



AmeriCorps Wisconsin
FARM to SCHOOL
PROGRAM

Host Site Orientation Checklist

Key Community Contacts

- ☐ Teachers
- ☐ School Administration
- ☐ Grounds & Facilities Managers at the school
- ☐ Master Gardeners
- ☐ FoodWise Educators
- ☐ Local farmers
- ☐ School food service directors
- ☐ Key Garden Volunteers
- ☐ Others at your organization they may see around the building
- ☐ Others in the community connected to F2S work

Workplace Resources

- ☐ Printing
- ☐ Supplies such as paper, pens, etc.
- ☐ Computer usage
- ☐ Organization email
- ☐ Phone availability
- ☐ Desk/office space
- ☐ Tour of the office space
- ☐ Supplies available for teaching nutrition lessons or conducting taste tests
- ☐ Budget (if available or how they could support with fundraising)
- ☐ If you are a returning site, show them where the veggie costume is kept along with the table cloth, nutrition curriculums, etc. (Note: If you are a new site, this will be mailed to you.)
- ☐ Tour of existing garden spaces (history, who uses them, where tools are, etc.)
- ☐ Tour of kitchen spaces available to use (if applicable)



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Host Site Goals

- ☐ Discuss your F2S needs as an organization/community
- ☐ Create a plan with your member on how to meet those needs along with the goals of the AC F2S grant (use the host site plan document as a tool - Due Sept 17th)

Host Site Expectations

- ☐ Your expectations for communication
- ☐ Work schedule
- ☐ Teleservice/in-person service
- ☐ How to dress appropriately at your organization
- ☐ When will your weekly check-ins be scheduled

Other Suggestions

- ☐ Include members in back to school staff meetings or trainings
- ☐ Send an organization-wide email introducing the new member to your school/organization and explain what they do (members thrive best when they feel connected and part of your larger organization!)
- ☐ Ask the member how you can best support them in their service year
- ☐ Does the member need any accommodations?
- ☐ Would your member benefit from shadowing another teacher to learn about classroom management, the flow of a lesson, etc.?