******Campus Compact of Oregon**

**2017-2018 Host Site**

**Request for Proposals**

**AmeriCorps VISTA Program**

*The Campus Compact of Oregon VISTA (Volunteers In Service To America) Program provides an opportunity for institutions of higher education, K12 schools, and community organizations to create, develop and strengthen initiatives that focus on improving educational inequities by breaking the cycle of poverty for traditionally underserved communities.*

|  |
| --- |
| **Timetable of Key Events** |
| Request for Proposal Released | February 20, 2017 |
| Letter of Intent Due (required) | March 20,2017 (rolling depending on need)  |
| Technical Assistance Calls (must attend one) | March 14, 2017 at 1 – 2pm  |
|  | March 17, 2017 at 2 – 3pm |
|  | March 24, 2017  |
| VISTA Proposal Due to Campus Compact | March 27, 2017 at 5pm |
| Award Notifications Date | April 14, 2017 |
| Site Supervisor Training | April 21, 2017  |
| Cost Share & MOU Due | May 5, 2017 |

*\* VISTAs will begin at their sites August 26th, 2017*

*Additional Requirements can be found on page 11*

**Proposal Submission:**

Proposals must be emailed to [vista@oregoncampuscompact.org](file:///C%3A%5CUsers%5Ctohalloran%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CETXN61V9%5Cvista%40oregoncampuscompact.org) with “(insert host sit name) VISTA Proposal” in the subject line. Please submit a separate application for each position for which you are applying. Fax will not be accepted. Submission includes:

1. One complete proposal as PDF (including scanned versions of documents requiring a signature)
2. One Word version of cover page, narratives, VISTA Assignment Description, and position description

If your organization has never hosted a VISTA and would like more information about the program, please see [https://www.vistacampus.gov/resources/vista-101-understanding-vista-0](https://www.vistacampus.gov/resources/vista-101-understanding-vista-0%22%20%5Ct%20%22_blank) for further assistance.

**Additional resources available for download from:** [**www.oregoncampuscompact.org**](http://www.oregoncampuscompact.org)

* RFP Resource Guide
* How to Write a VISTA Assignment Description (VAD)
* Application Attachments and Templates

**AmeriCorps VISTA Programs Contact Information**

Carmen Denison

AmeriCorps VISTA Program Manager

Campus Compact of Oregon

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**Section 1: AmeriCorps VISTA Program Overview & Requirements**

**What is Campus Compact of Oregon?**

Campus Compact of Oregon is a membership organization of higher education, K12 schools, and community organizations. We envision all students having access to inclusive and equitable learning environments where their individual needs are met. We do this by convening, connecting, and collaborating across our diverse network. Campus Compact promotes positive change within our members’ institutions and local communities by advancing racial justice and equity, collaborative learning, and partnership. More information about Campus Compact of Oregon is available at <http://www.oregoncampuscompact.org/>.

Campus Compact of Oregon was selected by CNCS to be a VISTA intermediary organization. As an intermediary, we place service participants with other organizations and institutions, referred to as a “Host Site”. In this role, Campus Compact is able to help various host sites gain access to infrastructure support and national service resources, thereby assisting these organizations to better meet needs in their communities. Campus Compact helps build the capacity of higher education, K12 schools, and community organizations to expand and improve services, foster collaboration among organizations, recruit volunteers, and engage community members as partners in creating sustainable solutions to local problems.

**What is AmeriCorps VISTA?**

AmeriCorps is a program of the Corporation for National and Community Service (CNCS), an independent federal agency whose mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps is made up of three main programs: AmeriCorps State and National, AmeriCorps VISTA, and AmeriCorps NCCC (National Civilian Community Corps). AmeriCorps VISTA (Volunteers in Service to America) is a full-time national service program for civic-minded individuals interested in developing lasting solutions to the problems of poverty in America.

AmeriCorps VISTA Members serve in community organizations, higher education institutions, local governments, and other agencies to develop and expand services and programs that help support the efforts of low-income individuals to rise out of poverty. All VISTA projects must demonstrate four key principles: 1) Anti-poverty focus, 2) Capacity building, 3) Sustainability, and 4) Community Empowerment. The purpose of VISTA is to build capacity of non-profit organizations and communities to help bring individuals and communities out of poverty. Projects should be responsive and relevant to the lives of community residents and engage them in project planning and evaluation. Activities should focus on building capacity of organizations or communities, rather than providing direct service to individuals. As short-term resources designed to create long-term solutions, VISTA must focus on sustainable improvements that will last beyond the VISTA term. Host site applicants should keep these key principles in mind as they consider their plans for a VISTA’s service.

The award of all VISTA resources as well as the approval of all VISTA sites and final project application is subject to the availability of funding from the Corporation for National and Community Service, approval of fiscal year 2017 federal appropriation, and approval by the Corporation for National and Community Service.

**Campus Compact of Oregon Program Focus**

Campus Compact of Oregon VISTA members are committed to developing equitable community-engaged programming that increases educational access and success for economically disadvantaged students, especially for students of color and students who are the first their family to attend college. Using an equity lens, VISTAs build capacity for college campuses and organizations to increase access to educational resources and alleviate poverty based on community identified issue areas. Campus Compact of Oregon VISTA members fight poverty by building community partnerships, recruiting volunteers to support programming, and creating, expanding, or enhancing education programs.

**Campus Compact of Oregon Theory of Change**

Given the focus of VISTA resources on capacity building as opposed to direct service, a social determinant of health framework is helpful in thinking about structuring your VISTA program. Social determinants are the conditions and circumstances in which people are born, grow, live, work and age, and are key factors in how populations experience equity or inequity. Examples include: housing, transportation, education, dignity and respect, social supports/networks, health care, race/ethnicity, wealth and income development, and public safety, to name a few. Thinking about how to improve the conditions at their roots will help identify important actions and projects that move “upstream”, meaning from direct service to capacity building. Below is a graphic model of the difference between direct service (downstream) and capacity building (upstream) activities.

Across almost all domains of the social determinants of health (housing, education, access to care, transportation, wealth and income, etc.), communities of color face additional barriers and poorer outcomes than do community members from the dominant culture. These inequities are unjust and preventable. Campus Compact of Oregon believes a focus on racial justice and equity is a key upstream leverage point. Organizations working to build their capacity to better serve communities of color will make significant progress in improving the lives of all people, especially people of color and economically disadvantaged community members.

