**WELCOME TO OFA-STATE  
FELLOW: [Insert Name]**

Below you will find a lot of information that will be helpful for getting started in your new Fellow role as part of OFA. Some sections are highlighted in yellow, indicating that you should type in the information yourself (you should be either setting it up yourself, or receiving it from a number of different sources) so that you can refer back to it later. Please make sure to save this document for future reference, and whenever you find yourself with a question about conference calls or schedules, this should be the first place you look for answers. Welcome!

ofa contacts

* Your Summer Trainer / Direct Manager: [Insert ST Name] – Phone: (xxx)xxx-xxxx | Email (and gchat)
* Your Deputy State Coordinator(s): [Insert DSC Name(s)]
* Your State Coordinator: [Insert SC Name]

|  |  |  |
| --- | --- | --- |
| **MY SCHEDULE** | | |
| **Day** | **Start Time** | **End Time** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

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| CONFERENCE CALL, WEBINAR, & MEETING SCHEDULE | | | |
| **CALL** | **DATE & TIME** | **AUDIENCE** | **LINK** |
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| **PROGRAM GOALS** | |
| **METRIC** | **GOAL** |
| Calls per week |  |
| 1:1s per week |  |
| Volunteers Tested |  |
| Volunteers Confirmed |  |

operational tools & resources

* SmartVan Account: ofavan.org
  + Is set up by state staff
  + Your username:
  + Your Password (you will be able to set this yourself):
* State-specific Fellows List Serv: [Insert google group or other list serv domain]

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| **VOLUNTEER LEADERSHIP** | | | |
| **NAME** | **ROLE** | **CHAPTER** | **CONTACT INFO** |
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| **OFA RESOURCE BOX** | | |
| **Resource** | **Details** | **Link** |
| New LTE tool for DOAs | New LTE tool for Vols | <http://www.barackobama.com/action/lte/> |
| New LTE Report back page | After Vols have an LTE published to help Comms amplify | <https://my.barackobama.com/page/s/let-us-know-about-your-letter-to-the-editor> |
| LTE Guide | Guide for Vols in writing LTEs | <http://bit.ly/LTEGuide> |
| **INSERT STATE SPECIFIC RESOURCE DOCUMENTS HERE** | | |