



GUIDELINES FOR ON SITE ORIENTATION

SITE LOCATION: _____

SUPERVISORS NAME: _____

VISTA NAME: _____

VISTA START DATE: _____

All site supervisors must review the following guidelines prior to the VISTA member's arrival and then during their first few weeks of service.

Once both the site supervisor and VISTA member have reviewed and initialed each section of these guidelines, this form should be sent to the Campus Compact for New Hampshire office. This should occur by the end of the first month of service.

We recommend reviewing these guidelines several times in the first three months of service as this information can be very overwhelming to the VISTA in the beginning. This will help ensure that the VISTA has all of the needed resources and information for a successful year.

Pre-VISTA Arrival

Please ensure that following is in place before the VISTA arrives:

Site Supervisor Initials

1. Are the general supplies available (i.e. pens, stapler, Rolodex, etc.?)
2. Is the work place established with a desk, chair, etc.?
3. Is the telephone set up?
4. Is the needed equipment prepared (i.e. computer, printer, Internet access, e-mail access)? **If at all possible, all VISTA members should have e-mail access at work. We regularly send out messages to members throughout the day and having members able to access their e-mail while at work is helpful.**
5. Is there a copy of the office phone list?
6. Is there a key available to the office?
7. Schedule for the VISTA member's first day in the office?

VISTA Arrival

(First 2- 4 weeks of service)

Was the VISTA oriented to:

Site Supervisor Initials VISTA Member Initials

1. His/her work area?
2. Office Basics – how to use copy machine, fax, printer?
3. Phone policies- how to dial out, long distance, greeting, etc.?
4. Parking Area? (preferably convenient and free?)

Was the VISTA formally introduced:

Site Supervisor Initials VISTA Member Initials

1. To office personnel?
2. Introduced during a staff meeting/board meeting/committee meeting, etc.?

Was the following information shared with the VISTA?

Site Supervisor Initials VISTA Member Initials

1. Personnel Manuals for the campus/agency?
2. List of committees and responsibilities of the committees?
3. Appropriate dress code for the site?
4. How to order supplies? What is the budget for supplies?
5. How to submit transportation reimbursements?
6. How to request vacation?
7. What the policy is for sick days? Who should be contacted in case a sick day is needed?
8. What the policy is for holidays? Does the site follow the state holiday calendar?
9. What the policy is for snow days? How to find out if the site has a snow day?
10. What are the regular office hours? What is the expectation for the hours the VISTA will be working?
11. How to access the office during non-regular office hours if the VISTA will be working nights/weekends?

History and present status of the Campus / Organization::

Site Supervisor Initials VISTA Member Initials

1. What was the original purpose of the organization or agency? Who organized it? When?
2. What program areas is the organization currently concerned with? Why?
3. What are the organization's future goals and objectives?
4. How do the goals and objectives of the volunteer project complement the overall organization goals and objectives?
5. How does this agency fit into CCNH initiatives?
6. What are the other CCNH project sites in NH, particularly nearby?

Understanding the Present Situation:

Site Supervisor Initials VISTA Member Initials

1. What are the basic problems of the community/site in terms of economic development, education, employment, housing and health?
2. What are the political structures operating in the community/site?
3. What are some of the groups working in the community/site?
4. What are the strengths and weaknesses of this community/site?

Locating Community Resources (human, material, financial):

Site Supervisor Initials VISTA Member Initials

1. What resources are known to the sponsor? How would the VISTA locate resources?
2. Besides the site supervisor, who can the VISTA member turn to for assistance in locating resources?
3. Who in the community are allies of the project/sponsor? Who may be opposed and why?
4. Has the VISTA been introduced to key stakeholders and allies?
5. How should the VISTA gain community support for projects?

Overall Goals and Work Plan:

_____ Site Supervisor Initials _____ VISTA Member Initials

1. What are the overall goals this site hopes to achieve with a VISTA member?
2. How are these goals integrated into the rest of the VISTA project?
3. How will one know when the goal is reached?
4. What conditions would the site like to see exist at the end of the year of service?

Work Plan Goals and Objectives:

Site Supervisor Initials VISTA Member Initials

1. What is the overall strategy to accomplish these objectives? How was the strategy arrived at, and who participated in the development of the strategy?
2. What are the things to be done by the volunteer in the first month? First quarter?
3. What should the VISTA do if he/she feels they are not achieving the goals or that the goals need to be changed?
4. What skills are needed by the volunteer to be effective in achieving these goals? What arrangements have been made to obtain those skills?

Site Supervisor Responsibilities:

Site Supervisor Initials VISTA Member Initials

1. Does the VISTA have a clear understanding of the role the site supervisor has in the tasks outlined in the work plan? If the site supervisor isn't the primary person responsible for some of the tasks, who does the VISTA turn to for advice/guidance on those tasks?
2. Have the VISTA and site supervisor scheduled weekly meetings? Is there a procedure in place so if a meeting doesn't happen, the VISTA knows what to do to ensure that it will happen or is rescheduled?
3. In sites where there are co-site supervisors or primary/secondary supervisors, does the VISTA have a clear delineation of what role each supervisor has? **It is preferable that a policy/procedure is written and formally established in sites with more than one site supervisor.**
4. Has there been a discussion about the type of supervision that works best for the VISTA and what type of supervision the site supervisor(s) prefers?

Settling into the Community:

Site Supervisor Initials VISTA Member Initials

1. Does the VISTA need help in locating housing?
2. Does the VISTA need help moving?
3. Does the VISTA need assistance in setting up telephone, cable, heating, etc?
4. If the VISTA would like to apply to food stamps or other general assistance, do they know where to go?
5. For VISTA members new to the area, have suggestions of local eateries (preferably inexpensive) or other entertainment been provided?
6. Has the VISTA had a tour of the town, offices, business, post office, gas stations, schools, etc.?