

Keystone SMILES AmeriCorps



PRE-SERVIE ORIENTATION INFORMATION (NEW and RETURNING Members 4-Day training schedule)

Members attending the four day training will have Friday, August 27th off. Members will be serving at their host sites on Monday, August 30th.

New and Returning members attending the four day retreat schedule is as follows:

MONDAY

9:30 – 10:00 am – Registration @ the Auditorium (Parking and Registration signs will be posted)

10:00 – 12:00 pm – Training

12:00 – 1:00 pm - Lunch in the dining hall/ Check in lodges

1:00 – 5: 00 pm – Training

5:00 – 5:45 pm - Dinner

5:45 – 9:00 pm – Training

9:00 pm – Hospitality Networking Room in Dining Hall (snacks and drinks)

TUESDAY

7:45 – 8:30 am – Breakfast in the dining hall

8:30 -12:00 pm – Training

12:00-12:45 pm – Lunch in Dining Hall

12:45- 4:45 pm – Training

5:00 – 5:45 pm – Dinner in Dining Hall

5:45 – 9:00 pm – Training

9:00 pm – Hospitality Networking Room in Dining Hall (snacks and drinks) or campfire making s'mores

WEDNESDAY

7:45 – 8:30 am – Breakfast in the Dining hall

8:30 -12:00 pm – Training

12:00-12:45 pm – Lunch in Dining Hall

12:45- 4:45 pm – Training + FBI Fingerprinting

5:00 – 5:45 pm – Dinner in Dining Hall

5:45 – 9:00 pm – Disaster Simulation

9:00 pm – Hospitality Networking Room in Dining Hall (snacks and drinks) or campfire making s'mores

THURSDAY

7:45 – 8:30 am – Breakfast in the Dining hall

8:30 -12:00 pm – Training

12:00-12:45 pm – Lunch in Dining Hall

12:45- 3:30 pm – Training, Reflection, Leave for home

***Schedule is subject to be modification

Travel time can be counted for AmeriCorps hours

Training Facilities are air conditioned, however, lodges are not

Documents Needed at Orientation

Accepted Applicants cannot earn a living allowance or begin serving in their program until the following items are submitted for their member file.

- Proof of Age: Driver's license / PA State ID card
- Proof of Identity Social Security Card
- Proof of citizenship: Birth Certificate - A standard U.S. birth certificate issued by a state government is your primary proof of U.S. citizenship. (Birth certificates issued by hospitals are not official records and do not serve as proof of citizenship.) *Other documents accepted for citizenship are a U.S. Passports, Certificates of Citizenship or a Consular Registration of Birth Abroad*
- Proof of Education (High School Diploma, College ID, Transcripts)

If items are not received by the orientation date, the hours for your orientation will not be allowed to count towards your minimum number of hours.

Additional Items needed

- Bank account routing number and account number for enrollment into our direct deposit system.
- Application, two references and completed clearance applications (if not already submitted to the SMILES office). The SMILES office will pay for and submit clearance applications on your behalf.

What to Bring to training:

- Blanket / sheets or sleeping bag and pillow
- Towel(s)
- Toiletries
- Water Bottle
- Flashlight

***Dress is Casual