

# Campus Compact of Oregon

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## AmeriCorps VISTA Handbook

### 2017-2018



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# Who is Campus Compact of Oregon?

## Our Mission

Campus Compact of Oregon convenes and supports the work of educational institutions, individually and collectively, to improve their practice around institutional equity, collaborative learning, and community engagement to respond effectively to a racially diverse and changing Oregon.

## Our Vision

Our members provide inclusive and equitable learning opportunities that strengthen communities and empower our students to be agents for positive change.

## Our Context

Campus Compact was founded in 1986 by the presidents of Brown University, Georgetown University and Stanford University to advance the public purpose of colleges and universities. Campus Compact of Oregon was founded in 1996 by the presidents of Portland State University and Willamette University with a focused mission to support the development of service and civic engagement on college and university campuses in Oregon. As the largest network of higher education in the state and the only nonprofit representing two-year, four-year, public and private colleges and universities, we continue our work to deepen community and civic engagement and collaborative learning both on- and off-campus. Now our focus also embraces creating social capital and civic agency as we address educational inequities and together build thriving communities in Oregon.

## Our Core Themes

In order to create a thriving society that draws upon our common humanity and cultural wealth we embrace the following core themes:

- Collaborative Learning (learning together differently)
- Equity & Racial Justice (working together differently)
- Partnership (creating a different impact, together)

# Campus Compact and AmeriCorps VISTA

The Campus Compact of Oregon AmeriCorps VISTA program was established in 2007 through a partnership with the Corporation for National and Community Service (CNCS). Campus Compact VISTA members are committed to developing equitable community-engaged programming that increases educational access and success for students from low-income backgrounds and communities of color. Using an equity lens, VISTAs build capacity for college campuses and organizations to increase access for educational resources, to alleviate poverty based on community identified issue areas, and to empower students to be change agents in their communities.

## VISTA Program Goals

Overall, the program goals for VISTA include:

- Developing programming to address K-12 and college access and success for low-income students
- Engaging low-income college students in critical, poverty reducing activities

- Building relationships and partnerships between institutions and the surrounding community
- Promoting racial justice and educational equity
- Providing leadership development, training, support, and reflection activities for volunteers

## **VISTA Program Structure and Roles**

Campus Compact of Oregon is the intermediary organization that acts as liaison between CNCS, VISTA placement sites and AmeriCorps VISTA Members. Campus Compact of Oregon, CNCS, placement sites and VISTA members have multiple layers of responsibility and different roles. This section helps illuminate how the roles break down and provides a basic overview of our VISTA program:

### **Corporation for National and Community Service (CNCS)**

- Monitors progress toward achieving national program goals and priorities
- Allocates VISTA resources among the states
- Develops and implements training and technical assistance for members and leaders
- Administers member support services (i.e. health coverage, living allowance, education awards, etc.)

### **CNCS Oregon State Office**

- Helps projects refine goals and objectives
- Serves as a resource for VISTA projects and staff in the state
- Provides program development and technical assistance for current and potential VISTA projects
- Organizes Pre-Service Orientations and other training opportunities for members and staff
- Ensures that rules, regulations, and guidelines of programs are met

### **Sponsoring Organization– Campus Compact of Oregon**

- Selects placement site institutions
- Recruits, selects, and places VISTA members in partnership with placement sites
- Develops project plan and performance measures
- Monitors progress of members and sites
- Provides training and technical assistance to site supervisors and placement sites
- Provides administrative support to members
- Reports project progress to CNCS

### **VISTA Leader**

- Organizes and facilitates member trainings and meetings
- Communicates regularly with members, provides member support, and serves as liaison between members, Campus Compact, and CNCS
- Generates resources for members and/or connects members with existing resources
- Assists Project Director with recruitment, reporting, and site visits, and monitoring progress of members and sites.

### **Site Supervisor**

- Provides overall and day-to-day direction and support to members

- Recruits and selects member, and provides comprehensive on-site orientation and training
- Meets regularly with member (at least once per week) to provide supervision, resources, skill development, professional and/or career development, equipment, assistance, etc.
- Provides regular positive and constructive performance feedback to member
- Ensures member does not perform any AmeriCorps\*VISTA prohibited activities
- Completes all Campus Compact VISTA project requirements for site supervisors
- Has full and working knowledge of Campus Compact VISTA project goals and objectives as well as goals and objectives specific to the campus and member's work plan
- Reports to and checks in with Campus Compact about any problems, concerns, and success of your member and project.

