



Northern New England AmeriCorps*VISTA Collaboration Campus Compact for New Hampshire Host Site Application Guidelines 2010-2011



Introduction

The Northern New England AmeriCorps*VISTA Collaboration is comprised of the Campus Compact state affiliates in Maine, New Hampshire and Vermont. The collaboration is based on mutual interest in supporting service and service-learning focused on anti-poverty measures across the more than seventy colleges and universities in our collective memberships. Our goals are to develop strategies that will provide access to higher education for low-income individuals, support small and faith based community organizations that serve low-income communities through volunteer recruitment and assist low income communities to access resources related to public safety, disaster relief and emergency preparedness.

Campus Compact for New Hampshire (CCNH) is a consortium of higher education institutions in New Hampshire whose purpose is to advance the integration of service-learning, civic responsibility, and meaningful community collaboration throughout our institutions of higher education. The goal for the CCNH VISTA Corps is to build strong infrastructure around quality partnerships and collaboration in communities to support student service and community involvement.

AmeriCorps*VISTA is a national service program in which volunteers apply their skills in underserved communities, designing programs that will continue after they complete their service. Part of the AmeriCorps national network of service programs, AmeriCorps*VISTA has been meeting the needs of communities since 1965.

Overview and Requirements

Anti-Poverty Focus Areas

The primary focus of this program is anti-poverty. AmeriCorps* VISTA has identified four Anti-Poverty Focus Areas: *Children and Youth*; *Welfare to Work* (adult education, job training, affordable housing, etc.); *Financial Asset Development* (personal asset development, micro-business development, etc.); and *Seniors in Poverty*. **Proposals must identify clearly how they contribute to one of these Anti-Poverty Focus Areas.** Activities should be directed toward permanently pulling people out of poverty within one of the Anti-Poverty Focus Areas. The activity may be part of a process to help pull people out of poverty over a long period of time (i.e. children's literacy).

Program Goals

In addition to addressing at least one of the Anti-Poverty Outcome Areas, VISTA positions are **limited** to addressing **one or more** of the following program goals:

Goal 1. The Northern New England Campus Compact AmeriCorps*VISTA Collaboration will develop programming on campuses across Maine, New Hampshire and Vermont that will increase access and retention to higher education for low income individuals by providing programming support focused on improving college aspirations, increasing the belief that colleges is an option and increasing access to higher education for low income individuals seeking higher education. In addition, VISTAS will provide support for low income individuals currently enrolled in higher education to ensure that those individuals are able to complete their degree/certificate program successfully.

- Develop and expand upon curriculum focused on access and retention for low income populations.
- Develop relationships with surrounding school districts to work with K-12 students to improve their college aspirations and to promote college as an option.
- Recruit and train college volunteers to work with K-12 students on college aspirations, the application process and accessing financial aid.
- Survey/audit existing programs that support low-income students on campus
- Expand upon existing programs that support low-income students on campus

Goal 2. The Northern New England Campus Compact AmeriCorps*VISTA Collaboration will utilize VISTAs to develop a volunteer recruitment system on campuses that will increase the capacity of campuses to provide volunteer programs that serve low income populations. VISTAs will increase and expand the quality of higher education institution programs that provide trained volunteers to small and faith based community agencies that serve low income populations. VISTAs will also increase funding, both in-kind and monetary, for college volunteer programs and for small and faith based community agencies that serve low income populations.

- Seek out and develop partnerships with small and faith based community agencies that serve low income populations dealing with hunger and homelessness, education etc. and are in need of volunteers.
- Assess the volunteer needs of small and faith based community agencies.
- Based on assessment results, VISTAs will work with campus sites to increase services for small and faith based community agencies that serve low income populations that need volunteer assistance.
- Fundraise/increase resources for community organizations and campus service programs.
- Assist financial aid offices with developing long term partnerships that will provide small and faith based community organizations that serve low income populations with Federal Work Study students.
- Consult with campus offices of community service and or service-learning to develop volunteer programs that focus on placing volunteers in community

agencies that serve low income populations dealing with hunger and homelessness, education etc

CCNH envisions VISTAs performing community needs assessment (through community forums), coordinating services and streams of service to meet community needs (particularly low-income and rural communities), training and recruiting college student volunteers and working with financial aid staff to increase the number of Federal Work Study (Serve Study) positions.

