

Three-Day Daily Orientation Schedule

Note: The agenda is intended to be given to members at orientation. If it is mailed to members prior to orientation, include a list of documentation they should bring with them. Please read the agenda carefully to delete and add text relevant to your program’s orientation topics, and replace other text in brackets (<< >>), with applicable text, or delete, as appropriate.

<<Program Name>>
Orientation
<Date>>
<<Location>>

<<Provide a brief explanation of the purpose and intended outcomes of the orientation, or competencies members will gain from it.>>

<<A list of presenters and a short biography of each can follow each day’s agenda, to provide members with context and enhance interest in the presentations.>>

Day 1 <<DATE>>

Time	Activity	Session Length	Location	Presenter
8:00– 8:30 a.m.	Breakfast	30 min.	<<for each activity, fill in name and address of location, if applicable>>	<<for each activity, fill in the name, title, and organization, as applicable>>
8:30– 9:00 a.m.	Welcome and Introduction	30 min.		
9:00– 9:30 a.m.	Overview of the Orientation Agenda, Goals and Expectations	30 min.		
9:30– 10:15 a.m.	Background and History of <<Your Program>>	45 min.		
10:15– 10:30 a.m.	Break	15 min.		
10:30– 11:15 a.m.	Overview of National Service	45 min.		
11:15 a.m. – 12:00 p.m.	AmeriCorps Program Overview and Requirements	45 min.		
12:00– 1:00 p.m.	Lunch	60 min.		

Time	Activity	Session Length	Location	Presenter
1:00– 2:30 p.m.	Administrative Paperwork for <<Your Program>> and AmeriCorps	90 min.		
2:30– 2:45 p.m.	Break	15 min.		
2:45– 4:15 p.m.	Continuation of Paperwork	90 min.		
4:15– 4:30 p.m.	Review of Resources	15 min.		
4:30– 5:00 p.m.	<<Orientation to the Community/state>>	30 min.		
5:00– 6:00 p.m.	Free Time	60 min.		
6:00– 7:00 p.m.	Dinner	60 min.		
8:00 p.m.–?	Movie Night			

Day 2 <<DATE>>

Time	Activity	Session Length	Location	Presenter
8:00– 8:30 a.m.	Breakfast	30 min.		
8:30– 9:00 a.m.	Reflection of Day 1	30 min.		
9:00– 10:30 a.m.	Rural Communities: What is different and what is the same?	90 min.		
10:30– 10:45 a.m.	Break	15 min.		
10:45 a.m.– 12:00 p.m.	<<State/community Orientation—Part 2>>	75 min.		
12:00– 1:00 p.m.	Lunch	60 min.		
1:00– 3:00 p.m.	<<Introduction to Land Use Planning>>	120 min.		
3:00– 5:00 p.m.	Free Time	120 min.		

Time	Activity	Session Length	Location	Presenter
6:00–7:00 p.m.	Dinner	60 min.		

Day 3 <<DATE>>

Time	Activity	Session Length	Location	Presenter
8:00–8:30 a.m.	Breakfast	30 min.		
8:30–8:45 a.m.	Reflection of Day 2	15 min.		
8:45–10:15 a.m.	Introduction to Community Building	90 min.		
10:15–10:30 a.m.	Break	15 min.		
10:30 a.m.–12:00 p.m.	Organizing Next Steps: Personal Goals, Future Trainings, Evaluations	75 min.		
12:00–1:00 p.m.	Lunch	60 min.		
1:00–2:00 p.m.	Program Staff Available to Field Specific Questions	60 min.		
2:00 p.m.	Travel to Your New Community			