#### **VISTA Member**

- Mobilizes campus and community resources, increase the capacity of the community organization to address poverty, and ensure sustainability of initiatives
- Makes every effort to achieve all goals and expected outcomes listed in VISTA Assignment Description
- Serves the project on a full-time basis for one year
- Does not engage in prohibited and restricted activities
- Communicates regularly with site supervisor and VISTA Leader about progress, challenges, concerns, and needs
- Attends all mandatory trainings, meetings, and events

# VISTA Policies and Procedures

## Prohibited Activities

While charging time to the AmeriCorps VISTA program, accumulating service or training hours, wearing AmeriCorps branded gear, or otherwise performing activities supported by the AmeriCorps program or CNCS, there are specific prohibited activities that staff and AmeriCorps VISTA Members may not engage in. Furthermore, members and staff may not engage in conduct that would associate the national program or the Corporation for National and Community Service (CNCS) with these prohibited activities. Members and placement sites must become familiar with the specific provisions described in CNCS's formal regulation and the grant provisions.

The prohibited activities are as follows ([see 45 CFR § 2520.65](#)):

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to—
  - I. A business organized for profit;
  - II. A labor union;
  - III. A partisan political organization;
  - IV. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - V. An organization engaged in the religious activities described in paragraph g. above, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as CNCS may prohibit.

Please note: Individuals **may** exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should **not** wear the AmeriCorps logo while doing so.

## Fraternization

Relationships between VISTA members and staff members, including volunteer and contracted personnel) of the **Corporation**, **sponsoring organization** and the **project site**, that are

exploitive or that have the appearance of partially, preferential treatment, or the improper use of position for personal gain, are prejudicial to the morale of VISTA members and will not be tolerated. Relationships between members and the aforementioned staff members are forbidden if the relationship compromises or appears to compromise supervisory authority or could result in preferential treatment. Relationships are prohibited if they appear to involve the improper use of rank or position for personal gain.

All VISTA members must avoid nonprofessional relationships with other members or staff members that create real or perceived conflicts of interest, discord, or distractions that interfere with other members' productivity, or potentially could result in charges of sexual harassment. These problems are serious in situations in which one person has authority over another.

Inappropriate relations include, but are not limited to:

- A Corporation state office staff member and a VISTA supervisor within that state
- A Corporation state office staff member and VISTA member or Leader
- A VISTA supervisor and a VISTA member at the same project
- A VISTA leader and a VISTA member under their coordination

Such relationships are strictly forbidden and will not be tolerated. Violators may be subject to disciplinary action, up to and including removal. Nonprofessional relationships between members and the aforementioned staff includes, but is not limited to:

- Intimate/sexual relationships
- Borrowing or lending money, automobiles, or other personal property
- Engaging in financial or business dealings, or acting as an agent or sponsor with any commercial services
- Allowing services to be performed (compensated or uncompensated) that have no reasonable connection with VISTA activities
- Gambling for goods, services, or money
- Any activity and/or relationship that, in the judgment of the Corporation state program director, may reasonably be perceived to undermine discipline, good order, and/or morale
- Socializing that might lead to the perception of a relationship or overtures to activities listed above

### **Political Restrictions**

The Hatch Act applies to VISTA members at all times during their service, including certain activities during their off-duty hours. Your VISTA can't engage in any political activity (either partisan or nonpartisan) that would result in identifying the VISTA program with the activity.

While on duty or perceived to be identified with the VISTA program, VISTA members cannot show partisanship or work to direct resources (financial or human) to influence elections or legislation (e.g., lobby), engage in voter registration, or provide voter transportation to the polls. Specific examples of activities your VISTA CANNOT participate in as a VISTA, either on or off duty:

- Soliciting or accepting from others monetary contributions for a partisan political candidate
- Pro-labor or anti-labor organizing
- Running for a partisan elected office

Note: You have the right to register and vote as you choose, express opinions about candidates and issues in a nonpublic context, contribute money to political organizations, and attend

political meetings. You also may join and be a member of a political party or club, and sign nominating petitions *if you do not identify these activities with VISTA or your sponsoring organization*. Participating in prohibited political activities during the VISTA term of service is cause for termination.

