Sharing Our Success (SOS) Submission Form

Chapter Name:	Puget Sound
Chapter Membership Size:	Medium (101-299)
Chapter Contact Person:	Sarah Schillen
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Phone Number:	(425) 773-8855
Chapter Board Position:	President
Chapter Website URL:	atdpugetsound.org
Submission Title:	Ramped and READY! Preparing your Volunteers for Success
What did you do? (a 2-3 sentence summary of your effort):	We created and executed a new comprehensive onboarding program, tool, and process for our chapter volunteers. This program was implemented using free resources, costing the chapter no money and only the investment of the Board of Directors' time with the goal of making the most of our volunteers' expertise.
Who benefitted from this effort (Target Audience) Check all that apply:	Chapter Members Board Members Chapter Volunteers

Why did you do it? What chapter needs were addressed?	We were in a situation where all Directors and Volunteers were receiving unique and non-standardized onboarding which led to many repeated questions, extra work for our chapter administrator and Board of Directors, and our volunteers weren't being effectively engaged early enough. This led to confusion, frustration, and misinformed decisions.

We wanted to address these inefficiencies through standardizing the onboarding experience for our volunteers. We wanted to use a platform that offered a positive learning experience, was efficient to administer, and made it easy for us to track progress, and hold learners accountable. We selected Google Classroom as it checked all of these boxes and more. Google Classroom is scalable with LMS features such as the ability to create learning paths and assignments. It is intuitive to learn administratively, provides a clean user interface, and is free as our Chapter uses google workspace.

Additionally, this program allowed us to automate some of our Chapter onboarding tasks such as: Capturing the new volunteer bio, headshot, manage acknowledging and digitally signing the Conflict of Interest form, and submitting the request to have a Google account set up. |
| **What were the measurable outcomes? (May include data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)** | **See attachment titled: "Ramped and READY_ ATDps Onboarding Impact Map ALC 2021" |
| **What steps did you take to implement this effort? (Remember that other chapter leaders will use this to replicate the effort. Be specific)** | 1.) Explored current Org Chart and 2021 Strategic Plan
2.) Visited existing Onboarding documentation
3.) Deep dive into current needs
4.) Explored personal experiences
5.) Built comprehensive list and determined role specific needs (see excel file titled "Ramped and READY_ Example Curriculum List_ Sustainable Onboarding Working Sheet")
6.) Evaluated our LMS options
7.) Selected Google Classroom
8.) Learned and Configured Google Classroom (see pdf titled "Ramped and READY_ Google Classroom Admin Instructions")
9.) Created content
10.) Integrated content into Google Classroom
11.) Complete pilot with select group of new Directors
12.) Integrated pilot group feedback
13.) Expanded program to offer to all incoming volunteers with specialized track by role-level |
| **Is there anything you would do differently?** | Have a Board-wide strategy for content creation to more evenly distribute the workload and buy-in. |

When did you start working on this effort?	Dec 22, 2020
When did this effort go live?	Aug 07, 2021
Approximately how many hours were spent working on this? Include an estimate of hours spent across all board members and volunteers.	150
What resources did you use? Check all that apply:	Board Members
Which board positions were involved in the effort?	President, Director of Finance, Director of Research, Director of Communications, Director of Membership
Please attach any documents that help support this submission. It is highly encouraged to submit editable files (ex. Word, Excel, etc): (additional documents and documents over 2MB should be sent to sos@td.org)	https://www.formstack.com/admin/download/file/11798437589
additional supporting documents:	https://www.formstack.com/admin/download/file/11798437590
additional supporting documents:	https://www.formstack.com/admin/download/file/11798437591
How did you become familiar with the Sharing Our Success (SOS) program? Select all that apply:	Chapter Leader ATD Chapter Leaders Conference (ALC)
Would you be willing to apply to present on this submission at the ATD Chapter Leaders Conference (ALC)? *Request for Proposals (RFPs) open in May of each year at td.org/alc. Selected session facilitators receive complimentary registration.	Yes