



CTEP Hand-off Document



As CTEP members serve only one to two years, it is important that all that the AmeriCorps members have learned can be conveyed to site staff as well as any future AmeriCorps members. The CTEP Hand-off Document is intended to make this transition easier. In addition, it is a great opportunity for current CTEP members to document and reflect back on all the work they did during their service year, and provide direction and insight for the coming year.

Please submit an electronic copy of your hand-off document to CTEP staff and your site supervisor by the end of the second full week in August.

- Ideas for what the document may include are:
 - A list of projects you have completed, are currently underway, or that you suggest the new members starts
 - Community Contacts and Organizations, including your thoughts on who/ what worked out well and not so well
 - Volunteer strategies, Positions descriptions, and Volunteer contact information
 - Training materials and curriculums you have created, made notes to, or edited
 - Suggested starting points for the new program year
 - General suggestions and tips
 - List of useful resources
 - Thoughts on what to look forward to/ be wary of
 - Staff Information and listing (who to go to for what...)
 - Specific organizational information that you would have liked to have known when you started
 - Lessons learned
 - Strategies for a successful CTEP AmeriCorps year
 - Where to and how to find documents and resources on your computer/ file cabinets/ work space
 - Good training opportunities and organizations that provide them
- Keep in mind that this document is not just a reflection; it should be easy to use, concise, and informative.
- The hand-off document is required by all members regardless of whether another member will be at that site the following service year. If a CTEP member has not been placed at your site for the following program year, it is very important that you present your hand-off document to staff and volunteers at your site so they can continue to sustain your projects.
- This document is not meant to be private, but something that could be shared with other site staff and volunteers if necessary.
- There should only be one hand off document per service site, so members working at the same site should work together on this project.
- Feel free to consult previous years' hand-off documents for inspiration or ideas.
- Members who will be serving a second year at the same service site next year can complete a more abbreviated version which would be a more reflective piece on what you have accomplished and what you hope to expand in the coming year, and less about organizing and passing on resources.

When approaching this document a few tips: write down everything that you do at your site (direct service, capacity building, etc...) and write instructions for each activity, or think back to when you started out, what information would you have liked to of known or have access to.

To make the document more useful, it is HIGHLY recommended that you meet with other staff or the incoming AmeriCorps member to walk them through the document and resources it contains.