



Community Host Partner
Best Practices: Fellow Orientation & Training on Site
2026-2027 Program Year

Tips:

- 1) Communicate with your campus regarding any topics you are going to cover in your orientation and throughout the year for transparency and to avoid duplicate training.
- 2) Give fellows tools and resources they can refer back to.

Orientation:

Every host site is required to provide each fellow with an orientation. Fellows should receive orientation on their first day prior to engaging with constituents. Below is a list of recommended topics to include. Please note this list is not exhaustive; host sites and campuses should work together to design an orientation plan that meets the needs of the host site.

- **Sample Orientation checklist:**
- **Items to cover in fellow orientation:**
 - About the organization:
 - History, mission, and how College Corps and fellows contribute
 - Description of community and targeted beneficiaries
 - Policies that impact fellows
 - Organization norms
 - Available resources
 - Facility tour
 - Staff introductions
 - Fellow expectations & duties:
 - Fellow position description, daily tasks and projects
 - Boundaries of the role: what fellows should and should not do (including unallowable/prohibited activities)
 - Dress code for service
 - Communication norms
 - Performance feedback: when and how it will be given
 - Tools: computer, shared drive, email, group chat as well as physical tools for service etc.

CollegeCorps

- Sign in and out process as pertains to tracking fellow hours
- Due dates for hours submission in America Learns
- Fellow experience:
 - Fellow schedule
 - Schedule fellow one on one meetings
 - Protocol for adjusting schedule and hours
 - Difference between service and training hours, and when to code hours as such in America Learns
 - Protocol and point of contact:
 - if a fellow is sick and cannot serve
 - if Site Supervisor is unavailable
 - Organization's program calendar (holiday, events, closures) that fellows should be aware of
- Safety:
 - Personal safety, organizational emergency and safety procedures
 - Who to alert if fellows hurt themselves while serving



General training topic suggestions for the first week and beyond:

- Specific duty training including physical tools used during service etc.
- What to do if fellow is falling behind on hours
- Professional workplace behavior
- Confidentiality and privacy protocols (for constituents)
- Maintaining boundaries with service recipients
- Trauma informed practices
- Sexual Harassment Prevention
- Time management
- CPR/First Aid

Focus Area Specific Training:

Every host site should have their own specialty trainings to offer fellows. Below are some additional suggestions for each focus area.

- K-12 Education
 - Child Abuse prevention/mandated reporting
 - Working relationship expectations
 - Site specific methodology
 - Classroom management
 - FERPA/HIPPA
 - How to interact with parents/guardians
- Climate Action
 - Tabling information & etiquette
 - Community engagement expectations
 - Safety protocol for outdoor work (weather, heat etc)
- Food Insecurity
 - Food bank 101
 - Warehouse safety
 - Communicating with clients
 - De-escalation tactics
 - Food safety
 - Personal Protective Equipment



Ways to offer additional professional development:

- Invite fellows to attend staff trainings, workshops, and seminars
- Utilize online training for specific areas of interest (ensure campus approval and a system to accurately track hours)
- Connect fellows to relevant stakeholders
- Allow fellows opportunities to present during staff meetings regarding projects
- Allow fellows to lead specific tasks or activities
- Use one-on-one check-ins:
 - to set goals
 - individualize development based on fellow interest
 - Celebrate successes
- Complete fellow evaluation as required