**Request for Proposal Cover Page**

**Campus Compact of Oregon**

**2020-2021 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, 2020. 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 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).*

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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.

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.*

1. 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.
2. 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.
3. 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).
4. **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.*

1. 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.
2. Describe the objectives, activities, and performance milestones the VISTA will accomplish this year.
3. Describe how you will assess, track, and ensure oversight of project goals.
4. **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).*

1. 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?
2. Describe the roles and responsibilities of the key individuals or groups involved.
3. 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](http://www.irs.gov/publications/p15b/ar02.html).

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.

1. **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.*

1. 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?
2. Describe long-range institutional plans for the areas in which the AmeriCorps VISTA Member will serve.
3. **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.*

1. (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.
2. (250 words) Describe how Campus Compact can support you in your recruitment efforts and strengthen your recruitment plan.
3. 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](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 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](https://multco.us/file/7832/download). The 2020-21 service year marks Campus Compact’s 5th year of supporting host sites in utilizing 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 that holistically considers the needs and experiences of communities most impacted by systemic inequity.

# 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 BIPOC communities. 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 access to resources needed to be successful in our society. Keeping this in mind, we ask that our partners also take steps to identify institutional barriers to equitable programming at their organizations and campuses, 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, effective, and sustainable program outcomes.

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| --- | --- |
| 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)

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| --- |
| Title:    |
| Sponsoring Organization:  Campus Compact of OregonProject Period:  August 2020 – August 2021 |
| 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 serve 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 $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
* Childcare (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](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

# 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

## *Week One Continued:*

* + 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.
* 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