



**Application for Full-time Host Sites
2019-20 VISTA RFP
Letter of Intent Deadline: March 15th, 2019
Application Deadline: March 26th, 2019**

Equal Opportunity and Non-discrimination

Campus Compact of Oregon and sub-granted campus programs, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces equal opportunity, diversity and inclusiveness does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information and veteran status in its programs or activities, including employment, admissions, and educational programs.



Campus Compact of Oregon 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	Friday, February 15th, 2019
Letter of Intent Due (required for returning sites, recommended for new sites)	Friday, March 15th, 2019
Technical Assistance Calls (please rsvp)	Monday, March 18 th , 2019 at 2-3pm
	Monday, March 25 th , 2019 at 2-3pm
	Tuesday April 2 nd , 2019 at 2-3pm
VISTA Proposal Due to Campus Compact	Monday, April 15th, 2019 at 5pm
Award Notifications Date	Wednesday, May 1st, 2019
*Required Site Supervisor Training	Wednesday April 24, 2019 9am-12 OR 3pm-6pm
Cost Share & MOU Due	May 31st, 2019
On Site Orientation and Training Plan Due to Campus Compact of Oregon	July 22nd, 2019
Mandatory: Virtual Countdown to VISTA Service webinar	August 13th, 2019
VISTA Start Date	August 19th, 2019

Proposal Submission:

Proposals must be emailed to vista@oregoncampuscompact.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 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> for further assistance.

Additional resources available for download from: www.oregoncampuscompact.org

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

AmeriCorps VISTA Programs Contact Information

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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 composed of higher education, K12 schools, and community organizations. We envision a world in which 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 statewide network. Campus Compact promotes positive change within our VISTA sites—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/>.

In 2007, Campus Compact of Oregon was selected by the Corporation for National and Community Service (**referred to herein as CNCS**) to be a VISTA intermediary organization. As an intermediary, we place service participants, or VISTA members, with other organizations and institutions, referred to as “host sites.” 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 national service program supported and administered by CNCS which is 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 transition 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 with them, communities as a whole, 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 2019 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 developing the structure of your VISTA program. Social determinants are the conditions and circumstances in which individual are born, grow, live, work and age, and are key factors in how groups of people 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.