### **Outside Employment During Service**

VISTA Members and VISTA Leaders can pursue outside employment during their term of service, with restrictions. Any outside employment must not conflict with the VISTA member's training, service, or service hours as assigned by CNCS, Campus Compact, or their supervisor. To the maximum extent practicable, VISTA members must remain available for service without regard to regular working hours. The VISTA project's needs supersede any requirements of outside employment. For more information about the policy or approval process for outside employment, review the [CNCS Policy Update](#) and/or check in with your VISTA Leader.

### **Education Restrictions**

VISTAs are allowed to attend class(es) as long as they receive prior approval from Campus Compact and their supervisor. School attendance will most likely be approved as long as studies do not interfere with a VISTA Member's responsibilities. The VISTA, the supervisor, and the Campus Compact Program Manager will need to determine whether or not the class(es) will detract from their commitment to the VISTA project.

If a VISTA's class(es) interferes with his/her VISTA responsibilities, the supervisor or Campus Compact Program Manager will discuss the issue with the VISTA.

## **VISTA Holidays and Time Off**

VISTA Members are required to serve full-time. You are technically on Campus Compact of Oregon's time schedule, so we ask that the site organization make arrangements so you may work during our hours. We begin work at 9:00am; have a 30-minute lunch break; a 10-minute afternoon or morning break; then the workday ends at 5:00pm. Please let us know if this conflicts with your site organization. We make occasional exceptions.

### **Vacation and Medical Leave**

Please note the following policies when planning teleservice, time-off and/or medical leave. Exceeding leave allotments or otherwise violating procedure may result in removal from service or other action.

**1. You are on Campus Compact holiday schedule, not your site's.** Below you will find a specific list of dates that AmeriCorps members do not have to serve.

- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- **Either** Christmas Eve **or** the Day after Christmas\*
- New Year's Day (observed)
- Memorial Day
- Independence Day

In the event that your site is off on a day we are not, your supervisor should make arrangements for you to serve on-site, at a partner agency, or, if you have been approved, to teleserve.

\*Members may move Christmas Day and the day before or after to use as leave for other religious observances.

**2. You have 10 days of vacation and 10 days of medical leave.** You do not receive compensation for unused leave. With approved exceptions for emergency circumstances, if you exceed your granted leave, you will face removal from service.

The following restrictions also apply:

- a. You cannot take vacation in both the first and last month of service. Please plan accordingly.
- b. You must submit a leave request verbally and via email to your supervisor at least two business days prior to leave date. This is a request and may not be granted if you have service obligations. Plan to request leave much farther in advance. Follow your site's policies about who to notify when medical and vacation leave needs to be taken. **You must notify Campus Compact prior to going to be on vacation for more than 5 days in a row.** Campus Compact does not need to be notified prior to taking any fewer days off.
- c. Medical leave may be used for appointments and preventative or alternative healthcare.
- d. Personal leave may be used for religious observances.

**3. You may not be granted additional holidays or vacation days** by your site or Campus Compact. If you take a holiday that is not on Campus Compact's calendar, time commensurate with that taken will be deducted from your vacation leave.

### **Jury Duty**

VISTA members selected to serve as jurors are allowed to participate and will continue to receive all benefits, including living allowance, regardless of any reimbursement receive from the court. If a member is selected as a juror, they must inform their VISTA Leader and site supervisor as soon as possible.

## VISTA Member Service Requirements- At a Glance

All forms can be downloaded from the Campus Compact VISTA Member Resource website:  
[www.oregoncampuscompact.org/resources-for-vista-members](http://www.oregoncampuscompact.org/resources-for-vista-members)

Required Reports & Forms	Due to your VISTA Leaders
VISTA Timesheets	Due on the 15 <sup>th</sup> and last day of the month
VISTA and Supervisor 1:1	September 1, 2017
Member Development Form	October 6, 2017
Make A Difference Day	October 28, 2017
Holiday Closure Plan/Teleservice Form	October 31, 2017
Make A Difference Day Report	November 10, 2017
Quarterly Report 1	December 15, 2017
MLK Day of Service	January 15, 2018
MLK Day of Service Report	January 29, 2018
Mid-Term Evaluation	January 31, 2018
Quarterly Report 2	March 9, 2018
Quarterly Report 3	June 15, 2018
End of Term Evaluation	July 20, 2018
Quarterly Report 4	August 17, 2018

### Additional Requirements

- Attend two National Days of Service (typically MLK Day and Make A Difference Day)
- Participate in Campus Compact site visit
- Attend all In-Service Trainings
- Attend VISTA Graduation
- Check-in calls with VISTA Leaders

### Suggested Opportunities

- VISTA Voices Newsletter
- Participate in VISTA Learning Community(ies)
- Monthly social events (in various regions in Oregon)
- Attend and/or lead webinars during monthly professional development call
- Join the VISTA Advisory Council
- Lead workshop(s) at In-Service Training(s)
- Attend AmeriCorps Kick Off, Volunteer Management Training and Life After AmeriCorps

## 17-18 Full VISTA Program Calendar

Dates subject to change, Members will be alerted as soon as possible.

