

Note: Text within brackets (<< >>) should be filled in with program-specific information. The timing of information, from a review of required forms, to icebreaker activities, to program-specific presentations, has been left intact to provide you with an idea of how to structure an Orientation week. Add or delete information to reflect your program's Orientation needs. For each event in the schedule, include name of venue, speaker, so that a confirmation call can be made in the week prior to his or her presentation.

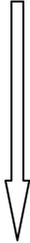
Orientation Schedule

* = Required information

F = Form(s) required

✓ = Speaker or facilitator has been contacted and confirmed.

Time	Date	Date	Date	Date	Date
8:30am	<<insert location>> Sign-in	<<insert location>> Sign-In & Announcements Member feedback	<<insert location>> Sign-In & Announcements Member feedback	<<insert location>> Sign-In & Announcements Member feedback	<<insert location>> Sign-In & Announcements Member feed back
9:00am	Welcome – Introductions <<insert facilitator name, organization, and contact numbers>> 9:30 Icebreaker activity <<insert name of activity, facilitator, and materials needed>>	*AmeriCorps Manual & Regulations, Administrative Paperwork & Forms; Manual Pay, benefits, policies, training, evaluations, procedures, time sheets, entrance essay and journaling <<facilitator name>>	Budgeting on an AmeriCorps Living Allowance <<facilitator name>>	*Conflict Resolution <<facilitator name>> 	<<Subject of Presentation>> <<facilitator name>>
10:00am	* Administrative forms, policies & guidelines (history, ethics, making up missed hours) <<facilitator name>>	*AmeriCorps & Community Service <<facilitator name>>	Icebreaker <<insert name of activity, facilitator, and materials needed>>		<<Subject of Presentation>> <<facilitator name>>
11:00am	F: drug free workplace, living allowance, benefits, sex harassment discrimination, prohibited actions, rules of conduct, suspension, grievance, Agreement of Participation		<Subject of Presentation>> <<facilitator>>		10:30am *Communication Skills & Dealing with difficult people <<facilitator name>>
Noon	Lunch	Lunch	Lunch	Lunch	Lunch
12:45		Training Stretch	Icebreaker	Training Stretch	Training Stretch

Time	Date	Date	Date	Date	Date
1:00pm	<p>*Administrative Paperwork & Forms</p> <p><<facilitator name>></p> <p>F: Enrollment, F:I-9 & W4, Staff Member Objectives, Staff & Member Rules, Cell phone policy</p> 	<p>*AmeriCorps & Community Service (continued)</p>	<p>*AmeriCorps Manual & Regulations</p> <p><<facilitator name>></p> <p>Performance Measurements, Stats & record keeping, Budgets, Purchase Orders, Travel Claims</p> <p>F: Accident Reports – auto or personal injury, Individual Driver, etc.</p>	<p>*Safety & Risk Assessment, Blood Borne Pathogens, HIV/AIDS</p> <p><<facilitator name>></p>	<p><<Subject of Presentation>></p> <p><<facilitator name>></p> 
2:00pm		<p>Icebreaker Teambuilding</p> <p><<insert name of activity and materials needed>></p>	<p>Icebreaker Teambuilding</p> <p><<insert name of activity and materials needed>></p>	<p><<Subject of Presentation>></p> <p><<facilitator name>></p> 	
3:00pm		<p>3:45 Uniform & Jacket Fitting</p>			<p>Distribute T shirts and sweatshirts</p>
3:50-4:00pm	Cleanup – sign out	Cleanup – sign out	Cleanup – sign out	Cleanup – sign out	Cleanup – sign out