|  |  |
| --- | --- |
|  | **Campus Compact of Oregon** **AmeriCorps VISTA****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):**

* Tour of site and VISTA Member’s work area. This can include the community and off-site locations if applicable (i.e.; community service site, partner locations, etc.)
* One-on-one meeting with the AmeriCorps VISTA Member
* One-on-one meeting with site supervisor (and mentors, if desired)
* Campus Compact of Oregon lunch with the AmeriCorps VISTA Member
* Meeting with the Member, site supervisor, Campus Compact VISTA Program Manager, and VISTA Leader to discuss Goal Setting Worksheet

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

* Complete Goal Setting Worksheet
* Look over the site visit questions. It is not necessary to write out answers to the questions
* Arrange for organization and/or community tour

**BEFOREHAND CAMPUS COMPACT STAFF WILL REVIEW:**

* The AmeriCorps VISTA Member’s VAD
* Site / Member reports, if applicable
* Communication from AmeriCorps VISTA Member and site
* Disciplinary issues for the AmeriCorps VISTA Member, if any
* 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, and an update on personal and medical days remaining, 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: Member Questionnaire**

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

AmeriCorps VISTA Member Name:

Institution: Date:

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

* Do you have an adequate workspace and access to a phone, computer, fax, e-mail, and other resources necessary to perform your service?
* How would you describe your service activities? What is your day-to-day experience like, and what are the projects you are working on? (Explain what you do at your placement site.) Have there been any changes to your VAD?
* Is the position what you anticipated? How so, and if not, why?
* Are you making progress towards your VAD goals and are the goals realistic?
* Do you feel like you have too little or too much to do?
* Do you feel comfortable with the Campus Compact of Oregon reporting process? What systems do you use or have you created to track your work and your progress for your quarterly reports?
* What are your greatest accomplishments and what stands out for you as being a success?
* What are your greatest challenges and what obstacles have you overcome?

**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?
* Who on else staff supervises, mentors, or work 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?
* Is your supervisor supportive of your AmeriCorps commitments (i.e. trainings, meetings, etc.)?
* How supportive is the organization as a whole of your projects and your role as a national service member?

**SERVICE RESULTS & GOALS:**

* Who do you feel are the beneficiaries of your service?
* Do you feel that the service you’re providing is unique and would not otherwise be accomplished?
* 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:**

* When you started, did you feel prepared to perform your service activities?
* 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?
* Do you feel connected to the AmeriCorps community at large and that you’re part of a national service movement?

# 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?

**Site Visit: Supervisor Questionnaire**

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

Supervisor Name:

Institution: Date:

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

* Please describe the service the AmeriCorps VISTA Member is providing your organization.
* What have been the results of the AmeriCorps VISTA Member’s work?
* Is this on track with your expectations? 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:**

* Who on staff supervises, mentors, or works closely with the AmeriCorps VISTA Member? How often does this team meet?
* How often do you meet one-on-one with the AmeriCorps VISTA Member (When they started versus now, if different)?
* What role do you play in assisting the AmeriCorps VISTA Member with project planning, access to resources, and reporting?
* 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 problems, disciplinary or otherwise, with the AmeriCorps VISTA Member?
* 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, etc.)?

**SERVICE RESULTS & GOALS:**

* What benefits do you feel the AmeriCorps VISTA Member is receiving from this year of service?
* Who benefits from the AmeriCorps VISTA Member’s service, both directly and indirectly?
* Have you received any specific campus or community feedback on the Member’s work?
* Do you feel that the service the AmeriCorps VISTA Member provides is unique and it would not otherwise be accomplished?

**TRAINING:**

* When the AmeriCorps VISTA Member started, do you feel they were prepared to serve the community and meet the goals of their VAD?
* 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 the Campus Compact of Oregon can provide you with further assistance?

**OTHER COMMENTS, QUESTIONS, OR CONCERNS**

**Site Visit: Project Goals**

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

In the table, please include a short overview of your institution’s goals for the AmeriCorps VISTA project and a brief description of how you currently utilize and plan to utilize VISTA resources for the remainder of the service year.

|  |
| --- |
| **Describe how your project fits with the following VISTA Guiding Principles** |
| **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.* How has having a VISTA at your site improved your school’s ability to prevent individuals and families from entering poverty and/or helped people and communities transition out of poverty?
 |
| How do the mission and goals of the organization/site AND the VISTA Project specifically address ending poverty?What specific accomplishments have you achieved as an organization/site AND as direct result of the VISTA program that specifically relate 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. * How has hosting a Campus Compact of Oregon VISTA mobilized resources and/or increased the capacity of your campus/organization to better address the needs of the community?
 |
| What goals do you have as a site/organization in terms of capacity building? How is the VISTA Project specifically addressing these goals?What specific accomplishments have you achieved as an organization/site AND as direct result of the VISTA program that specifically relate to capacity building? |
| **Sustainability:** It is crucial to the concept of local self-reliance 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 you put in place to sustain the results of the project? What is your plan for transitioning from VISTA resources?
 |
| What are your goals for a complete transition from VISTA resources at your site?What specific accomplishments have you achieved so far towards these goals? |

**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 Site Supervisor and the AmeriCorps VISTA Member **before the site visit**. 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:** |