AmeriCorps Member Orientation Checklist

Program Year: __________________

Program Name: ____________________________________________________

Program Director: __________________________________________________

Member Name: ____________________________________________________

Were the following points covered in the member’s orientation?:

- Specific skills and knowledge to perform service
- Member rights and responsibilities
- Program’s Code of Conduct
- Prohibited Activities
- Drug Free Workplace
- Suspension and Termination Rules
- Grievance Procedures
- Equal Opportunity, Affirmative Action
- Sexual Harassment Awareness Education
- Specific Safety Procedures
- Sensitivity to the Community
- Introduction to National Service and AmeriCorps
- Background checks
- Member benefits
- Member wage garnishment
- Illinois OnCorps Reporting
  - Timesheets
  - Progress Report
- My AmeriCorps Portal
  - Loan Forbearance Form
  - Interest Accrual Form
  - Education Award

Notes:
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