, letter from the governor, etc. How often?) It is required to do at least 1 per year, you are encouraged to do much more than that!
- Include information about these in the 3<sup>rd</sup> Wednesday report.

2:30-3:00 Past member panel

- Each new member should have questions for them.
- What was the highlight of the year?
- What was the most difficult?
- Any advice for new members?
- Time management

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9:00-9:30 Warm up/something fun/brief intros!

12:00-1:00 lunch

1:00-2:45 Tutoring/reading to kids

- Reading activity that stimulates illiteracy
- Discussion: Reactions and strategies
- Role of Washington Reading Corps in the school (former WRC member)
- Bring the Put Reading First books-design a couple of activities based on this.

2:45-3:00 more info about what to do at school??? Ideas to fill the week???

- Reading Fluency
- Vocabulary/Comprehension

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9:00-9:30 Warm up/energizer

9:30-10:30 Check in around circle

11:30-11:45 What is an ESD?

9:30-12:00 Drivers training

1:00-2:30 Member Handbook. Maybe have a quiz? Fill in the blank? Something that could be kept in file. Really spend some time on this-small group work first to make the flipcharts, then test, then review as a group.

- USAs vs. VISTAs
- Hours for USA members
- Keeping good communication (off-site service; personal; sick days)

Break

10:45-11:00 Go into CE???

11:00-12:00 Professionalism

12:00-1:00 Lunch

1:00-2:00 Sustainability binders in site groups

- Talk to Klickitat about facilitating Unit 3 for CE on Oct. 8<sup>th</sup>

2:00-2:45 Break into site groups.

- People who are alone at site may work together
- Do a team-building, problem-solving activity

2:45-3:00 AmeriCorps Pledge

- Distribute pins!

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9:00-9:15 Fun energizer. Focus on literacy and student management?

9:15-9:30 Check-in for first 2 days at school

9:30-10:00 Starbucks partnership opportunities and coffee!

- Bring information on past partnerships
- Make it clear that all Starbucks contacts should be reported to KAC

10:00-10:15 Break

10:15-10:30 Philosophy of CE

10:30-12:00 CE unit 1

12:00-1:00 Lunch

1:00-2:30 CE unit 2

2:30-3:00 Wrap up/reflection/Q and A

- SERVES info

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Ropes Course/team bonding in Klickitat???

**Day 7 <<Date>>**

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School focus-maybe student management?

**Day 8 <<Date>>**

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CE/team focus, maybe stages of team development?

Supplies:

- Tape
- Tacks
- Colored paper (for name tags and for appreciations)
- Flip charts
- Markers
- Name tags
- Binders
- Notebooks
- Paper bags
- Quotes for walls
- Tablecloths

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- Sign in sheet
- Camera for overheads
- Extra entrance paperwork forms
- WRC camera
- Coffee
- Water
  
- In general, let's keep the Mondays focused on SCHOOL and small group dynamics, Fridays focused on TEAM dynamics
- Fit in some communication styles and conflict management. Have small group discussions within sites about how that will affect their working together.
- Do site visits the first couple of days. Bring the sustainability binders to the schools and look over together.
- Do site visits in October to go over paperwork one-on-one with WRC members.