



## Community Partner Orientation Checklist for the Community Outreach Federal Work Study Program



As a Community Partner with Martin Serves and the Federal Work Study Program, each Community Partner is encouraged to provide training and/or an orientation session for the work study student(s). If no such orientation/training exists, these are the suggested areas that should be covered to train the work-study student(s).

### *History of Community Partner Organization*

Explain to the work-study student(s) how the organization began and the motivation behind its creation.

### *Overview of Clients Served*

Provide an overview of the kinds of clients to whom the organization provides service. What population can the work-study student(s) expect to meet and serve?

### *Services Provided*

What are the services that the organization provides to clients?

### *Chain of Command*

Who brings direction to the organization? What are the employees' titles and specific duties within the organization? **Who is the work study student's Site Supervisor?**

### *Volunteer Recruitment*

What is the organization's process for recruiting volunteers? What are the duties for a volunteer? Can the work-study student(s) help recruit volunteers?

### *General Office Procedures*

What are the standard office procedures (such as making copies, faxing, etc.) that the work-study student(s) should be aware of?

### *Dress Code*

What is the proper attire for the work-study student(s) at the organization? What should student(s) avoid wearing?

*Attendance Policy*

Who should the work study student(s) contact in the case of absence? What is this person's preferred method of communication- phone/voicemail, text messaging, email?

*Timesheet Verification*

The work-study student(s) needs a Site Supervisor to verify time sheets. Who is responsible for signing the time sheets?

*Emergency Procedures*

What does the work-study student(s) need to do in case of an emergency? What are the different numbers to call? Where can the student(s) find this information?

I certify that I have provided the work-study student(s) with an orientation or training and have reviewed the topics stated in this Orientation Checklist.

\_\_\_\_\_  
Signature of Orientation/Training Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Orientation/Training Provider

The Community Partner has provided orientation, adequately addressing the topics outlined in the Orientation Checklist.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student