

AmeriCorps Pre-Service Training Guidelines

Pre-Service Orientation

AmeriCorps members must receive pre-service training to prepare them for their term(s) of service. This is the time to establish the foundation for promoting an ethic of service, active citizenship, esprit de' corps and team building. The commission recommends a three- to 10-day pre-service orientation depending on program design.

Programs can choose to host one multiple-day event incorporating all topics or host several shorter events throughout the first 30 days of members' terms of service. Programs may also choose to collaborate with other programs to host a combined orientation to offset costs and provide opportunities for networking and to reinforce the national service concept.

As a minimum, topics to incorporate in pre-service orientation include:

Core topics for Pre-Service Orientation

- Member rights and responsibilities
- Standards of Conduct (45 CFR 2522.230)
- Prohibited Activities (45 CFR 2520.40, 2520.65, 2540.100)
- Requirements under the Drug Free Workplace Act (41 USC 701 et seq.)
- Suspension and termination from service (45 CFR 2522.230)
- Grievance procedures (45 CFR 2540.230)
- Sexual Harassment
- Other non-discrimination issues
- Other topics as necessary

Serve Idaho will also provide Pre-Service Orientation training on:

- What it means to be an AmeriCorps member
- History of national service
- Planning service project



Standard member training:

Pre-Service

- AmeriCorps 101 (Resources: "Talking about AC," "This is National Service"-Video, History of AC)
 - History of Service in America
 - The AmeriCorps Network
 - Ethic of service
- Performance measures and how to collect data
- Program operating policies
 - Living allowance
 - Benefits (see below)
 - Timesheets (signed by member AND supervisor)
 - Making up missed service hours
 - Safety protocol
 - Travel Policies
 - Expense reimbursement
- Staff and member roles (Volunteer-Member-Staff Exercise: Training Handbook)
- Recruiting and supervising volunteers
- Diversity and cross-cultural sensitivity
- Teambuilding (do throughout program year)
- CPR/First Aid if applicable
- Disaster Preparedness and Response on line training
- Serve Idaho Statewide Events info/ Esprit de Corps