Other (desired) goals for the VISTA Corps may include: working on curricular ties between service learning and academic disciplines, and encouraging student leadership through service. Additionally, projects may include:

- Planning alternative spring breaks
- Leading student community service groups
- Writing grants and proposals to support service on campus and in communities
- Providing training for students
- Working with faculty to find ways to support service initiatives on campus
- Developing partnerships with local community agencies

*** Please note VISTA members may not attend alternative break trips as part of their service. They may use their leave time to attend alternative breaks as civilians. It is entirely appropriate for VISTAs to assist in planning and coordinating trips with students.**

ELIGIBILITY

Any Campus Compact for New Hampshire member institution is eligible to apply for a VISTA Corps Member. In addition, CCNH is accepting proposals from schools/SAUs and community organizations, in partnership with CCNH member institutions, wishing to host a full-time VISTA Corps member. Collaborative applications involving additional schools or CCNH member institutions are encouraged, where appropriate.

VISTA members are targeted to begin their one-year term in mid-August. **All proposals are due, via e-mail submission, by March 5, 2010.** Proposals must be typewritten, double-spaced, and no longer than eight (8) pages plus appendices. Applications must be sent electronically to: dahlberg@compactnh.org. A copy of page 8 (certification) should be faxed to 603-223-2018.

SPONSORSHIP

Host sites will be asked to sponsor a VISTA in order to support the costs of training, supervision, materials, CCNH coordination and cost shared requirements of the CNCS program. **Campuses that provide \$1,000 in support for the VISTA will receive a \$2,000 discount on the VISTA sponsorship fee.** Campus support includes housing, meal plan, parking fees, course benefits and access to campus health care plans or facilities. The support does not include those support items for a VISTA that are requirements of the host site such as office space, a computer, phone and fax machine access.

	Support	No Support
Year 1	\$5,000	\$7,000
Year 2	\$6,000	\$8,000
Year 3	\$7,000	\$9,000
Year 4	\$8,000	\$10,000
Year 5	\$9,000	\$11,000

***Note- Sites who are applying for a VISTA for the first time, or who did not fill a VISTA position last year will be considered year 1**

****If a campus is applying for more than one VISTA position, the sponsorship fee for any additional VISTAs will be \$12,000 per VISTA per year, regardless of institutional support.**

CCNH will invoice sites for sponsorship costs when VISTAs are placed.

PROCESS AND TIMELINE *(Note: This section has been changed from previous years)*

Sites will be selected through a proposal review process to occur by March 19, 2010. Sites will be notified shortly following the review.

CCNH is responsible for hiring and placing VISTA members, but sites are encouraged to participate in the process as full partners. **Host campuses are strongly encouraged to take an active role in recruitment.** CCNH will conduct first interviews by telephone. Host sites are integrally involved in second interviews, which take place on-site (or by phone) by the host site supervisor soon after the first interview. **Host sites should contact candidates within 3-5 days of notification by CCNH.** CCNH then matches candidates and sites with respective preferences. We hope to complete the hiring and placement process for all VISTAs by June. **Approval of the host campus application does not guarantee placement of an AmeriCorps*VISTA member.** CCNH will make every effort with campuses to place VISTAs.

All VISTAs must be placed 5 weeks prior to PSO. All VISTA paperwork for a new member must be in 45 days prior to starting.

The performance period for 2010-2011 AmeriCorps*VISTA members is **tentatively** set for August 14, 2010 to August 13, 2011** with Pre Service Orientation being held August 10-13 in Philadelphia, PA. A follow-up team meeting/CCNH orientation will be held August 27, 2010. Continuous Development training will be held in November. **All VISTAs are required to attend all three events.**

****Please note that these dates are subject to change by The Corporation for National and Community Service. VISTAs will be required to attend a national PSO prior to beginning their service.**

ROLES AND RESPONSIBILITIES:

Campus Compact for New Hampshire's/Corporation for National Service's responsibilities:

- Payment of living allowance and employment benefits
- Health Insurance
- Oversee member education awards
- Select host site institutions
- Oversee recruitment in partnership with host site, selection and placement of VISTA members
- Orientation and training of VISTA members to the Corps
- Provide on-site support and technical assistance to schools
- Assess program and member progress towards objectives
- Provide opportunities for members' professional development
- Overall evaluation of the Corps Project
- Oversee grievance procedures, if necessary
- Technical assistance to campus/community, as necessary
- Overall oversight and quality assurance to meeting CCNH and VISTA objectives
- Member and supervisor support

Host site responsibilities

- Payment of VISTA Sponsorship cost
- Reimbursement of member project-related travel expenses
- Provide office space and materials (including phone, fax, computer, e-mail, etc.)
- Daily supervision
- Support VISTA training and professional development, including attendance at monthly Corps meetings and periodic statewide events
- Complete reporting and evaluation requirements, including working with the VISTA to complete two progress reports
- Participation in activities related to CCNH's coordination of the VISTA project, including attending a minimum of three site supervisors' meetings and trainings
- Maintain current membership in CCNH throughout the VISTA member(s) placement

SUSTAINABILITY

VISTA projects typically follow a three-year cycle with the goal of sustainability at the end of three years. VISTAs are not allowed to work on the same projects for more than three years, so it is essential to develop a plan for sustaining VISTA projects beyond this time frame. Proposals must address how the host campus will pursue sustainability.

Campuses applying for their second three-year VISTA cycle must identify new areas of work which support program goals and do not overlap with the work previously undertaken by CCNH VISTAs. Please call if you need to clarify issues specific to your proposal or if you have questions about programs started in the second or third year of your current VISTA project.

APPLICATION ASSISTANCE

Any questions regarding the CCNH AmeriCorps*VISTA program or the application may be directed to:
Jillian Dahlberg
VISTA Program Coordinator
603-223-2302 x312 or dahlberg@compactnh.org



Northern New England AmeriCorps*VISTA Collaboration Campus Compact for New Hampshire HOST SITE APPLICATION 2010-2011



Proposals are due by 5:00 p.m. on March 5, 2010 to:
Campus Compact for New Hampshire
dahlberg@compactnh.org

I. APPLICANT INFORMATION:

Name of Institution: _____

Address: _____

City: _____ State: _____

Phone: _____ Fax: _____

VISTA Site Supervisor: _____

Title: _____

Phone: _____ Fax: _____

E-mail: _____

II. PROJECT DESCRIPTION (3 page max):

The goal for the CCNH VISTA Corps is to build strong infrastructure around quality partnerships and collaboration in communities to support and sustain strong anti-poverty programs through student service and community involvement. Provide a narrative summarizing the primary objectives of the AmeriCorps*VISTA position proposed on your campus/partnership.

A. Please include a condensed project description (not to exceed 125 words) to be used for recruiting purposes. The description will be given to candidates when interviewing with CCNH and should provide a brief overview of the project.

III. PROJECT PLAN (see attached worksheet):

Note: (This section was newly added in 2008. Please contact Jillian if you have questions about completing the new workplan)

Complete the attached Project Plan, which should describe the anticipated inputs, activities, outputs and outcomes for the AmeriCorps*VISTA serving on your campus. The goals stated in the project plan reflect the combined efforts of Campus Compact AmeriCorps*VISTA members across Northern New England. Individual campus plans are not expected to address each goal of the Northern New England Campus Compact AmeriCorps*VISTA Collaboration. The Project Plan is designed to provide consistency of goals across all VISTA host sites while allowing campuses to identify individualized community needs and develop individualized action steps and community outcomes. Host sites should select at least two of the listed activities to complete for each goal. Additional site specific activities should be added by the host site. The following elements are included in the Project Plan: *(Note – Please refer to the Project Plan Tips sheet for assistance in completing the Project Plan. It is helpful to work backwards when completing the sequence.)*

