

VISTA Supervisor Calendar & Checklist

May – June 2016

- May 2, Recruitment begins when your VADs are approved by CNCS
- Set aside time to recruit your VISTA Member, review applications, and interview
- Once you've identified your VISTA, contact Campus Compact. We'll call references (unless you prefer to) and officially offer the position.
- June 24, Recruitment Deadline

July – August 2016

- Support your Member with housing
- Develop comprehensive orientation to get your VISTA started on right foot
- Order business cards with VISTA logo
- Add VISTA logo to website, put up VISTA recognition items
- Get faculty/staff appointment set-up or access to amenities (i.e. office keys, access to vehicles, shared computer files, college ID with library access, etc.)
- Secure desk space with supplies, computer with internet, email address, and phone
- Notify member about site requirements and where to go on their first day

August 29, 2016

- VISTA's First Day of Service at Your Site

September 2016

- September 9-11: VISTA out of office for Campus Compact In-Service Training
- September 29: VISTA out of office for AmeriCorps Kickoff at PSU

October 2016

- Fall Check-in over phone with VISTA Program Manager**
- October 10: Member Development Plan due to Campus Compact**
- October 22: Make A Difference Day (VISTA must serve at, or create, and event)
- October 28: Winter Service Plan due to Campus Compact**
- Make a Difference Day Report due to Campus Compact

November 2016

- Veterans Day: VISTAs are required to serve at site or alternate site

December 2016

- December 7-9: VISTA out of office for Campus Compact In-Service Training
- December 9: Supervisor attend racial justice and equity training in Turner, OR**
- December 16: First quarterly report due to Campus Compact (please review)**

January 2016

- January 16: MLK Day of Service (VISTA must serve at, or create, and event)
- January 27: Mid-Term Member Performance Evaluation Due to Campus Compact**
- MLK Day of Service Report Due to Campus Compact
- VISTA RFP is released (must reapply every year)
- Plan a mid-year celebration for your VISTA

February – April 2017

- Campus Compact Site Visits with Program Manager and VISTA Leader(s)***
- Continue to discuss and support VISTAs personal and professional goals
- March 10: Second quarterly report due to Campus Compact (please review)***

May 15, 2017

- VISTA Out of Office for Life After AmeriCorps

June 2017

- TBD: VISTA out of office for Campus Compact In-Service Training
- June 9: Third quarterly report due to Campus Compact (please review)***

July 14, 2017

- End of Term Member Performance Evaluation due to Campus Compact***

August 2017

- Plan a going away party for your VISTA
- August 11: VISTA Graduation Ceremony with Campus Compact
- August 20: Final quarterly report due to Campus Compact (please review)***
- August 26: Last Day of Service

Additional Requirements

- Two timesheets per month, signed by supervisor