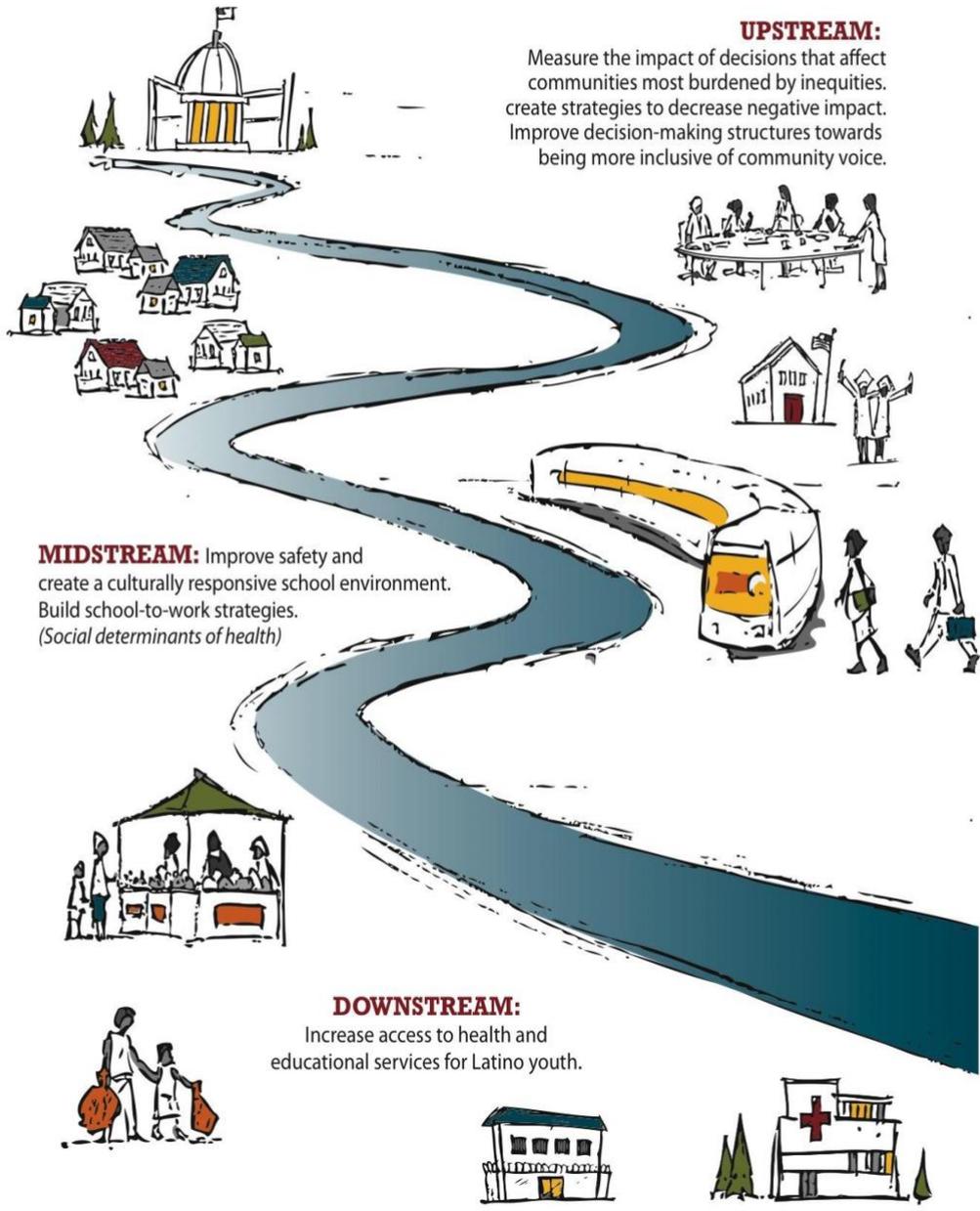
Across almost all aspects of the social determinants of health (housing, education, access to care, transportation, wealth and income, etc.), communities of color face additional barriers and poorer outcomes than do community members from the dominant culture. These inequities are unjust and preventable. 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.

SOCIAL DETERMINANTS FRAMEWORK (River Model)

The following graphic illustrates another way to visualize the continuum of upstream, midstream, and downstream actions needed to eliminate the root causes of inequities, with a few sample strategies provided.



Prohibited Activity:
Political/Policy Advocacy

VISTA SERVICE:
Capacity Building
Volunteer Management
Develop Community
Fundraise

Prohibited Activity:
Direct Service

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 (\$14,000)

Selection Process

Host site selection is 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 have 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. The approved project will be reflected in the VISTA Assignment Description, or the VAD. Each VISTA member will be provided with a VAD when they begin service, and are only required to do activities outlined in the VAD, which is ostensibly an agreement between CNCS, Campus Compact of Oregon, and the host site.

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 service space; active day – to – day supervision; assign service 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 2019. Each site will manage a recruitment campaign specific to their project, including site-specific qualifications for the site's ideal VISTA member. At the same time, Campus Compact will recruit through the national AmeriCorps recruitment portal and organizational networks. Qualified candidates 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. Additional Site Benefits:** Sites are not required to provide any additional site benefits, beyond the \$150 professional development fund and covering service-related travel costs, 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 2019-2020 service year and are subject to change each year):

Project Year	Tier 1	Tier 2	Tier 3
Year 1	\$7,000	\$8,000	\$9,000
Year 2	\$8,000	\$9,000	\$10,000
Year 3	\$9,000	\$10,000	\$11,000
Year 4 (4 th year VISTA placements are rare but occasionally can be approved by CNCS if extenuating circumstances made it difficult to achieve sustainability in 3 years.	\$14,000	\$14,000	\$14,000

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 partner 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 partner 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.