**Social Determinants Framework**

When developing your VISTA project, please review the social determinants framework.

**What do AmeriCorps VISTAs Do?**

Each VISTA member makes a yearlong, full-time commitment to serve on a specific project at an institution of higher education, K12 school, or community organization. VISTA members **do not provide direct services**, such as tutoring children. Instead, they focus their efforts on building the organizational, administrative, and financial capacity of organizations that fight illiteracy, increase educational access and success, and otherwise assist low-income communities. VISTAs develop programs to meet community needs, write grants, build sustainable partnerships, and recruit and train volunteers.

**Restricted VISTA Activities**

* Displacement of Employed Workers: AmeriCorps VISTA members are prohibited from performing activities or duties that would otherwise be carried out by employed workers, or would supplant the hiring of, or result in the displacement of, employed workers, or would impair existing contracts for service
* Administrative Duties: Unless needed for specific VISTA service activities, the project may not include administrative duties that support general organizational goals such as clerical responsibilities, answering phones, or data entry. If needed, the general duties should be very limited. For example, a VISTAs entire VAD should not comprise of data entry as that is not a sustainable activity. They can create the database, and test it by doing some limited data entry but once created and fine-tuned, the activity is turned over to a staff person to finish the data entry and maintain.
* Direct Service: Projects cannot be direct service but instead must build the capacity of communities to address their own challenges.
* Prohibited Activities: Please see attachments for full list.

**Host Site Eligibility**

Proposals must be submitted by an institution of higher education, K12 school, community organization, or a partnership of any of these institutions. If an application is submitted from a non-Campus Compact Member, they must commit to joining membership if selected.

Placement sites are eligible to apply for an AmeriCorps VISTA Member to serve with their organization, in the same position, for up to three years. Each year is meant to build upon the previous year and focus on building sustainability for the program:

* Year 1 – AmeriCorps VISTA Member establishes and creates a program or project and begins to create structure for sustainability
* Year 2 – AmeriCorps VISTA Member continues to implement project and continues to create structure for sustainability
* Year 3 – AmeriCorps VISTA Member focuses on making the project sustainable
* Year 4 – proposals will be considered on a case-by-case basis and must address a significant community need or new project focus. Year 4 proposals must be prepared to provide a program cost share equal to the amount of the AmeriCorps VISTA living allowance ($12,000).

**Selection Process**

Host site selection based on proposal alignment with program goals and institutional capacity to host a VISTA. Submitting an application does not guarantee a VISTA placement.

While each applicant may submit more than one application, selections will be made to ensure a diversity of placement sites (location, institution/organizational type, populations served). Priority will be given to host sites:

* Who aren’t currently hosting an AmeriCorps VISTA Member through another project;
* That clearly articulate potential for significant community impact through the program;
* Located in geographic areas not currently well served by Campus Compact and/or AmeriCorps;
* That has a clear evaluation plan to track community impact.

Renewal applications (those from current host sites) will also be considered based on completed results from the previous year's application and the host site's completion of requirements stated in the previous year's MOU. This includes but is not limited to timely submission of complete timesheets; timely submission of reporting for progress reports; timely return of MOUs and other correspondence; consistency in day-to-day supervisory duties including providing feedback to VISTA(s); and commitment and consistency in providing VISTA(s) with amenities such as local mileage, parking, and professional development opportunities.

The Corporation for National and Community Service (CNCS) will provide the final approval of all sites.

**Requirements for VISTA Host Sites**

1. **Project Development:** Projects must work to break the cycle of poverty by addressing critical community needs and improving K-college educational equity for economically disadvantaged students, especially students of color and students who are the first in their family to go to college. AmeriCorps VISTA Members must be placed in a capacity-building role for the entire term of service. Activities cannot duplicate routine functions of staff or displace paid employees. The impact of service provided to the community and campus must be measurable and fit within the goals and activities of the AmeriCorps VISTA Program.
2. **Member Support:** All Host Sites will recruit; provide an on-site orientation training (OSOT); provide AmeriCorps VISTA member(s) with a defined workspace; active day – to – day supervision; assign work that meets the specific goals of the project described in the VISTA(s) Assignment Description (VAD); evaluate performance; approve time records and requests for time off; and document and address performance problems. In addition to the cost share, organizations must set aside $150 for the VISTA’s professional development and cover the expense of all service-related travel. The Campus Compact VISTA Program requires supervisors to meet with their VISTA at least one time per week for one hour and encourages host sites to provide assistance with local resources (food, housing, transportation).
3. **Records and Reporting:** All Host Sites must maintain thorough and complete programmatic records to be shared with Campus Compact of Oregon and CNCS if requested. Campus Compact is responsible for biweekly attendance reporting and quarterly progress reporting to CNCS. Host Site records include but are not limited to documentation of VISTA member attendance, services provided through a site specific tracking document, and results and evidence of VISTA professional development and training.
4. **Recruitment:** Campus Compact and host sites will collaborate in the recruitment process. Host sites are expected to begin recruiting for VISTA Members in May 2017. Each site will manage a recruitment campaign specific to their project, including site-specific qualifications. At the same time, Campus Compact will recruit through the national AmeriCorps recruitment portal. Qualified candidates identified through the portal will be interviewed by Campus Compact and forwarded to host sites. All candidates identified by VISTA host sites, as well as those identified through our national recruitment process will become part of the candidate pool. CNCS, with input from Campus Compact of Oregon, will make final decisions in the selection of AmeriCorps VISTA Member candidates with host site input.
5. **A**dditional Site Benefits: Sites are not required to provide any additional site benefits but are strongly encouraged to identify benefits that can help VISTAs serve on a poverty-level living allowance. Sites that do provide housing, food, transportation, or other basic needs support may find it easier to recruit members and experience higher retention rates for their members. No direct payments can be paid to the VISTA members. Discuss with the VISTA Program Manager specific guidelines if you wish to provide additional site benefits.
6. **Cost Share Requirements:** In order to continue our commitment to providing host sites with highly trained AmeriCorps VISTA Members and to provide those Members with significant professional development opportunities, Campus Compact of Oregon requires all AmeriCorps VISTA host sites to submit a Cost Share. This Cost Share follows a common practice in Campus Compact AmeriCorps programs across the country. Participating institutions will be expected to cost share according to the following project schedule (cost share amounts are for the 2017-2018 service year and are subject to change each year):

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Year** | **Tier 1** | **Tier 2** | **Tier 3** |
| Year 1  | $6,000 | $7,000 | $9,000 |
| Year 2 | $7,000 | $8,000 | $10,000 |
| Year 3 | $8,000 | $9,000 | $11,000 |

Tier One: VISTA proposals designated as tier one will demonstrate a high quality VISTA project as shown in the selection criteria and will also most closely align with CNCS and Campus Compact strategic plans. All sites in this tier will have clear plans for how it will be able to document and evaluate it’s contribution to one of CNCS’s high-level Education outcomes. Additionally, sites may build components into it’s positions that serve veterans and their families, School Improvement Grant (SIG) identified K-12 schools, or work across multiple points of the education spectrum (K12 schools, community college, four year institutions).

Tier Two: Tier Two proposals will have a focus on education outcomes or a critical root cause of education inequities but may not have as robust an evaluation or assessment component as Tier One proposals. Tier Two proposals may work with K12 schools that are not SIG identified or may only focus on one portion of the education spectrum (K12 only with no clear program component connected to higher education or internal college peer-to-peer programs which do not connect with other portions of the spectrum).

Tier Three: The VISTA host site application loosely falls under the Education performance area for CNCS but does not address any of the CNCS priority areas and does not have strong evaluation or performance measurement capacity.

1. **Local Travel/Mileage and Parking Reimbursement Requirements:** Host Site will pay local mileage reimbursement to VISTA member for all service related travel required for position. If paid parking space is required for the VISTA, the Host Site must pay for this cost. Host sites must document their ability and commitment to providing these funds.
2. Criminal Background Checks: Campus Compact of Oregon will conduct a National Sex Offender Public Website check, State of Oregon check, and FBI fingerprint check on all VISTA members prior to their placement on site.. If sites, require members to complete additional background checks for their institution the cost of those checks must be paid for by the host site.
3. **Mandatory Supervisor Trainings:** All selected host sites must designate a Supervisor for their VISTA member(s) and participate in 2 in-person trainings and one webinar conducted by Campus Compact of Oregon to ensure host sites are equipped to satisfy their VISTA obligations. The Supervisors Training for host sites receiving AmeriCorps VISTA members will take place on April 21, 2017, and it will be a mandatory requirement of partnership. The webinar will reiterate policies; support supervisors in creating an OSOT plan, and go over requirements. A second in-person training will occur at December In-Service Training and will bring supervisors and members together to work on non-violent communication, conflict management, and racial justice and equity.
4. **Cooperation:** All host sites are required to actively participate in the project through attendance at meetings, fall check-ins, site visits, and cooperation with Campus Compact staff regarding certifying accuracy and completeness of data.
5. **Campus Compact Membership:** All host sites must be a Campus Member or Associate Member to receive a Campus Compact of Oregon VISTA Member. Non-members must commit to joining membership, if selected. Membership dues cover September to August of each year.

Campus Member: Campus membership includes two-year, four-year, public and private institutions of higher education. FTE for community colleges is only for degree enrolled students.
Campus Membership Cost Structure:

|  |  |
| --- | --- |
| **Total Student FTE**  | **Annual Membership Dues** |
| 0 - 500 | $2,170 |
| 501 - 3000 | $3,128 |
| 3,001 – 7,000 | $4,998 |
| 7,001 – 13,000 | $5,998 |
| 13,001+ | $6,587 |

Associate Member: Associate Membership includes community organizations, K12 schools, and public agencies. Associate Membership Cost Structure (FTE does not include volunteers or service members):

|  |  |
| --- | --- |
| **Staff FTE** | **Annual Membership Dues** |
| 1-9 | $250 |
| 10-49 | $500 |
| 50-99 | $750 |
| 100+ | $1,000 |

**Application Assistance**

The Campus Compact of Oregon VISTA Manager is available to answer questions and concerns regarding the grant application process at any time.

**Program Duration**

Applicants must apply for a VISTA one year at a time and will be eligible to reapply to host a VISTA for up to three consecutive years. If selected as a host site, your VISTA will serve from August 2017 to August 2018 depending on availability of slots and VISTA members.

**Award Information**

Campus Compact of Oregon VISTA positions are contingent upon final approval from the Corporation for National and Community Service (CNCS).

**Section 2: FY17 AmeriCorps VISTA Program Guidance**

The Edward M. Kennedy Serve America Act directs CNCS to focus national service in areas where it can have a major impact. CNCS is fulfilling congressional instructions by targeting agency resources in the [CNCS Strategic Plan](http://www.nationalservice.gov/about/strategic-plan). The CNCS Strategic Plan and AmeriCorps VISTA’s statutory mandate to focus on eliminating poverty guide this year’s priorities.

In FY 2017, AmeriCorps VISTA seeks proposals from organizations with an interest in helping organizations build their capacity – or that of their programs – to more effectively use information to implement programs that address poverty. Depending on the organization’s need and capacity in this area, this initiative would involve placing VISTA members with organizations to address capacity around Performance Measurement, Evaluation, or Performance Management.

**Campus Compact of Oregon VISTA Program Priority Area**

Campus Compact of Oregon’s strategic focus requires all VISTA placements across the state to align around shared objectives and outcomes in the Education goal area. Campus Compact of Oregon seeks projects that support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged students; especially for students of color and students who are the first in their family to go to college. Sites with a specific focus on equity and racial justice are highly encouraged to apply.

As proposals are developed, consider which CNCS outcomes the VISTA project will report on to build the strongest program models possible. Please review the [Program Guidance for CNCS Performance Measures](http://www.nationalservice.gov/sites/default/files/upload/AmeriCorps%20VISTA%20Program%20Guidance%20Fiscal%20Year%202016.pdf) that align with Campus Compact’s strategic focus on education.

All VISTA Projects should focus on one of the following objectives:

* School readiness for economically disadvantaged young children
* K12 success in student educational and behavioral outcomes in low-achieving schools
* Post-secondary success

VISTA projects that include the following components will be given priority consideration.

* New project development in communities with [Title I schools](http://www.ode.state.or.us/wma/opportunities/grants/nclb/title-ia-schools-list-2014-15-.pdf), particularly those with [School Improvement Grants](http://www.ode.state.or.us/search/page/?id=5398) from the U.S. Department of Education.
* Projects focused on **STEM** (Science, Technology, Engineering, and Mathematics) education programs that will build partnerships between STEM students, faculty/staff, and community partners to develop long-term solutions for bolstering the number of underrepresented students who obtain STEM degrees.
* Proposals that recruit veterans as VISTA members, volunteers, or projects that serve veterans and military families.
* Projects that partner or work in concert with **community colleges** are encouraged, given the hub of services and supports that these schools currently provide to low-income populations. Beyond the significant educational benefits imparted through curriculum and class instruction, community colleges provide a strong foundation for workforce development and strengthening local economies.
* Projects that focus on low-income **veterans and military families** as beneficiaries or enhance existing projects to better serve those populations in education – school readiness, success in K12 education and beyond.

**CNCS Priority Programming for FY 2017**

Within the education focus area described above, AmeriCorps VISTA and Campus Compact of Oregon encourages new project development where appropriate in the following specific programming areas. Projects focused in these three areas will be given the highest consideration for investments of AmeriCorps VISTA resources:

* Opportunity Youth and My Brother’s Keeper
* Rural Community Development
* New American/Immigrant and Refugee Integration

Opportunity Youth and My Brother’s Keeper

In response to the President Obama’s call around the My Brother’s Keeper initiative to support boys and men of color and all youth, AmeriCorps VISTA will aim to support its goals through projects focusing on:

* Ensuring all youth out of school are employed
* Ensuring all youth remain safe from violent crime
* Ensuring all children enter school cognitively, physically, socially and emotionally ready  Ensuring all children read at grade level by 3rd grade
* Ensuring all youth graduate from high school
* Ensuring all youth complete post-secondary education or training.

Rural Community Development

VISTA seeks a balanced portfolio of urban and rural programming. More than 35% of those living in rural counties live in high-poverty areas. VISTA will continue to invest resources to create economic opportunity in rural communities as well as support programming in the other priority areas.

New Americans / Immigrant and Refugee Integration

Poverty acutely impacts immigrant and refugee populations, and AmeriCorps VISTA will prioritize projects that support local government and non-profit efforts to increase the civic, economic, and linguistic integration of new Americans. In addition, we will continue to support efforts that raise awareness of human trafficking and connect those vulnerable groups with comprehensive support services.

**Section 3: Submission, Notification & Acceptance Process**

|  |  |
| --- | --- |
| **Due Date** | **Host Site Applicant Requirement** |
| Friday, February 21, 2017\* | **Letter of Intent** Send a short email or letter of your intent to apply to [vista@oregoncampuscompact.org](file:///C%3A%5CUsers%5Ctohalloran%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CETXN61V9%5Cvista%40oregoncampuscompact.org). Please also specify:* Site contact person during application process (including name, position, email and phone number)
* Preferred date of application assistance conference call (see below)
* Number of AmeriCorps VISTA Members requested
* Quick summary of VISTA activities (1-2 sentences)
* Preferred due date of Cost Share (if May 5, 2017 poses a significant challenge). Cost Shares must be received no later than Friday, July 14, 2017.

\*Contact Program Manager if interested in applying after this date. |
| * March 3, 2017 at 1 – 2pm
* March 14, 2017 at 2 – 3pm
 | **Application Assistance Conference Call**All applicants are REQUIRED to participate in one of the technical assistance conference calls. Application assistance sessions will be held in a conference call/webinar format. Campus Compact of Oregon will be available to address specific applicant questions, as needed. Please don’t hesitate to contact Campus Compact should you have any questions regarding our VISTA program or this RFP.\*If none of these dates work, you may request access to a pre-recorded session. |
| March 24, 2017 at 5pm | **Proposal Due Date & Requirements**Proposals must be emailed to [vista@oregoncampuscompact.org](file:///C%3A%5CUsers%5Ctohalloran%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CETXN61V9%5Cvista%40oregoncampuscompact.org) with “*host site name*-VISTA Proposal” in the subject line. Please submit a separate application for each position for which you are applying. Fax will not be accepted. Submission includes:1. One complete proposal as PDF (including scanned versions of documents requiring a signature) AND
2. One Word versions of cover page, narratives, VAD, and position description
 |
| Friday, April 14, 2017 | **Award Notification Date**Site Selection may be contingent upon the applicant providing additional information or making revisions and all placements are contingent upon CNCS approval and available funding.  |
| Thursday, April 20, 2017 at 10am- 4pm | **Site Supervisor Training**Each site supervisor is REQUIRED to attend the orientation.  |
| Friday, May 5, 2017 | **Cost Share & MOU Due Date**Placement sites that fail to pay the cost share and return the signed Memorandum of Understanding (MOU) by the due date may be subject to reallocation of the AmeriCorps VISTA Member position. If the due date of the Cost Share poses a significant challenge for your institution, please contact the VISTA Program Manager. |
| Monday, May 8, 2017 | **Member Recruitment Launch**Campus Compact of Oregon and all sites will launch national recruitment efforts for the 2017-2018 AmeriCorps VISTA team (pending approval from CNCS).  |
| Friday, June 23, 2017 | **Member Recruitment Deadline** (Selection and paperwork complete) |
| End of August 2017 | **Member Begins at Host Site** (Typically last week in August) |

**Request for Proposal Cover Page**

**Campus Compact of Oregon**

**2017-2018 AmeriCorps VISTA Program**

VISTA Project Title:

Institution/Organization:

Host Site Tax ID/ EIN:

Department:

Mailing address:

Address where VISTA will serve:

Site Supervisor:

Title:

Phone:

Email:

## Total number of AmeriCorps VISTA Members requested (please note that you must submit an application for each AmeriCorps member you apply for): \_\_\_\_\_\_\_\_\_\_\_\_\_

**By signing below, we understand that:**

* We are required to provide a cost share as outlined in the RFP by Friday, May 5, 2017. Currently, the cost share is (please mark the appropriate designation): [ ]  Secure [ ]  Pending
* Our institution is responsible for covering host site project operating expenses (such as supervision, service related travel, site-specific training, site-specific background checks, at least $150.00 for AmeriCorps VISTA Member professional development, phone, office supplies, business cards, etc.) above the required cost share.

## We are submitting the following:

[ ]  Completed Proposal Cover Page

[ ]  Completed application goals and narrative in provided template

[ ]  Acknowledgment of the AmeriCorps Prohibited Activities

[ ]  VISTA Assignment Description (VAD)

[ ]  AmeriCorps VISTA Member Position Description

[ ]  Organizational Capacity Checklist

[ ]  A letter of support from community partner identified in Campus/Community Need section

[ ]  One letter of support verifying commitment of the cost share from a campus Dean, Chief Academic Officer, Student Affairs Officer, or Vice President (with copy sent to President). If the proposal is submitted from a community organization or public agency, one letter of support is required from the Executive Director.

[ ]  Supervisor’s resume with contact information

­Supervisor Name Signature Date

Authorized Representative Name Title

Authorized Representative Signature Date

**Proposal Sections**

1. Project Goals & Performance Measures
2. Proposal Narratives
3. Attachments

**Proposal Instructions**

Complete project goals and narratives in the template provided. Each response must not exceed 500 words. Be certain to include required attachments in addition to the narrative template (cover page, letters of support, VISTA Assignment Description (VAD), position description, etc.).

New applicants need to complete all applicable sections as described. Renewal applicants, in addition to completing all applicable narrative sections, should demonstrate the progress of previous AmeriCorps VISTA Member(s) up to the point of submission throughout the narrative section. This may include information regarding increased capacity, specific ways in which poverty has been alleviated, programs developed and implemented, resources gained, personnel hired, etc. as measured by the number of community partners, more office staff, more student volunteers, larger budget, institutional planning, changes in curriculum, etc. Renewal applicants that received a tier one designation last year for having robust evaluation and data plans must demonstrate that their evaluation plan has been successfully implemented (if not fully complete) to maintain a tier one cost share designation.

**Section 1: Project Goals & Performance Measures**

The activities listed below are key elements of the Campus Compact of Oregon VISTA Program. Proposals will include the majority of the activities listed below in the VISTA Assignment Description (VAD), although they are not required. Host sites should be prepared to track all activities. Please check all program activities that apply to your VISTA project.

[ ]  **[Priority Activity]** Recruit and support student and community volunteers

[ ]  **[Priority Activity]** Develop community partnerships and support capacity-building efforts of partners

[ ]  Implement effective volunteer management practices

[ ]  Train students, staff, and/or community volunteers

[ ]  Complete community assessment identifying goals and recommendations

[ ]  Build new systems and business processes (technology, performance management, training, etc.) or enhancements

[ ]  Leverage cash resources

[ ]  Leverage in-kind resources

[ ]  Other (please list)

Campus Compact of Oregon Performance Measures

1) Select ONE education priority area based on the activities of the proposed VISTA project. Sites that develop projects in education outside of the listed priority areas will be designated tier 3. For a better understanding of these performance measures, please visit the [CNCS website](http://www.nationalservice.gov/resources/performance-measurement/vista). Review the full section to understand the performance measures for each priority area prior to making any selections.

[ ]  K12 Education (tutoring, mentoring, and service learning)

[ ]  School Readiness

[ ]  Post-Secondary Education

2) Select ONE performance measure and ONE aligned outcome based on the Education Priority Area selected for the project. Please include the “goal amount” you wish for your member to work toward. Click on the links below to review the performance measures, definitions, and tracking instruments online. If selected, the VISTA member will report on all performance measures identified by your submitted RFP. Please note the required tracking instrument for each outcome, as each site will be required to track and document their performance.

*Example: If you choose Post-Secondary Education, scroll down the section titled “Post Secondary Education Priority Performance Measures” and select ONE performance measure (ED1, ED2, or ED4a) and ONE aligned outcome (ED9, ED10, or ED11).*

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| **K12 Education Priority Area Performance Measures** |
| **1.** [ ]  [**ED2**](http://www.nationalservice.gov/resources/performance-measurement/ed2)**:** **Number of students that completed participation in CNCS-supported K-12 education programs**Goal Amount: \_\_\_\_\_Tracking Instrument: Attendance Log***Aligned Outcomes for ED2***  [ ]  [ED5](http://www.nationalservice.gov/resources/performance-measurement/ed5): Number of Students with improved academic performance in literacy and/or math. Goal Amount: \_\_\_\_\_ Tracking Instrument: Standardized Test [ ]  [ED27](http://www.nationalservice.gov/resources/performance-measurement/ed27): Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement. Goal Amount: \_\_\_\_\_ Tracking Instrument: Survey or Questionnaire[ ]  [ED6](http://www.nationalservice.gov/resources/performance-measurement/ed6): Number of students that improved their school attendance over the course of the CNCS-supported program's involvement with the student. Goal Amount: \_\_\_\_\_ Tracking Instrument: Attendance logs before and after VISTA involvement **2.** **[ ]** [**ED4a**](http://www.nationalservice.gov/resources/performance-measurement/ed4a)**:** **Number of disadvantaged youth/mentor matches or children with special or exceptional needs/mentor matches that were sustained by the CNCS-supported program for at least the required time period.**Goal Amount: \_\_\_\_\_Tracking Instrument: Mentor/mentee tracking & Contact Log ([sample](http://www.nationalservice.gov/sites/default/files/upload/education-outputs-ed4a.pdf))  ***Aligned Outcome for ED4a:***[ ]  [ED5](http://www.nationalservice.gov/resources/performance-measurement/ed5): Number of students with improved academic performance in literacy and/or math.Goal Amount: \_\_\_\_\_Tracking Instrument: Pre/Post Test ([sample](http://www.nationalservice.gov/sites/default/files/upload/education-outcomes-ed5.pdf))  |

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| **School Readiness Priority Area Performance Measures** |
| **1. [ ]** [**ED21**](http://www.nationalservice.gov/resources/performance-measurement/ed21)**: Number of children that completed participation in CNCS-supported early childhood education programs.**Goal Amount: \_\_\_\_\_ Tracking Instrument: Service Output Summary & Monthly Contact Log ([sample](http://www.nationalservice.gov/sites/default/files/upload/education-outputs-ed21.pdf))  ***Aligned Outcomes for ED21*** [ ]  [ED5](http://www.nationalservice.gov/resources/performance-measurement/ed5): Number of students with improved academic performance in literacy and/or math. Goal Amount:       Tracking Instrument: Pre/Post Test ([sample](http://www.nationalservice.gov/sites/default/files/upload/education-outcomes-ed5.pdf))[ ]  [ED27](http://www.nationalservice.gov/resources/performance-measurement/ed27): Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement. Goal Amount:       Tracking Instrument: Survey or Questionnaire[ ]  [ED6](http://www.nationalservice.gov/resources/performance-measurement/ed6): Number of students that improved their school attendance over the course of the CNCS-supported program's involvement with the student. Goal Amount:       Tracking Instrument: Attendance logs before and after VISTA involvement**2. [ ]** [**ED4a**](http://www.nationalservice.gov/resources/performance-measurement/ed4a)**: Number of disadvantaged youth/mentor matches or children with special or exceptional needs/mentor matches that were sustained by the CNCS-supported program for at least the required time period.**Goal Amount: \_\_\_\_\_Tracking Instrument: Mentor/mentee tracking & Contact Log ([sample](http://www.nationalservice.gov/sites/default/files/upload/education-outputs-ed4a.pdf)) ***Aligned Outcome for ED4a:*** [ ]  [ED5](http://www.nationalservice.gov/resources/performance-measurement/ed5): Number of students with improved academic performance in literacy and/or math. Goal Amount:  Tracking Instrument: Pre/Post Test ([sample](http://www.nationalservice.gov/sites/default/files/upload/education-outcomes-ed5.pdf))  |

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| **Post Secondary Education Priority Performance Measures** |
| **1. [ ]** [**ED1:**](http://www.nationalservice.gov/resources/performance-measurement/ed1) **Number of economically disadvantaged students or students with special/exceptional needs who start in a CNCS-supported education program.**Goal Amount: \_\_\_\_\_Tracking Instrument: Monthly Contact Log & Service Output Summary ([sample](http://www.nationalservice.gov/sites/default/files/upload/ac-education-output-ed1.pdf))**2. [ ]** [**ED2**](http://www.nationalservice.gov/resources/performance-measurement/ed2)**: Number of students that completed participation in CNCS-supported K-12 education programs**Goal Amount: \_\_\_\_\_Tracking Instrument: Attendance Log**3. [ ]** [**ED4a**](http://www.nationalservice.gov/resources/performance-measurement/ed4a)**: Number of disadvantaged youth/mentor matches or children with special or exceptional needs/mentor matches that were sustained by the CNCS-supported program for at least the required time period.**Goal Amount: \_\_\_\_\_Tracking Instrument: Mentor/mentee tracking & Contact Log ([sample](http://www.nationalservice.gov/sites/default/files/upload/education-outputs-ed4a.pdf)) ***Aligned Outcomes for ED1, ED2, & ED4a***  [ ]  [ED9](http://www.nationalservice.gov/resources/performance-measurement/ed9): Number of students graduating from high school on time with a diploma. Goal Amount: \_\_\_\_\_ Tracking Instrument: Summary Tracking Log ([sample](http://www.nationalservice.gov/sites/default/files/upload/ac-education-outcome-ed9.pdf))[ ]  [ED10](http://www.nationalservice.gov/resources/performance-measurement/ed10): Number of students entering post-secondary institutions. Goal Amount: \_\_\_\_\_ Tracking Instrument: Survey & Student Tracking Log ([sample](http://www.nationalservice.gov/sites/default/files/upload/ac-education-outcome-ed10.pdf))[ ]  [ED11](http://www.nationalservice.gov/resources/performance-measurement/ed11): Number of students earning a post-secondary degree. Goal Amount: \_\_\_\_\_ Tracking Instrument: Tracking Log ([sample](http://www.nationalservice.gov/sites/default/files/upload/ac-education-outcome-ed11.pdf)) |

**Section 2: Proposal Narratives**

Complete project narratives under each set of questions listed below or in a separate document with the same headers and numbers listed for each question. Each response must not exceed 500 words.

**Statement of Need**

*In this section of the narrative, applicants should describe the specific needs of the community, organization, and/or institution as they relate to hosting an AmeriCorps VISTA Member and alleviating community poverty. Proposals will provide concrete quantitative and qualitative data that highlight the community need and the specific poverty issues to be alleviated. Proposals will also demonstrate how the communities impacted by the proposal were included in its development and implementation.*

* Describe the community (can be defined by the host site including the institution as a community, geographic, or cultural communities) and give examples of identified community need to be addressed by the AmeriCorps VISTA Member’s work. It is paramount that you explain how this project will address and ameliorate issues of poverty in your community by strengthening the educational system and its outcomes.
* Please demonstrate why an AmeriCorps VISTA position is an appropriate way to address these needs and how hosting Campus Compact of Oregon AmeriCorps VISTA will help to directly alleviate poverty in your community. This may include mission, history, and beneficiaries
* Identify at least one community partner with whom you will be involved during the course of the project. The community partner(s) must be actively involved in developing the proposed project and committed to working with the applicant institution to achieve the goals of the project. The community partner identified in this section must also provide a letter of support for the project (see Attachments).

**Project Goals & Evaluation**

*This section of the narrative must be based on the Campus Compact of Oregon AmeriCorps VISTA program goals and focus areas listed above. Proposals must describe the intended outcomes of the project on the targeted population and community. All projects are expected to track the data for each task listed in the proposal (i.e. if the AmeriCorps VISTA will work to increase mentor matches between low-income students and college students, the site and Member must report the number of matches and the community organizations they partner with to support the program). Activities described will correspond to activities listed in the VISTA Assignment Description (VAD). All AmeriCorps VISTA projects must address capacity-building initiatives in addition to at least one of the outlined CNCS priority areas.*

* Describe the overall goal of the VISTA project. Specifically address the intended impact on the host site’s capacity and the community issues identified above.
* Describe the objectives, activities, and performance milestones the VISTA will accomplish this year.
* Describe how you will assess, track, and ensure oversight of project goals.

**Organizational Capacity**

*This section of the narrative should address the host site’s ability to supervise, train, and support an AmeriCorps VISTA Member throughout the entire term of service including the institutional capacity that exists to support the AmeriCorps VISTA position. Campus Compact of Oregon will give preference to proposals that designate a host site supervisor who is a full-time employee of the host institution and who demonstrates a commitment to the Campus Compact AmeriCorps VISTA program requirements. Additional consideration will go to host sites that provide an additional benefit for their VISTA member (housing allowance, phone payment, bus pass, and/or food allowance).*

* Describe the institutional capacity that exists to support the AmeriCorps VISTA position. Campus Compact provides extensive trainings with its members on racial justice and equity. What capacity exists on site to continue those discussions with the member throughout their service term?
* Describe the roles and responsibilities of the key individuals or groups involved.
* Indicate how the institution or organization will assist the VISTA Member to subsist on the AmeriCorps living allowance. Sites are able to provide payment for the VISTA member’s bus pass, housing, phone, monthly food allowance, etc.

**Project Sustainability**

*Institutions that utilize Campus Compact of Oregon AmeriCorps VISTA resources are expected to build a sustainable project, which after three years, no longer requires support from an AmeriCorps VISTA Member. Projects achieve sustainability in a variety of ways: through raising funds to support a paid staff person; transitioning the work of the AmeriCorps VISTA Member to other volunteers, existing staff, or students; and/or through meeting the community need outlined in the project proposal. Proposals will demonstrate a commitment to the sustainability of the project and a clear sustainability plan. In limited cases, a project extension beyond the three-year cycle may be possible with demonstrated continuing need.*

* Describe how the site will work toward the sustainability of the proposed project. What are the lasting outcomes that will result from the infrastructure development and capacity-building activities?
* Describe long-range institutional plans for the areas in which the AmeriCorps VISTA Member will work.

**Member Recruitment & Member Orientation**

*Campus Compact of Oregon and host sites will collaborate in the recruitment process. All candidates identified by host sites, as well as those identified through Campus Compact’s national recruitment process will become part of the candidate pool. CNCS and Campus Compact will make final decisions in the selection of AmeriCorps VISTA Member candidates with host site input. Proposals will have a clear recruitment plan with a demonstrated commitment from the site supervisor to the recruitment process beginning in May. Proposals must likewise have a comprehensive Member orientation plan for the first month of VISTA service. VISTAs who have a strong start usually have the greatest impact.*

* (250 words) Describe how your institution plans to recruit for the AmeriCorps VISTA position including where you will advertise, who will be involved in recruitment, populations targeted, etc.
* (250 words) Describe how Campus Compact can support you in your recruitment efforts and strengthen your recruitment plan.
* Briefly describe your On-Site Orientation and Training (OSOT) plan for the AmeriCorps VISTA Member’s first month of service, as well as the tasks that the AmeriCorps VISTA Member will accomplish in the first month of service and how these tasks will help orient them to the site and their project.  Your OSOT must at least include 1) two weeks of activities with key takeaways each day, 2) at least one meeting/tour with community partner, 3) Tour of host site and introductions to key staff, 4) Review of host site application and VISTA Assignment Description (VAD), and 5) Participation in Campus Compact of Oregon VISTA training (September 5-7, 2017). Review the On-Site Orientation attachment for reference.

**Section 3: Required Attachments Include**

* Proposal Cover Page
* Acknowledgement of AmeriCorps Member Prohibited Activities (signed)
* VISTA Assignment Description (VAD)
* AmeriCorps VISTA Member Position Description
* Organizational Capacity Checklist
* Member On-Site Orientation & Training Example (used to respond to Narratives)
* Letters of Support
* Site Supervisor Resume, including office contact information
* Optional Attachments
	+ May include short biographies of staff, letters of support from additional key partners and stakeholders, newspaper articles, etc.
	+ May not include videotapes, books, or other large publications

# Acknowledgement of AmeriCorps Prohibited Activities

AmeriCorps VISTA Members may not perform specific activities in the course of their duties, while charging time to the AmeriCorps program, nor at the request of anyone including ORCC or the host site. 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 prohibited activities. Host sites must become familiar with specific provisions described in CNCS’s formal regulation and the grant provisions.

While charging time to the AmeriCorps VISTA program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and Members may not engage in the following activities ([see 45 CFR § 2520.65](http://www.americorps.gov/help/2011_Provisions/%21SSL%21/WebHelp/iv._d._member_supervision_and_support.htm)):

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©(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.

AmeriCorps VISTA Members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. 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.

I acknowledge that I have read and agree to comply with restrictions of the AmeriCorps prohibited activities

­­­­­­­­­­­­­Site Supervisor Signature Date

# VISTA Assignment Description (VAD)

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| Title:    |
| Sponsoring Organization:  Campus Compact of OregonProject Period:  August 2017 – August 2018 |
| Site Name:  |
| Focus Area(s)Primary:  EducationSecondary: Capacity Building |
| VISTA Assignment Objectives and Member Activities |
| *The GOAL statement should describe the 3 year overall goal, in terms of organizational capacity AND community impact. It should focus on how the VISTA will work to break the cycle of poverty.***Goal of the Project (750 characters max)**:  |
| **Objective of the Assignment**:*Objectives should describe the result of a set of related activities to be accomplished THIS YEAR that will lead toward the overall project GOAL in a sentence of two. The VAD should include at least ONE capacity building objective and ONE community impact objective. You can also define additional objectives.***Time Frame (month/year – month/year)**: *Ensure the time frame is reasonable for a VISTA member to accomplish the objective.***Member Activities:** *Activities describe the step-by-step process to achieving the objective.* 1. Activity that will contribute to accomplishing the first objective.2. Activity 2 that will contribute to accomplishing the first objective.3. There is no limit to the number of activities.         **Objective of the Assignment**: **Time Frame (month/year – month/year):** **Member Activities**:1.     First activity.2.     Second activity.**Objective of the Assignment**: **Time Frame (month/year – month/year)**: **Member Activities:**1.     First activity.2.     Second activity. |

**Campus Compact of Oregon**

**AmeriCorps VISTA Member Position Description**

Host Site Name:

Department:

Location:

Website:

Position Title:

Summary of Position and Project Goal:

Essential Responsibilities/Activities:

Marginal Responsibilities:

*

AmeriCorps VISTA Member Responsibilities:

* Attend all Campus Compact of Oregon AmeriCorps VISTA required trainings and events
* Complete and submit all Campus Compact of Oregon AmeriCorps VISTA required progress reports, timesheets, and other paperwork

Required Qualifications:

* 18 years and older
* Must have at least an Associates Degree or equivalent credits
* Demonstrate a commitment to or willingness to explore issues of racial justice and equity
* A U.S. citizen, U.S. national, or lawful permanent resident
* Able to serve full-time for 365 days
* Ability to pass a criminal history background check
* Site Specific Requirements:

Preferred Qualifications:

* Project management experience
* Event coordination experience
* Proficient in all Microsoft Office software

AmeriCorps VISTA Member Benefits:

* A living allowance of $11,676 for the term of service, dispersed monthly
* An education award of $5,730 or cash stipend of $1,500 upon successful completion of service
* Health benefits
* Loan forbearance and interest accrual payment on qualified student loans
* Child care (if eligible)
* Low-cost life insurance (optional)
* Training and professional development opportunities
* Access to an extensive network of AmeriCorps Alums
* Federal jobs non-competitive eligibility for one year after service

Site Specific Benefits:

**Organizational Capacity Checklist**

**Overall Site Support**

For satisfactory Member performance and to ensure that each Member has access to the tools necessary to perform their service activities, Campus Compact of Oregon **REQUIRES** that host sites provide each Member with the following (please acknowledge that the site will provide all of the following amenities by checking the boxes below):

# [ ]  Designated on-site supervisor

**[ ]** Courtesy faculty/staff appointment (or access to faculty/staff amenities: i.e. office keys, access to university/organizational vehicles, access to shared computer files, college ID with library privileges, etc.)

# [ ]  Individual college/organization email account

**[ ]** Organization business cards, identifying the member as a “Campus Compact of Oregon AmeriCorps VISTA” with a VISTA logo (if room)

**[ ]** Secure office/desk space with office supplies

**[ ]** Daily access to phone and private voicemail

[ ]  $150.00 in professional development funds to be used at the discretion of the Member with supervisor approval

[ ]  Reimbursement for travel or support for service related travel (bus pass, site-owned car, etc.)

**[ ]** Daily access to computer with internet

**[ ]** Access to fax, photocopier, and printer

**[ ]** Comprehensive community and host site orientation

**[ ]** Recognition that an AmeriCorps VISTA serves at the host site as demonstrated by placement of the AmeriCorps VISTA logo on AT LEAST program websites but preferably department and college/university main pages.

# Supporting VISTAs with Local Resources (Housing, Meal Plan, and Transportation)

# Though not all colleges or community organizations have residential living, whenever possible Campus Compact strongly encourages host sites to support VISTAs with local resources (housing, food, or transportation). Host sites may not offer money directly to a VISTA to supplement the VISTA’s living allowance, to pay rent, utilities, or other costs. Nor may VISTAs accept third-party payments for utilities or other housing costs other than rent. However, host sites can provide additional support listed below. This allows Campus Compact to recruit nationally for positions and assimilates the AmeriCorps VISTA Member into the daily life of the community. These fringe benefits are not subject to [federal income tax withholding](http://www.irs.gov/publications/p15b/ar02.html#en_US_2012_publink1000193638).

The host site is able to (please check all that apply):

**[ ]** Provide housing

**[ ]** Provide a meal plan (or access to cafeteria) or monthly grocery gift card

[ ]  Provide housing support (paid directly to landlord)

**[ ]** Provide a bus pass (for service related travel)

[ ]  The host site is a nonresidential campus and/or is not able to offer housing support to the AmeriCorps VISTA Member. Please see the proposal narrative for a description of how we will assist the AmeriCorps VISTA Member in locating affordable housing.

***AmeriCorps VISTA Member Travel and Transportation Support***

For this position the AmeriCorps VISTA Member (please check all that apply and include in position description):

# [ ]  Should have a valid driver’s license

**[ ]** Should have access to a personal vehicle for service-related travel (Member’s may not transport clients)

**[ ]** Should be willing and able to drive a site-owned vehicle for service-related travel

**[ ]** Will only utilize public transportation for any service-related travel

**[ ]** Other:

# Campus Compact of Oregon On-Site Orientation & Training Best Practices

On-Site Orientation and Training (OSOT) should be completed in the first month of the AmeriCorps VISTA Member’s service. The following worksheet is provided to assist site supervisors in planning an effective OSOT. Please review the OSOT best practices listed below to assist with the proposal narrative questions.

## *Before the VISTA Arrives:*

* Explain role of AmeriCorps VISTA Member to other staff
* Inform partners and other departments about the Member and what this means for them
* Order Member business cards
* Contact Member. Provide housing resources, directions to office, and expectations for first day.
* Check in with VISTA about start time, project details, and office location.

## *First Day:*

* Introduce AmeriCorps VISTA Member to other staff
* Provide a tour of the campus
* Introduce the VAD to the AmeriCorps VISTA Member
* Share what previous Member’s have worked on, if applicable
* Set up email, voicemail, get college ID, complete necessary paperwork, etc.
* Instruct Member on use of phone, fax, copier, mail process, ordering office supplies, etc.
* Get AmeriCorps VISTA Member keys to access campus office/building and school building

## *Week One:*

 Discuss common expectations and agreements for a working relationship including, but not limited to:

* The supervisor’s other roles and responsibilities
* The supervisor’s management style
* The AmeriCorps VISTA Member’s learning style
* A clear understanding of the lines of communication between Member and supervisor
* A clear understanding of the support provided to the Member
* Introduction to the chain of command for the organization
* Establish a weekly meeting time

Discuss professional behavior expectations and office policies, to include, but not limited to:

* AmeriCorps VISTA Member’s schedule: hours in the office, arrival/departure time
* Office attire/hygiene

## *Week One Continued:*

* Attendance expectations: who to call if sick, what to do if running late, etc.
* Office behavior: what is appropriate, what is not, how to navigate the hierarchy
* Employee policies: computer use, working with the media, etc.
* Mileage reimbursement procedure
* Provide Member with the culture and mission of the institution, to include, but not limited to:
* History
* Mission
* How the institution functions
* The institution’s role in the community
* Introductions to staff, faculty, and administrators
* Provide Member with an introduction to the campus/community, to include, but not limited to:
* The socio-economic and political structure
* The physical boundaries of the service area
* How the AmeriCorps VISTA project will impact the campus/community
* Tour of community and introductions to key community partners
* Potential resources that can help achieve project goals

***Weeks Two-Four:***

* Allow the AmeriCorps VISTA Member to learn about their project and develop their skills. This may include:
* Professional development training
* An office/campus/community scavenger hunt
* Signing up for appropriate listservs
* Project-related research
* Sitting in on a service-learning class

***Other Possible OSOT Activities:***

* Get AmeriCorps VISTA Member approved to drive organization vehicles
* Familiarize member with office and campus emergency protocols