

## AmeriCorps VISTA Member Site Visit Packet

### Site Visit: Overview & Verification

#### PURPOSE:

- To gain a better understanding of the AmeriCorps VISTA Member's service
- To learn about any changes or desired changes to the Member's project or VAD
- To learn about project accomplishments
- To learn about and address challenges
- To review compliance issues, if any

#### THE DAY OF THE VISIT (PROPOSED):

- One-on-one meeting with the AmeriCorps VISTA Member(s)
- One-on-one meeting with site supervisor (and mentors, if desired)
- Meeting with the Member(s), site supervisor, Campus Compact VISTA Program Manager, and VISTA Leader to discuss Project Goals and Member Goal Setting Worksheets

#### BEFOREHAND SITE SUPERVISOR & AMERICORPS VISTA MEMBER WILL:

- Complete Project Goals and Member Goal Setting Worksheet
- Review the site visit questions. *It is not necessary to write out answers to the questions.*

#### BEFOREHAND CAMPUS COMPACT STAFF WILL REVIEW:

- The AmeriCorps VISTA Member's VAD
- Site / Member reports, if applicable
- Communication from AmeriCorps VISTA Member and site
- Compliance issues for site, if any

#### AFTER THE VISIT IS COMPLETE:

- VISTA Program Manager will collect signatures below to verify completion of the site visit
- Campus Compact of Oregon will send the site visit report to Member and Supervisor within two weeks of the visit

### Verification of Site Visit

The site visit questions and AmeriCorps VISTA Member growth and development goals, were discussed with Campus Compact of Oregon staff, the site supervisor, and the Campus Compact of Oregon AmeriCorps Member on: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_

AmeriCorps VISTA Member Signature: \_\_\_\_\_

VISTA Program Manager Signature: \_\_\_\_\_

VISTA Leader Signature: \_\_\_\_\_

## **Site Visit: Project Goals**

*To be completed beforehand and discussed with Campus Compact of Oregon staff during the site visit.*

**To be completed by the Site Supervisor before the site visit. It is encouraged to include the AmeriCorps VISTA Member(s) when completing this document.**

In the table, describe how your project fits with the following VISTA Guiding Principles. Please include a short overview of how you currently utilize and plan to utilize VISTA resources for the remainder of the service year.

### **Anti-Poverty Focus**

The goals of the AmeriCorps VISTA project should address helping individuals and communities out of poverty rather than focusing on making poverty more tolerable.

- What specific accomplishments have been achieved as an organization/site as a direct result of the VISTA program that specifically relates to ending poverty?

### **Capacity Building Endeavors**

AmeriCorps VISTA achieves its mission by assigning members to organizations in order to expand the ability of those organizations to fight poverty.

- What specific accomplishments have been achieved as an organization/site as a direct result of the VISTA program that specifically relates to capacity building?

### **Sustainability**

It is crucial that organizations plan for the eventual phase out of AmeriCorps VISTA Members and the absorption of their functions by other facets of the organization or community.

- What specific organizational strategies have been put in place to sustain the results of the project? What is the plan for transitioning from VISTA resources?

## **Site Visit: Member Goal Setting**

*To be completed beforehand and discussed with Campus Compact of Oregon staff during the site visit.*

**To be completed by the Site Supervisor and the AmeriCorps VISTA Member(s) before the site visit. If there is more than one AmeriCorps VISTA Member at your site, please complete this worksheet for each Member.**

List three areas where the Member could benefit from additional growth. The outlined areas can be personal or professional. Please include a brief description of the area and a short plan for how the AmeriCorps Member plans to achieve the growth and development in these areas and how the site will support the Member in this effort.

**Area 1:**

**Area 2:**

**Area 3:**

# **Site Visit: Member Questionnaire**

*To be discussed in one-on-one with Campus Compact of Oregon staff on day of visit*

AmeriCorps VISTA Member Name: \_\_\_\_\_

Institution: \_\_\_\_\_ Date: \_\_\_\_\_

## **DAY-TO-DAY SERVICE EXPERIENCE:**

- Have there been any changes to your VAD? If so, please explain the differences.
- Are you making progress towards your VAD goals?
- Is there any support Campus Compact can provide you in completing quarterly reports?
- What are your greatest accomplishments and what stands out for you as being a success?

## **PROJECT SUPPORT:**

- What role does your supervisor play in assisting you? Do they help with project planning, access to resources, reporting, and anything else you need to perform your service activities? Do you have regular one-on-one meetings with your supervisor?
- Who else on staff supervises, mentors, or works closely with you? How do they support your project? Do you have regular meetings with this team or individual?
- Do you feel comfortable raising concerns or issues with your supervisor?

## **SERVICE RESULTS & GOALS:**

- What personal and professional goals do you have for yourself at this point and do you feel that your service year is helping you to move forward in these areas?

## **TRAINING:**

- What training have you received from your placement site?
- What outside training opportunities have you sought out, if any?
- What additional training would you benefit from?

**NETWORK & NATIONAL SERVICE:**

- Do you feel connected to the other Campus Compact of Oregon AmeriCorps team members?
- What have been the benefits of working with the Campus Compact of Oregon AmeriCorps VISTA Program?
- What have been the challenges of working with the Campus Compact of Oregon AmeriCorps VISTA Program?
- Are there specific areas Campus Compact of Oregon can provide you with further assistance?

**OTHER COMMENTS, QUESTIONS, OR CONCERNS:**

# **Site Visit: Supervisor Questionnaire**

*To be discussed in one-on-one with Campus Compact of Oregon staff on day of visit*

Supervisor Name:

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Institution:

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Date:

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## **DAY-TO-DAY SERVICE EXPERIENCE:**

- What have been the results of the AmeriCorps VISTA Member's work?
- Is this on track with the project goals? Why or why not?
- Has the Member's initial role changed because of their individual skills, strengths, or any other reason?
- Have you made any changes to the VAD?

## **PROJECT SUPPORT:**

- How often do you meet one-on-one with the AmeriCorps VISTA Member (When they started versus now, if different)?
- Do you assist the AmeriCorps VISTA Member with project planning, access to resources, and anything else the AmeriCorps VISTA Member needs to perform their service activities?
- How often do you communicate positive and constructive feedback and what's the most effective way you've discovered for communicating feedback?
- One of the reasons for AmeriCorps VISTA Member attrition is that they don't feel appreciated for the work they do. How do you ensure that the VISTA realizes the strengths and contributions they bring to the organization and what practical means have you discovered for showing appreciation?
- Have you had any challenges?
- Do you have any policies or procedures to ensure the Member's safety (i.e. the AmeriCorps VISTA Member provides their calendar when they travel to different project sites, has a cell phone in case they break down when traveling for business, is trained in the campus vehicle protocol, is aware of escape routes and lockdown procedures [text alerts], walkie talkie, etc.)?

**SERVICE RESULTS & GOALS:**

- What professional development or site specific benefits has the AmeriCorps VISTA Member received during this year of service?
- Have you received any specific campus or community feedback on the Member's work?

**TRAINING:**

- What training have you provided or procured for the AmeriCorps VISTA Member?
- What specific training would the AmeriCorps VISTA Member benefit from at this time?

**FEEDBACK:**

- Do you plan on applying for an AmeriCorps VISTA Member next year? If yes, what questions or concerns do you have?
- What was your role in developing this AmeriCorps VISTA Member position/project? What changes do you anticipate making in the future?
- Are there specific areas where Campus Compact of Oregon can provide you with further assistance?

**OTHER COMMENTS, QUESTIONS, OR CONCERNs:**