- **Community Need:** This should reflect the individual poverty needs of your community.
- **Goal:** These are the goals identified by the Northern New England Campus Compact AmeriCorps*VISTA Collaboration for 2008-2009. Host site applications should address at least one of these goals.
- **Inputs:** Identify what resources are needed to operate your project to address unmet needs. *(Example: VISTA member, project staff and electronic database)*
- **Activities:** If you have access to resources, then you can use them to carry out your planned activities. Sites should select **at least two** of the listed activities to complete, and should include additional site specific activities that VISTAs will engage in. *(Example: Develop, enhance, implement volunteer recruitment and management system)*
- **Outputs:** Products and services that will be produced if you carry out planned activities. *(Example: Recruitment and management plan approved, volunteer orientation etc..)*

- **Intermediate Outcomes:** Milestone outcomes that are achieved when carrying out your planned activities. *(Example: New Recruitment and Management system is operational: volunteers are recruited using new system.)*
- **End Outcomes:** If you achieve intermediate outcomes, then this will lead to your desired end outcomes. *(Example: New Recruitment and Management system is effective: volunteers serve at least 3 months.)*

IV. VISTA ASSIGNMENT DESCRIPTION:

The VISTA Assignment Description (VAD) (VISTA’s equivalent of a job description, with more detail) identifies key activities for VISTA members during their service year. The VAD should identify key capacity-building tasks and activities that can be realistically accomplished in a single year and should include enough detail to guide the VISTA member while still allowing for flexibility in carrying out day-to-day tasks and activities. It is essential that VAD’s are **clear and detailed and outline what the VISTA will actually be doing on site**. VISTAs will use their VAD at PSO to better prepare for their service assignment. Please feel free to add additional steps and activities as you see fit. *(Note – Please see the attached sample VAD for guidance)*

V. SUSTAINABILITY (1 page max)

Sustainability outcomes are the impacts that lead to the institutionalization of the new programming effort, measured over a five-year time horizon (staff positions funded to continue activity, student leadership of activities, new programs maintained by existing staff, etc.). Explain how you will work toward sustaining VISTA initiatives. (Note: It is understood that your sustainability outcomes will be different depending on whether you will be entering your first, second, or third year of hosting an AmeriCorps*VISTA member.)

VI. STAKEHOLDER SUPPORT (1 page max)

Describe the roles and responsibilities of key individuals or groups involved (faculty, campus staff, agency staff, and students).

VII. ORGANIZATIONAL CAPACITY (1 page max)

Describe the institutional capacity that exists to support each VISTA position. **For satisfactory job performance, CCNH requires the following be provided for each VISTA:**

- Secure office/desk space with office supplies
- Designated on-site supervisor responsible for daily supervision and the completion of reporting and evaluation requirements including four quarterly progress reports
- College ID with library privileges
- Phone, computer, voicemail and individual email account
- Access to fax, photocopier, and printer

Provide a detailed description of what resources will be provided to the VISTA..

Though not all colleges have residential living, CCNH encourages applicants to provide housing and/or a meal plan for the VISTA whenever possible. This allows CCNH to recruit nationally for positions and assimilates the VISTA into the daily life of the community. *Please note if your campus is able to provide housing and/or a meal plan. Campuses without available housing should provide information on how they will assist the VISTA in locating housing and/or subsidize his/her housing.*

VIII. APPENDICES (5 page max)

Applicants may submit up to five pages of appendices. These may include short biographies of staff, letters of support, newspaper articles, etc. They may not include videotapes, books or other large publications.

IX. SUPERVISION

Please designate who will be the supervisor for the VISTA member and who will orient, train, supervise, and evaluate the VISTA member. Please indicate if additional supervision will come from campus or community partners, and if so, who those supervisors will be. Additionally, VISTAs are required to submit semi-annually reports to CCNH and attend monthly Corps meetings and statewide events. Describe how the supervisor will work with the VISTA to ensure timeliness of reporting and attendance at mandatory events/meetings. Since the VISTA's plan is to start in mid-August, please address how and who will orient the VISTA to his/her new project. The supervisor will also be required to attend meetings/trainings once a semester.

X. PROVISIONS*

Please describe how the project expenses for the VISTA will be provided. Consider sponsorship costs, general office and travel expenses.