- 7. 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.
- 8. Criminal Background Checks:** The Corporation for National and Public Service (CNCS) 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. Fingerprints must be submitted to the

CNCS office via Campus Compact within two weeks of the VISTA start dates. Failing to do so will result in the immediate termination of service. Additionally, if sites require members to complete more extensive background checks for their institution the cost of those checks must be paid for by the host site.

9. **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 24, 2019**, and is a mandatory requirement of partnership with Campus Compact of Oregon’s AmeriCorps programs. *The training 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 train on non-violent communication, conflict management, and racial justice and equity.*
10. **Cooperation:** All host sites are required to actively participate in the project through attendance at mandatory trainings, meetings, fall check-ins, site visits, and cooperation with Campus Compact staff regarding certifying accuracy and completeness of data.
11. **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	\$2,279
501 - 3000	\$3,284
3,001 – 7,000	\$5,248
7,001 – 13,000	\$6,298
13,001+	\$6,917

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, Carmen Brewton-Denison, is available to answer questions and concerns regarding the grant application process at any time. Please schedule an appointment via email at carmen@oregoncampuscompact.org.

Program Duration

Applicants must apply for a VISTA one year at a time and will be eligible to re-apply to host a VISTA member for up to three consecutive years. If selected as a host site, your VISTA will serve from August 2019 to August 2020 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). Proposed projects may be subject to adjustment to better align with CNCS requirements. Campus Compact is invested in the success of our members, partners, and the collaborations we seek to cultivate through VISTA projects; the VISTA team will work with you to ensure that your organization is set up for success in the early stages of project development.

Section 2: FY19 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](#). The CNCS Strategic Plan and AmeriCorps VISTA's statutory mandate to focus on eliminating poverty guide this year's priorities.

In FY 2019, 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](#) 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.

- 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.

CNCS Priority Populations and Regions for FY 2019

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:

- Rural Communities
- Indian Country
- Areas of Concentrated Poverty

Rural Communities

VISTA seeks a balanced portfolio of urban and rural programming. More than 35% of those living in rural counties live in high-poverty areas, and 85% of persistent poverty counties are in rural America. VISTA will continue to invest resources to create economic opportunity in rural communities.

Indian Country

VISTA aims to increase its footprint in Indian Country. According to the Census Bureau, Native Americans have the highest poverty rates in the country, and reservations are some of the poorest locations in the United States.

Areas of Concentrated Poverty

Additionally, priority will be given to projects that serve areas of concentrated poverty. This is defined as Census tracts or counties with poverty rates at or above 20 percent. These can be rural or urban areas, and the projects can be located in or serve the high-poverty areas. Special consideration should be given to persistent poverty areas – those that have had a poverty level of 20 percent or higher for 30 years or more. To assist in targeting these areas, USDA has developed a concentrated poverty mapping tool that provides a way to identify them easily.

Section 3: Submission, Notification & Acceptance Process

Due Date	Host Site Applicant Requirement
<p><u>March 15th, 2019</u></p>	<p>Letter of Intent Send a short email or letter of your intent to apply to VISTA Program Manager, Carmen Brewton-Denison at vista@oregoncampuscompact.org.</p> <p>Please also specify:</p> <ul style="list-style-type: none"> ● 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 31, 2019 poses a significant challenge). Cost Shares must be received no later than August 2nd, 2019. <p>*Contact Program Manager if interested in applying after this date.</p>