Due or Activity Date	Report/Activity	Period Covered (if applicable)
August 14-17, 2017	Pre-Service Orientation (PSO)	Members participate in Pre-Service Orientation organized by CNCS
August 18, 2017	Member Start Date	First day on placement site
August 31, 2017	Timesheet due	Submit to VISTA Leader
September 1, 2017	VISTA and Supervisor 1:1	Members and Supervisors work together to complete VISTA and Supervisor 1:1 form, submit to VISTA Leader
September 5-7, 2017	In-Service Training at Camp MaGruder	Members attend required training hosted by Campus Compact in Rockaway

		Beach, OR
September 15, 2017	Timesheet due	Submit to VISTA Leader
September TBD	Volunteer Management Training at Portland State University	Optional Volunteer Management Training for AmeriCorps Members tied to the Kick Off Event
September 25, 2017	AmeriCorps Kickoff at Portland State University	Members highly encouraged to attend AmeriCorps Kickoff, a statewide AmeriCorps event with skill-building workshops included
September 30, 2017*	Timesheet due	Submit to VISTA Leader
October 2017	Fall Check-ins	VISTA Leaders conduct required and structured phone check-ins with Members
October 6, 2017	Member Development Plan due to Campus Compact	Members and Supervisors work together to outline a development plan for the service year, submit to VISTA Leader
October 15, 2017*	Timesheet due	Submit to VISTA Leader
October 28, 2017	Make A Difference Day, National Day of Service	Members plan or participate in a service event, submit online survey report within two weeks
October 31, 2017	Holiday Closure Plans and Teleservice checklists due to Campus Compact	Members and Supervisors work together to outline a plan for holiday leave time as well as complete teleservice checklists
	Timesheet due	Submit to VISTA Leader
November 15, 2017	Timesheet due	Submit to VISTA Leader
November 30, 2017	Timesheet due	Submit to VISTA Leader
December 2017	In-Service Training Aldersgate Retreat Center	Members attend 2nd required training hosted by Campus Compact in Turner, OR
December 15, 2017	Progress Report #1 Due	Members complete 1st required report online (time period: August 18 to November 30)
	Timesheet due	Submit to VISTA Leader
December 31, 2017*	Timesheet due	Submit to VISTA Leader
January 15, 2018	MLK Day, National Day of Service	Members plan or participate in a service event, submit online survey report within two weeks
	Timesheet due	Submit to VISTA Leader
January 31, 2018	Mid-Term Member Performance Evaluation	Members and Supervisors work together to complete mid-term evaluation, submit to VISTA Leader
	Timesheet due	Submit to VISTA Leader
February to March 2018	Site Visits TBD February & March	Campus Compact will conduct site visit with host sites
February 15, 2018	Timesheet due	Submit to VISTA Leader
February 28, 2018	Timesheet due	Submit to VISTA Leader
March 9, 2018	Progress Report #2 Due	Members complete 2nd required report online (time period: December 1 – February 28)

March 15, 2018	Timesheet due	Submit to VISTA Leader
March 31, 2018*	Timesheet due	Submit to VISTA Leader
April 15, 2018*	Timesheet due	Submit to VISTA Leader
April 30, 2018	Timesheet due	Submit to VISTA Leader
May TBD	In-Service Training	Members come together for final required training hosted by Campus Compact in Portland, OR
May 15, 2018	Timesheet due	Submit to VISTA Leader
May 31, 2018	Timesheet due	Submit to VISTA Leader
June 15, 2018	Progress Report #3 Due	Members complete 3rd required report online (time period: March 1 – May 31)
	Timesheet due	Submit to VISTA Leader
June 30, 2018*	Timesheet due	Submit to VISTA Leader
July 15, 2018*	Timesheet due	Submit to VISTA Leader
July 20, 2018	End of Term Member Performance Evaluation	Members and Supervisors work together to complete final evaluation, submit to VISTA Leader
July 30, 2018	Timesheet due	Submit to VISTA Leader
August 2018	Graduation Location/Dates TBD	All VISTAs attend required Graduation
August 17, 2018 Last Day of Service	Progress Report #4 Due Timesheet Due	Members complete final required report online (time period: June 1 – August 17)