Institutional sponsorship will be at minimum \$5,000 and at maximum \$11,000. Any campus hosting more than one VISTA will incur a sponsorship fee of \$12,00 for each additional VISTA. Identify where the campus falls in the sponsorship fee scale. Describe any additional support the campus will be providing in order to receive a discount in the sponsorship fee.

* Note: This section will **NOT** be scored. CCNH requires sufficient provisions for hosting a VISTA member.

X. CERTIFICATION

The applicant certifies that the appropriate authorities of the applying institution have approved the filing of this application, and that these authorities have committed the host site to meet the costs for each VISTA member requested, and has agreed to all provisions stated

Site Supervisor Name: _____ Title: _____

Site Supervisor Signature: _____ Date: _____

Authorized Official Name: _____ Title: _____

Authorized Official Signature: _____ Date: _____

2008-2009 AmeriCorps*VISTA Project Plan – Northern New England Campus Compact Collaboration

Community Need →	Goal #1 →	Inputs →	Activities (Select at least 2 listed activities & include add. site specific activities) →	Outputs →	Intermediate Outcomes →	End Outcomes →
	<p>The Northern New England Campus Compact AmeriCorps*VISTA Collaboration will develop programming on campuses across Maine, New Hampshire and Vermont that will increase access and retention to higher education for low income individuals by providing programming support focused on improving college aspirations, increasing the belief that colleges is an option and increasing access to higher education for low income individuals seeking higher education. In addition, VISTAS will provide support for low income individuals currently enrolled in higher education to ensure that those individuals are able to complete their degree/certificate program successfully.</p>		<ul style="list-style-type: none"> • Develop and expand upon curriculum focused on access and retention for low income populations. • Develop relationships with surrounding school districts to work with K-12 students to improve their college aspirations and to promote college as an option. • Recruit and train college volunteers to work with K-12 students on college aspirations, the application process and accessing financial aid. • Survey/audit existing programs that support low-income students on campus • Expand upon existing programs that support low-income students on campus 			

Community Need →	Goal #2 →	Inputs →	Activities (Select at least 2 listed activities & include add. site specific activities) →	Outputs →	Intermediate Outcomes →	End Outcomes →
	<p>The Northern New England Campus Compact AmeriCorps*VISTA Collaboration will utilize VISTAs to develop a volunteer recruitment system on campuses that will increase the capacity of campuses to provide volunteer programs that serve low income populations. VISTAs will increase and expand the quality of higher education institution programs that provide trained volunteers to small and faith based community agencies that serve low income populations. VISTAs will also increase funding, both in-kind and monetary, for college volunteer programs and for small and faith based community agencies that serve low income populations.</p>		<ul style="list-style-type: none"> • Seek out and develop partnerships with small and faith based community agencies that serve low income populations dealing with hunger and homelessness, education etc. and are in need of volunteers. • Assess the volunteer needs of small and faith based community agencies. • Based on assessment results, VISTAs will work with campus sites to increase services for small and faith based community agencies that serve low income populations that need volunteer assistance. • Fundraise/increase resources for community organizations and campus service programs. • Assist financial aid offices with developing long term partnerships that will provide small and faith based community organizations that serve low income populations with Federal Work Study students. • Consult with campus offices of community service and or service-learning to develop volunteer programs that focus on placing volunteers in community agencies that serve low income 			

			populations dealing with hunger and homelessness, education etc.			
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AmeriCorps*VISTA Assignment Description (VAD)

Please be sure that your VAD proposal is clearly outlined. This document will be used at PSO to help your VISTA prepare for what is expected of them when they start their service on campus.

VISTA Project: Northern New England Campus Compact VISTA Collaboration	VISTA Member Name: TBA
Site Name:	Assignment Area:

VISTA Member Activities and Steps Checklist	Planned Period of Work
Goal (from VISTA Project Plan):	
Activity 1: Step 1: Step 2: Step 3:	
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date): _____
Activity 2: Step 1: Step 2: Step 3:	
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date): _____
Activity 3: Step 1: Step 2: Step 3:	
Activity 3 Comments/Summary of Accomplishments:	Activity 3 Completed (date): _____
Activity 4: Step 1: Step 2: Step 3:	
Activity 4 Comments/Summary of Accomplishments:	Activity 4 Completed (date): _____