

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:
