



IPHA AmeriCorps
2006-2007 Orientation
September 5-6, 2006
Springfield, IL

Planning Agenda

September 4th

3:00 pm or later Hotel Check In
Dinner on own

September 5th

As members enter the room, give bag, post-its for parking lot, and one part of Postcard for Partners. Tell members to find the person with the other half of their postcard. Once they find each other, the postcard partners then tell each other who they are, where they are from, and why they joined AmeriCorps.

9:00 am Welcome / Introductions

- Kristen Ball, AmeriCorps Program Director
 - *Explain goals of training*
 - *Explain post-its (so you can get your questions answered but still focus on the information that is being given)*
 - *Explain fidget toys (some people learn better while fidgeting – that's okay – but must share with neighbors and return toys)*
 - *Hand out candy bar bag (pick out a candy bar but don't eat it yet)*
- Krissy Roseberry, IPHA Assistant Director
- James R. Nelson, IPHA Executive Director

9:15 am **Mixer** Ask 6 people to give answers to their candy bar

Krackel – something you accomplished in past year that you are proud of

Hershey – something about the town you're from

Dark Chocolate – future goals, either personal or professional

Mr. Goodbar – what you hope to gain from AmeriCorps

Write these answers down. Check throughout year to make sure their needs are being met.

9:25 am Getting Started Video

9:35 am National Service / AmeriCorps 101 / Program Overview - *Kristen*

10:00 am **Mixer** Ask 5 people to give answers to their candy bar

10:15 am IPHA Overview - *Krissy*

10:45 am **BREAK**

10:55 am Faces of Public Health video/ Public Health 101 - *Krissy*

11:30 am Mixer 10 Things in Common

Ask members to count off 1 to 4 (one group will have 4)

Hand out sheets of paper for writing down answers.

Explain purpose (to explore shared interests, commonalities).

ALL members of group must have an item in common; can't be body parts, gender, or clothing. Make it interesting. Debrief. Did you find a lot in common? What were some of the challenges to this activity? Write results on flipchart

11:45 am Member Benefits

- Living Allowance
- Education Award
- Forbearance
- Health Insurance
- Child Care

Questions

Noon **LUNCH**

12:30 pm Review of Member Handbook - ***handout highlighters to mark up important points**

- Service Calendar
- *Getting Started* – a guide from CNCS
- Program Overview Information
- Contact Information/ Program Goals
- Member Benefits
- Terms of Service

***60 Second Activity** *Toss bean bag to someone. Ask them to answer a question about something covered during morning session. Toss to 4 people. People with the correct answers get a prize.*

- Requirements for Graduation
- Service Projects
- Going to School/Working
- Attendance/Lateness/Time Off
- Professionalism

***60 Second Activity** Need 5 questions before group can take break

1:50 pm **BREAK** *Put out shirts for members to take*

2:00 pm Review of Member Handbook (cont.)

- Reporting Requirements *Show members forms and samples on PowerPoint*
- Evaluations
- Member Training
- Service Gear

***10 minute Activity** Human Scavenger Hunt

Distribute scavenger cards. Give everyone 7 minutes to find people and have them sign the square. Each name can only be used once in the row. First one to get a bingo shouts out BINGO for a prize.

Review of Member Handbook (cont.)

- Rules of Conduct
- Disciplinary Action/Grievance Procedures
- Host Site Responsibilities
- Drug Free Workplace
- Sexual Harassment Awareness Education
- Equal Opportunity/Affirmative Action
- Member Rights and Responsibilities
- Safety Procedures – *host sites to review these

3:30 pm **AmeriCorps Prohibited Activities Game**

Split into 3 teams of 4. Answer questions from Do's & Don'ts Quiz. Give out bells for teams to hit and keep score. Team with the most right answers wins prizes

4:00 pm Wrap up. Answer questions and review schedule for evening and next day.

Have members make copies of identification if not already done.

Tell members the starting time for training.

Remind them to check out prior to coming to training.

4:30 to 7:30 pm Group Activity & Dinner

September 6th *Check out prior to training or at 11:35 break*

8:30 am **Mixer** *Ask random questions (on program & members) and have Shoutout for answers. Give Smarties as prize.*

8:45 am Review of Handbook

9:00 am Careers in Public Health – Krissy

9:45 am **BREAK** *for those who haven't checked out of hotel*

10:00 am Paper work

- Criminal History Background Check
- DCFS CANTS Check
- Enrollment form
- W-4 forms (state & federal)
- Direct deposit form
- Publicity Consent Form
- Loan forbearance form – *explain online system*
- Insurance summary & waiver form
- Food restriction form
- Signed member contract
- Documentation of Citizenship
- Copy of Drivers License
- Proof of Insurance
- I-9 form

11:30 am *Diversity/Community Sensitivity - disability handouts*

11:40 am **BREAK** Group meeting held for those needing child care information

11:45 am *Service Projects*– ideas, resources

***Ticket Out** *Before lunch, hand out index cards. Ask everyone to write down one question on the card and turn it in before going to lunch.*

12:10 pm **LUNCH**

12:45 pm *Community Collaboration* - how to work with other groups effectively

1:15 pm Personal Plan of Action Session and Skills Inventory
Ask members to bring plan of action back in January.

1:35 pm Completion of Travel Voucher, timesheet, activity report

2:00 pm Answer questions from cards

2:15 pm **AmeriCorps Pledge** *Ask everyone to turn to person on their right and give a high-five. Ask everyone to turn to person on their left and give a high-five. Hand out gold pins to members.*

2:20 pm Questions

2:30 pm Program Evaluation/Signed, Dated, and Marked Orientation Check List/ Final assignment
Send email address, mailing address, phone number, fax number to me within one week

2:40 pm **Wrap up activity** My AmeriCorps Briefcase
Ask members to draw numbered piece of paper from a bowl and line up according to number. The 1st person gets the briefcase and says “For my first day of AmeriCorps I’m packing my briefcase with _____” (name item). The 2nd member repeats statement of the 1st person and adds another item to the briefcase. Items can be tangible or not. Pass the briefcase down the line while members state all the items. Write down items so they are not forgotten.

Take group photo

3:00 pm Adjournment