## VISTA Living Allowance and Pay Calendar

The VISTA Living Allowance is dispersed twice monthly. Campus Compact of Oregon pays VISTA Members and Leaders based on a daily rate that varies based on service site location. Here is the daily rate breakdown:

VISTA Leaders	\$45.30 daily pay rate
VISTA Portland Metro Members	\$38.73 daily pay rate
VISTA Non-Portland Metro Members	\$33.73 daily pay rate

Checks are submitted via direct deposit three business days after the pay period at the beginning and mid-month. Pay periods include the 1st-15th and the 16th to the last day of each month. Please see the living allowance allocation calendar below for exact times and pre-tax estimated amounts Members will receive. Please note: holidays and weekend days do not count as business days. Additionally, if a check is lost, up to \$50 stop-check fee may be imposed.

### Campus Compact VISTA Leaders (\$45.30 daily pay rate)

Pay Period	Pay Date	Days in Pay Period	Living Allowance
8/18/17 to 8/31/17	9/5/2017	14	\$634.20
9/1/17 to 9/15/17	9/20/2017	15	\$679.50
9/16/17 to 9/30/17	10/4/2017	15	\$679.50
10/1/17 to 10/15/17	10/18/2017	15	\$679.50
10/16/17 to 10/31/17	11/3/2017	16	\$724.80
11/1/17 to 11/15/17	11/20/2017	15	\$679.50
11/16/17 to 11/30/17	12/5/2017	15	\$679.50
12/1/17 to 12/15/17	12/20/2017	15	\$679.50

12/16/17 to 012/31/17	1/4/2018	16	\$724.80
01/01/18 to 01/15/18	1/18/2018	15	\$679.50
1/16/18 to 1/31/18	2/5/2018	16	\$724.80
2/1/18 to 2/15/18	2/20/2018	15	\$679.50
2/16/18 to 2/28/18	3/5/2018	13	\$588.90
3/1/18 to 3/15/18	3/20/2018	15	\$679.50
3/16/18 to 3/31/18	4/4/2018	16	\$724.80
4/1/18 to 4/15/18	4/18/2018	15	\$679.50
4/16/18 to 4/30/18	5/3/2018	15	\$679.50
5/1/18 to 5/15/18	5/18/2018	15	\$679.50
5/16/18 to 5/31/18	6/5/2018	16	\$724.80
6/1/18 to 6/15/18	6/20/2018	15	\$679.50
6/16/18 to 6/30/18	7/4/2018	15	\$679.50
7/1/18 to 7/15/18	7/18/2018	15	\$679.50
7/16/18 to 7/31/18	8/3/2018	16	\$724.80
8/1/18 to 8/17/18	8/20/2018	17	\$770.10

**Portland Metro VISTA Member (\$38.73 daily pay rate)**

Pay Period	Pay Date	Days in Pay Period	Living Allowance
8/18/17 to 8/31/17	9/5/2017	14	\$542.22
9/1/17 to 9/15/17	9/20/2017	15	\$580.95
9/16/17 to 9/30/17	10/4/2017	15	\$580.95
10/1/17 to 10/15/17	10/18/2017	15	\$580.95
10/16/17 to 10/31/17	11/3/2017	16	\$619.68
11/1/17 to 11/15/17	11/20/2017	15	\$580.95
11/16/17 to 11/30/17	12/5/2017	15	\$580.95
12/1/17 to 12/15/17	12/20/2017	15	\$580.95
12/16/17 to 012/31/17	1/4/2018	16	\$619.68
01/01/18 to 01/15/18	1/18/2018	15	\$580.95
1/16/18 to 1/31/18	2/5/2018	16	\$619.68
2/1/18 to 2/15/18	2/20/2018	15	\$580.95
2/16/18 to 2/28/18	3/5/2018	13	\$503.49
3/1/18 to 3/15/18	3/20/2018	15	\$580.95
3/16/18 to 3/31/18	4/4/2018	16	\$619.68
4/1/18 to 4/15/18	4/18/2018	15	\$580.95
4/16/18 to 4/30/18	5/3/2018	15	\$580.95
5/1/18 to 5/15/18	5/18/2018	15	\$580.95
5/16/18 to 5/31/18	6/5/2018	16	\$619.68
6/1/18 to 6/15/18	6/20/2018	15	\$580.95
6/16/18 to 6/30/18	7/4/2018	15	\$580.95
7/1/18 to 7/15/18	7/18/2018	15	\$580.95
7/16/18 to 7/31/18	8/3/2018	16	\$619.68
8/1/18 to 8/17/18	8/20/2018	17	\$658.41

