

Orientation Planning Template

When: Number of months/weeks/days prior or insert date	Who: Insert name	What	Notes	Done
5 months		Determine whether your AT will hold one or more orientation, or will combine with another AT.		
5 months		Identify person(s) responsible for each orientation.		
5 months		Determine format/length of orientation (overnight, one-day, session spread over two or more days, separate session for natural parents, combine with hosting orientation, etc.).		
5 months		Set date(s) and notify Regional Service Center.		
5 months		Select and reserve an orientation site. Contact local schools, scout camps, youth hostels, religious facilities, retreat centers, community centers, and college campuses. Send in required deposit, insurance forms, etc.		
4 months	Person/s responsible for Orientation (Insert name)	Identify one or two people who will help you with the planning.		
4 months		Update helper/s on details of the orientation thus far and determine their areas of interest.		
4 months		Set a budget, determine if fundraising is necessary to supplement AT funds.		
3 months		Review Orientation Leader's Guide		
3 months		Select activities, design sessions and set agenda		

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3 months		Determine need for others to assist with orientation — facilitators, logistical helpers, group leaders, returnees, hosted participants, host parents, etc., and identify their responsibilities.		
3 months		Identify individuals to fulfill above needs and invite them to participate.		
3 months		Determine method/s of inviting participants.		
3 months	Person/s responsible for Orientation or helpers. (Insert name.)	Send “Save the Date” postcard/e-mail to participants. In order to ensure that no participant falls through the cracks after the first orientation list is pulled, periodically check the “My Area Team” report on AFS Online.		
4 – 6 weeks		Send out invitations to the Orientation.		
		Arrange for meals or refreshments.		
2 – 4 weeks		Photocopy and distribute materials for co-facilitator/s group leaders. (It is essential that facilitators and group leaders have ample time to review the agenda, goals of the orientation and Activity Leader’s Guides and for the person in charge to address any questions or concerns they may have before the orientation.		
		Create flip charts, pre-assign groups, make photocopies for participants, establish audio-visual needs, etc.		

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		Gather materials for registration and sales (optional) tables (Welcome banner, nametags, sign-in sheet, AFS merchandise, brochures, etc.).		
		Gather supplies and materials (markers, flip charts, paper, etc.).		
7 – 10 days	Person/s responsible for Orientation (Insert name)	Send/make reminder e-mail and/or phone call to participants.		
1 week		Double check for any new/in progress people and invite them. Adjust group assignments to accommodate newcomers.		
		Send/make reminder e-mail and/or phone call to all helpers identified previously. Adjust responsibilities if necessary.		
		Reconfirm site and snacks/meals arrangements.		
1 week — or immediately prior to Orientation		Review schedule and discuss sessions with all facilitators and logistical helpers. Assign/adjust responsibilities as needed.		
1 – 2 hours prior to event		Post signs outside directing attendees to site and signs inside directing attendees to restrooms.		
		Post Welcome banner and set up registration table.		
		Ensure that break-out rooms are accessible and tidy.		
		Ready area for snacks/meals.		

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		Ensure that any audio-visual aids are present and operating (microphones, VCRs, boom boxes, etc.).		
During Orientation	Person/s responsible for Orientation. (Insert name)	Follow schedule and session plans, supervise facilitators, logistical helpers and coordinate events.		
		After participants leave for the day, conduct a debriefing with volunteers. Begin a list of suggestions for improvement to be implemented at next orientation.		
1 – 2 weeks after Orientation		Send thank-you notes to helpers/group leaders/co-facilitators, anyone who donated goods or services to the orientation.		
		Send Orientation Acknowledgements (Hosting) or sign in sheets (Sending) to the Regional Service Center.		
		Review evaluations and create summary report including recommendations for improvements to subsequent orientations. Send this information to orientations@afs.org .		
		Follow up with any specific participants needing attention.		
		Complete financial reports.		