<p>Monday, March 18th, 2019 2-3pm</p> <p>Monday, March 25th, 2019 2-3pm</p> <p>Tuesday, April 2nd, 2019 2-3pm</p>	<p>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.</p> <p>*If none of these dates work, you may request access to a pre-recorded session.</p>
<p>April 15th, 2019 by 5pm</p>	<p>Proposal Due Date & Requirements Proposals must be emailed to vista@oregoncampuscompact.org with "<i>host site name-VISTA Proposal</i>" in the subject line. Please submit a separate application for each position for which you are applying. Fax will not be accepted. Submission includes:</p> <ol style="list-style-type: none"> 1. One complete proposal as PDF (including scanned versions of documents requiring a signature) AND 2. One Word versions of the VAD and position description
<p>May 1st, 2019</p>	<p>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.</p>
<p>April 24th either 9am-12pm OR 3pm-6pm</p>	<p>Site Supervisor Training Each site supervisor is REQUIRED to attend the orientation.</p>
<p>May 6th, 2019</p>	<p>Member Recruitment Launch Campus Compact of Oregon and all sites will launch national recruitment efforts for the 2018-2019 AmeriCorps VISTA team (pending approval from CNCS).</p>
<p>May 31st, 2019 but no later than August 3rd, 2019</p>	<p>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.</p>
<p>July 20th, 2019</p>	<p>Member Recruitment Deadline (Selection and paperwork complete)</p>
<p>August 13th, 2019</p>	<p>Virtual Countdown to VISTA Service Webinar (Mandatory)</p>
<p>August 19th, 2019</p>	<p>Member Begins at Host Site</p>

Request for Proposal Cover Page Campus Compact of Oregon 2019-2020 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 May 31st but not later than Friday, August 3rd, 2019. 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
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Authorized Representative Name	Title
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Authorized Representative Signature	Date
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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](#). 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 serve 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).

K12 Education Priority Area Performance Measures

1. **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: Number of Students with improved academic performance in literacy and/or math.

Goal Amount: _____
Tracking Instrument: Standardized Test

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: 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: 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](#))

Aligned Outcome for ED4a:

ED5: Number of students with improved academic performance in literacy and/or math.

Goal Amount: _____
Tracking Instrument: Pre/Post Test ([sample](#))

School Readiness Priority Area Performance Measures

1. **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](#))

Aligned Outcomes for ED21

ED5: Number of students with improved academic performance in literacy and/or math.

Goal Amount:

Tracking Instrument: Pre/Post Test ([sample](#))

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: 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:** 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](#))

Aligned Outcome for ED4a:

ED5: Number of students with improved academic performance in literacy and/or math.

Goal Amount: _____

Tracking Instrument: Pre/Post Test ([sample](#))

Post Secondary Education Priority Performance Measures

1. **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](#))

2. **ED2:** Number of students that completed participation in CNCS-supported K-12 education programs

Goal Amount: _____

Tracking Instrument: Attendance Log

3. **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](#))

Aligned Outcomes for ED1, ED2, & ED4a

ED9: Number of students graduating from high school on time with a diploma.

Goal Amount: _____

Tracking Instrument: Summary Tracking Log ([sample](#))

ED10: Number of students entering post-secondary institutions.

Goal Amount: _____

Tracking Instrument: Survey & Student Tracking Log ([sample](#))

ED11: Number of students earning a post-secondary degree.

Goal Amount: _____

Tracking Instrument: Tracking Log ([sample](#))

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.

1. 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.

- a) 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 service. 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.
- b) 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.
- c) 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).

2. 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 serve 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.

- a) 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.
- b) Describe the objectives, activities, and performance milestones the VISTA will accomplish this year.
- c) Describe how you will assess, track, and ensure oversight of project goals.

3. 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).

- a) 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?
- b) Describe the roles and responsibilities of the key individuals or groups involved.
- c) 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.

4. VISTA Support

Living on the VISTA stipend has become increasingly difficult as the cost of living in Oregon continues to rise. Campus Compact strongly encourages host sites to provide housing or a housing subsidy, a meal plan, and/or subsidy of a personal expense (cell phone, internet, heat, water, etc.) for the AmeriCorps Member. This provision allows Campus Compact to recruit nationally for positions and assimilates the AmeriCorps 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 VISTA host site is able to (please check all that apply):

Provide housing

Provide a housing subsidy

Offer the Member a meal plan

Pay/Subsidize a personal expense (cell phone, internet, heat, water, etc.)

