

Site Supervisor Contact

It is expected that at some point just before (preferable) or just after a member is enrolled in WBRB, that the Campus Partner contact the member's site supervisor(s)

Goals of the Site Supervisor contact:

1. To confirm member is a volunteer at the site
2. To make sure the site supervisor understands the expectations of their role
3. To make sure member is receiving proper training for their service
4. To offer your support to the site supervisor to answer any questions
5. To begin building connections to the community

Areas to touch base on (all areas need not be reviewed but use your best judgment):

- Confirm member is volunteering at the site and that the site supervisor is aware of the service to be provided by the SIS member
- Confirm site is an actual legitimate non-profit organization
- Confirm whether the site supervisor reviewed and understood the SIS web site especially the Site Supervisor information section (Site Supervisor expectations)
- Confirm member is receiving training for the service they will be providing and if deemed necessary ask detailed questions and if need be, ask for a copy of the training that is being provided.
- Confirm that the site has liability insurance that covers the member while they are performing service at their site.
- If member is working with a vulnerable population, make sure the site supervisor has filled out and signed a Criminal Record Check Verification on the SIS member.
- Answer any questions site supervisor may have about the site agreement, time logs, exit evaluation, and prohibited activities/AmeriCorps provisions.

If making a site visit, many of the areas above can be reviewed in more detail as well as meeting some of the management of the site, the facilities, reviewing the training program, and actually visiting when the member is volunteering would be beneficial.