



Climate Corps Fellowship Completion Checklist

Instructions: Please review this checklist and complete all items before officially completing your position as a Climate Corps Fellow.

Before completing the Fellowship:

1. Return all work computers, keys, materials, etc. to your Site Supervisor
2. Ensure all hours have been entered into your timecard
3. Ensure all expenses to be reimbursed during the Fellowship cycle have been sent to Climate Corps (due one month after Fellowship end date at the latest)
4. Send your [Fellow Transition Document](#) to your Site Supervisor & Regional Supervisor
5. Update your tab on the Fellow Metrics Tracking Document with final qualitative and quantitative [metrics](#).
6. Complete the [Climate Corps End of Program Feedback Survey](#)
 - a. We recommend that you work on it little by little, keeping your answers in a document and then copy/paste them in once you finish.
7. Request an exit interview with Site Supervisor if desired
8. Make sure you have been pre-approved for the [LinkedIn SEI Climate Corps Group](#) (if having difficulty, please reach out to team@climatecorps.org)
9. Close out climate corps email - you'll lose access to your email after your last day.
 - a. Save or forward any emails you want to keep.
 - b. Update any logins currently associated with your Climate Corps email that you'll continue to use.
 - c. Redirect any other email addresses currently being forwarded to your Climate Corps email