# **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 the start their service on campus.*

***VAD’s that do not have all sections completed will be returned and VISTA recruitment may not begin until the VAD is complete.***

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| **VISTA Project:** Northern New England Campus Compact VISTA Collaboration | **VISTA Member Name:** TBA | | |
| **Site Name: University of** | **Assignment Area:** Education | |  |
| **Special Focus Area(s) (if applicable) □ SIG Schools □ STEM □ Veteran Services** | | | |
| **Performance Measures: Please answer all of the following questions. Refer to the guidelines at the end of this document for questions:**   1. How many non-duplicated volunteers will your VISTA recruit? 2. How many non-duplicated volunteers will your VISTA manage? 3. How many collective hours do you estimate will be served by volunteers recruited by your VISTA? 4. How many collective hours do you estimate will be served by volunteers managed by your VISTA? 5. Estimate the dollar value of cash resources you anticipate the VISTA leveraging: $\_\_\_\_\_\_\_ 6. Estimate the in-kind resources you anticipate the VISTA leveraging: $ \_\_\_\_\_\_\_ | | | |
| **VISTA Member Activities and Steps Checklist** | | **Planned Period of Work** | |
| **Northern New England Campus Compact Program Goal:**  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 focused on improving college aspirations, increasing the belief that college is an option and increasing access to higher education for low income individuals seeking higher education. (please do not remove this language) | | Program Year  2018-2019 | |
| **Goal for the VISTA Site:** *(Enter the overall goal of your project:)* | | Program Year  2018-2019 | |
| **Activity 1:**  **Please list the steps the VISTA will need to take to accomplish Activity 1** *(add additional steps as needed)*  **Tools used to track outcomes:** *(The site will be required to report on all milestones selected)* | | **Check planned period of work:**  X Fall  X Winter  X Spring  X Summer | |
| **Activity 1 Comments/Summary of Accomplishments**: *(leave blank, will be reported on in progress reports)* | | **Activity 1 Completed (date):** \_\_\_\_\_\_\_\_\_ | |
| **Activity 2:**  **Please list the steps the VISTA will need to take to accomplish Activity 2** *(add additional steps as needed)*  **Tools used to track outcomes:** *(The site will be required to report on all milestones selected)* | | **Check planned period of work:**  X Fall  X Winter  X Spring  X Summer | |
| **Activity Comments/Summary of Accomplishments:** *(leave blank, will be reported on in progress reports)* | | **Activity 2 Completed (date):** \_\_\_\_\_\_\_\_\_ | |
| **Activity 3:**  **Please list the steps the VISTA will need to take to accomplish Activity 3** *(add additional steps as needed)*  **Tools used to track outcomes:** *(The site will be required to report on all milestones selected)* | | **Check planned period of work:**  🞎 Fall  🞎 Winter  🞎 Spring  🞎 Summer | |
| **Activity Comments/Summary of Accomplishments:** *(leave blank, will be reported on in progress reports)* | | **Activity 3 Completed (date):** \_\_\_\_\_\_\_\_\_ | |
| **Activity 4:**  **Please list the steps the VISTA will need to take to accomplish Activity 4** *(add additional steps as needed)*  Step 1:  Step 2:  Step 3:  Step 4:  Step 5:  **Tools used to track outcomes:** *(The site will be required to report on all milestones selected)* | | **Check planned period of work:**  🞎 Fall  🞎 Winter  🞎 Spring  🞎 Summer | |
| **Activity Comments/Summary of Accomplishments:** *(leave blank, will be reported on in progress reports)* | | **Activity 4 Completed (date):** \_\_\_\_\_\_\_\_\_ | |
| **Activity 5:**  **Please list the steps the VISTA will need to take to accomplish Activity 5** *(add additional steps as needed)*  Step 1:  Step 2:  Step 3:  Step 4:  Step 5:  **Tools used to track outcomes:** *(The site will be required to report on all milestones selected)* | | **Check planned period of work:**  🞎 Fall  🞎 Winter  🞎 Spring  🞎 Summer | |
| **Activity Comments/Summary of Accomplishments: (leave blank, will be reported on in progress reports)** | | **Activity 5 Completed (date): \_\_\_\_\_\_\_\_\_** | |

**Guidelines for Developing a VAD**

* Data should be reported only for programs that the VISTA works with directly
* Please be conservative in your estimations. This information will be used to set target goals for your VISTA. Progress on these numbers will be collected as part of the VISTAs two progress reports.
* Volunteers – include all volunteers: students, faculty, staff, community members
* Non-duplicated – unique volunteers for all programs. Ex. A student who is a big sister but also serves as a tutor in an after school program would be counted once
* Collective hours - total hours for all unique volunteers in all programs that that VISTA will work with during his/her term of service
* **Volunteers recruited**: Enlisted or enrolled as a direct result of an intentional effort to do so.
* **Volunteers managed**: Includes training, direction, coordination and supervision of the community volunteer by the organization or VISTA in tasks, duties and services for the intended purpose of supporting or enhancing the program