**Non-Portland Metro VISTA Member (\$33.73 daily pay rate)**

Pay Period	Pay Date	Days in Pay Period	Living Allowance
8/18/17 to 8/31/17	9/5/2017	14	\$472.22
9/1/17 to 9/15/17	9/20/2017	15	\$505.95
9/16/17 to 9/30/17	10/4/2017	15	\$505.95

10/1/17 to 10/15/17	10/18/2017	15	\$505.95
10/16/17 to 10/31/17	11/3/2017	16	\$539.68
11/1/17 to 11/15/17	11/20/2017	15	\$505.95
11/16/17 to 11/30/17	12/5/2017	15	\$505.95
12/1/17 to 12/15/17	12/20/2017	15	\$505.95
12/16/17 to 012/31/17	1/4/2018	16	\$539.68
01/01/18 to 01/15/18	1/18/2018	15	\$505.95
1/16/18 to 1/31/18	2/5/2018	16	\$539.68
2/1/18 to 2/15/18	2/20/2018	15	\$505.95
2/16/18 to 2/28/18	3/5/2018	13	\$438.49
3/1/18 to 3/15/18	3/20/2018	15	\$505.95
3/16/18 to 3/31/18	4/4/2018	16	\$539.68
4/1/18 to 4/15/18	4/18/2018	15	\$505.95
4/16/18 to 4/30/18	5/3/2018	15	\$505.95
5/1/18 to 5/15/18	5/18/2018	15	\$505.95
5/16/18 to 5/31/18	6/5/2018	16	\$539.68
6/1/18 to 6/15/18	6/20/2018	15	\$505.95
6/16/18 to 6/30/18	7/4/2018	15	\$505.95
7/1/18 to 7/15/18	7/18/2018	15	\$505.95
7/16/18 to 7/31/18	8/3/2018	16	\$539.68
8/1/18 to 8/17/18	8/20/2018	17	\$573.41

## VISTA Member Benefits

### VISTA Living Allowance

- VISTA Members (and Leaders) are paid at a daily rate, and those daily rates are adjusted based on service site location
- The living allowance is meant to cover basic needs– housing, food, and utilities
- The living allowance is dispersed two times per month via direct deposit
- Is taxable; state taxes are withheld
- Does not qualify you to collect unemployment compensation after service

### Training Opportunities

As a benefit of VISTA service, you will experience some training opportunities:

- Pre-Service Orientation (PSO) – Formal training that introduces you to the VISTA program, its mission, history, and policies, and to your roles and responsibilities as a member.
- On-Site Orientation and Training (OSOT) – Supervisor-led training to familiarize you with your sponsoring organization, project, community, and specific tasks required.
- In-Service Training (IST)- There are three ISTs hosted by Campus Compact throughout the year (September, December, and June) that will be held at various locations around Oregon. They are the only times the team is **required** to come together for training.

Additionally, each site is required to set aside \$150 for each VISTA in service to receive training that will help to benefit their personal and professional development. Campus Compact will cover costs for three in-service trainings each year, along with a monthly learning community.

## **Service-Related Transportation and Reimbursement**

Required form on my.AmeriCorps.gov:

- V-81 form (Authorization of Privately Owned Vehicle at Site)

If you think you need to use a personal vehicle for service-related activities (other than the daily commute), you may be able to be reimbursed. However, you must complete the V-81 form on the my.AmeriCorps.gov website. VISTA Pre-Service Orientation is the first instance in which VISTAs can get reimbursed, and that reimbursement comes from CNCS. Campus Compact only reimburses members for engaging in the Campus Compact carpool to in-service trainings. All other service-related reimbursement is at the discretion of and come from your service site. Discuss reimbursement policies and processes with your Site Supervisor.