Offer another benefit (please describe):

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

5. 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 service 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.

- a) 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?

- b) Describe long-range institutional plans for the areas in which the AmeriCorps VISTA Member will serve.

6. 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.

- a) (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.
- b) (250 words) Describe how Campus Compact can support you in your recruitment efforts and strengthen your recruitment plan.
- c) 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 2018 TBD). 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 Campus Compact 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):

- 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 nor the Campus Compact 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 Plan for Implementing an Equity Lens

Multnomah County Equity & Empowerment Lens Six Outcome Areas Planning Tool

This year, we are asking that all VISTA host sites to complete the following [6 Outcome Areas Assessment Tool](#). The 2019-20 service year marks Campus Compact’s 4th year of encouraging host sites to utilize an equity lens in their programming. This measure is taken to ensure that Campus Compact and its partners are providing equitable, accessible, and empowering programming to all that are served. As an organization, we have become increasingly intentional and transparent in how we select partners and projects that serve Oregon’s low-income communities and communities of color. In so doing, Campus Compact of Oregon focuses explicitly but not exclusively on racial equity, as we recognize that race is the number one determining factor of well-being and success in our society. Therefore, we ask that our partners also take steps to identify institutional barriers to equitable programming at their organizations, and how they plan to work toward institutional and programmatic shifts that not only center the communities that we serve, but also use a critical and trauma-informed lens to reach culturally relevant and holistic program outcomes.

Six Outcome Areas	What small steps could we take to create the conditions to better understand equity, and apply this lens to our work?
Outcome Area One: Shift in Social Norms Shift in values, beliefs, and behaviors, then “walking the talk.”	
Outcome Area Two: Strengthened Organizational Capacity Build capacity in the areas of: staffing, leadership, structure, finance, planning.	
Outcome Area Three: Strengthened Alliances Improve coordination, collaboration, and alignment among traditional and non-traditional system partners.	
Outcome Area Four: Strengthen Base of Support Strengthen breadth, depth, and influence of support among public interest groups, and opinion leaders (VISTA are not allowed to engage in political advocacy)	
Outcome Area Five: Improved Policies Improvements at any or all stages of policy change from development through implementation. (VISTAs are not allowed to engage in public policy change efforts- improving host site policies is allowable)	
Outcome Area Six: Changes in Impact Improve social, emotional, physical, and environment conditions for affected populations.	

Additional Comments

(Other ways, not specified above, that your project has shifted or will shift to include and apply and equity lens, and those outcomes):

Note: The 6 Outcome Areas worksheet is also helpful is designing a VISTA project that promotes institutional equity.

VISTA Assignment Description (VAD)

Title:
Sponsoring Organization: Campus Compact of Oregon Project Period: August 2019 – August 2020
Site Name:
Focus Area(s) Primary: Education Secondary: Capacity Building
<i>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 serve to break the cycle of poverty.</i>
Goal of the Project (750 characters max):
Objective of the Assignment: <i>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.</i>
Time Frame (month/year – month/year): <i>Ensure the time frame is reasonable for a VISTA member to accomplish the objective.</i>
Member Activities: <i>Activities describe the step-by-step process to achieving the objective.</i>
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 \$14,136 (for VISTAs serving in Clackamas, Columbia, Multnomah, Washington, and Yamhill counties)
- A living allowance of \$12,311 (for VISTAs serving in any other county of Oregon)
- An education award of \$5,920 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)
- 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 staff appointment (or access to staff amenities: i.e. office keys, access to organizational vehicles, access to shared computer files, organizational ID with library privileges if available, etc.)
- Individual 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 organization webpage.

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.

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

Campus Compact 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.

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 completed, 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 & agreements for a professional 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

- Attendance expectations: who to call if sick, what to do if running late, etc.

Week One Continued:

- 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
- Introductions to staff, faculty, and administrators
- Order business cards for member
- 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
- 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