**Program Readiness Document Review**

**3:15 – 4:30pm, Tuesday, July 17, 2018**

**Goals:** Participants will familiarize themselves with their specific program documents:

* Identify key elements (primary goal)
* *Determine whether key elements are compliant with AmeriCorps grant expectations (secondary goal)*
* *Determine areas for growth (secondary goal)*

**Materials:**

**(To be provided by particpants):**

* **Core readiness documents (hard or soft copies)**

**(To be provided by CV):**

* Bingo Handout (hard copies may be easier), one per participant
* Pens, one per participant
* Optional: Sample copies of all key documents in hard copy for programs that do not bring their own, 4-5 copies of each document

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| **Time** |  |
| 3:15 – 3:20 | Introduction to activity – *have Bingo handouts on table or pass out** Distribute staff with experience among the groups.
* Connect to prior sessions: “Earlier, you had the opportunity to learn about key program documents that guide your work as an AmeriCorps grantee. Now, you’ll review these documents for your own program. The goal is to familiarize yourself with these documents to better understand key elements of your program.”
* Overview of Bingo document: “On your handout, you’ll notice each of the core documents on the left hand side. Next to each document is a row of five key elements that that document should contain. The guiding questions at the top of the document will help anchor your discussion.”
* “You and your colleague will review each of your documents and determine:

1) Whether or not your documents meet the criteria, and 2) Why each element is an important part of a successful program document.* “If you are looking for a challenge, you can also determine whether or not there is any room for improvement in your program document. Please use Bingo document as a guide, but remember that your goal is to familiarize yourself with your program’s documents.”
* “Starting with the Member Service Agreement, you’ll have X minutes to review each document. I’ll alert you when it’s time to move to the next document.”
* Program Officers circulate to answer questions OR speaker can direct participants to a specific Program Officer for each document.
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| 3:20 – 3:30  | Participants review Member Service Agreements, using the Core Document Review Bingo document as a guide. Speaker alerts when 2 minutes remain. |
| X:XX – X:XX | Participants review X Document, using the Core Document Review Bingo document as a guide. Speaker alerts when 2 minutes remain. |
| X:XX – X:XX | Participants review X Document, using the Core Document Review Bingo document as a guide. Speaker alerts when 2 minutes remain. |
| X:XX – X:XX | Participants review X Document, using the Core Document Review Bingo document as a guide. Speaker alerts when 2 minutes remain. |
| X:XX – X:XX | Wrap up |