## **Optional Life Insurance**

VISTAs have the option to purchase life insurance. VISTA offers a group policy with the Reliance Standard Insurance Company. The premium is \$2.07 per pay period, which is deducted from his/her living allowance. To sign up for life insurance, you need to complete Section I of the "Designation of Beneficiary/Waiver for CNCS Life Insurance" form found on my.americorps.gov. If your VISTA is not interested in life insurance, she needs to complete Section II of the "Designation of Beneficiary/Waiver for CNCS Life Insurance" form found on my.americorps.gov. Age range/Coverage: 18-59 years old: \$19,600; 60-69 years old, \$9,800; 70 and older: \$4,900

## **Protection of Public Assistance**

If you and/or your family are receiving assistance or services under any federal, state, or local governmental program before entering AmeriCorps VISTA service, you won't lose or have your benefits reduced by serving as a VISTA. This includes WIC/SNAP (replaced food stamps), TANF (replaced AFDC), Social Security Disability (SSI) payments, Veteran's Benefits, subsidized housing programs (Section 8), and any child care subsidy provided by VISTA. If you become eligible for assistance while serving (such as turning 65), your living allowance income won't be counted in determining eligibility for, or the level of, Social Security retirement benefits. If you were NOT receiving SNAP before joining VISTA, your living allowance WILL count as income in determining SNAP eligibility. The living allowance could decrease your SNAP allotment.

## **Public Assistance and the State**

If you receive cash assistance from the State of Oregon, talk with a state (or county) agency worker to learn if VISTA service will affect your eligibility. The Personal Responsibility and Work Opportunity Act of 1996 (Welfare to Work Act) affects, in a number of ways, VISTA members who are eligible for or receive public assistance.

## **Education Award**

- Taxed education award of \$5,815 pending successful completion of a full year of service
- Can only be used to pay for tuition/college costs and related expenses at Title IV schools and to repay existing qualified student loans
- Can access part of, or all, up to 7 years after completed VISTA service
- When any portion of it is used during a particular calendar year, it is considered taxable income in that year
- A person can only receive up to the value of two full-time awards in a lifetime
- If the education award was selected, a VISTA can switch to the stipend before the end of their 10th month of service

### **End of Term Stipend**

- \$1,500 cash stipend, paid to you in your last 2 living allowance payments
- Can be used however you want
- If the stipend was selected at the beginning of service, you can NOT switch to the education award
- Some taxes are deducted when the payment is made

### **Student Loan Forbearance & Deferment Comparison**

#### Forbearance (pairs with education award)

- Loan interest continues to accrue, but when you complete your year of service, the National Service Trust will pay interest on their behalf.
- However, these payments are considered income so you will have to pay taxes on the amount of interest paid by the Trust.
- Reason for forbearance is “national service”.

#### Deferment (pairs with stipend)

- For subsidized loans, accrued interest will automatically be paid by the Department of Education if the loan is deferred.
- Your lender decides if you can defer your student loans during the year of service.
- The VISTA will need to obtain forms from their lender.
- Reason for deferment is “economic hardship”.
- Cancellation of part of your Perkins Loan may be an option.

Regardless of which route you take for student loans during your year of service, you should contact your lender ahead of time to make sure the type of loans you have are eligible for forbearance or deferment, and get details about what that means financially.

### **Non-Competitive Eligibility (NCE)**

Non-Competitive Eligibility allows a VISTA who meets the minimum qualifications for a federal job to be hired by a federal agency, without having to compete with the general public.

- If you satisfactorily complete one full year of service, you earn one year of non-competitive eligibility status from the day you complete your assignment.
- NCE can be extended two additional years if an individual is in the military, Peace Corps, attending college, or engaged in another activity a hiring agency believes warrants an extension.

### **Delinquent Debts**

If you have delinquent federal or state debts, your travel allowance or miscellaneous reimbursements can be reduced. These reimbursements are covered under the Treasury Offset program, administered by the Department of Treasury, which assists government agencies in collecting delinquent debts.

## 2017-2018 Campus Compact AmeriCorps VISTA Members

*\*Began service in November of the 2016-2017 year*

### **Alesha Sangster**

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### **Bradon Rothschild**

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### **Sara Sherwood**

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### **Jasmine Dixon**

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### **Justina Romo**

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### **Bec Key**

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### **Fedora Copley**

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### **Hailee Hunter**

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### **Amanda Zuniga**

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**Travis Meng**  
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## **Campus Compact AmeriCorps VISTA Program Staff**

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### **ADDITIONAL CONTACT INFORMATION**

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**VISTA Member Support Unit (VMSU)**  
1.800.942.2677