

Please read this Guide to Entering VISTA Service immediately, as there are several action steps you must take now in order to officially start service as an AmeriCorps VISTA member. Please put these required dates and times on your calendar so that you remember them.



Guide to Entering VISTA Service

Thank you for your commitment to economic and social equity. Over the next year you will help mobilize resources and build the capacity of important programs in the communities you'll be serving.

You are enrolled in a **Virtual Member Orientation (VMO)**. The VMO is a self-directed onboarding and orientation that takes place before you start service and continues at your project site. Your service as an AmeriCorps VISTA member begins on **Monday, June 11th 2018**. You need to be in the office of your VISTA project that day.

DATES & DEADLINES

- **Countdown to VISTA Service Webinar:** Tuesday, June 5th – 3:00-4:00 pm Eastern Time (ET) *
- **Pre-Work Deadline:** Wednesday, June 6th
- **Start Date & Launching Your VISTA Service Webinar:** Monday, June 11th – 3:00-4:30 pm ET *
- **Fingerprint Deadline:** Wednesday, July 11th

***Time Zone Reference**

Based on your time zone and Daylight Savings Time, the webinar will start at this time:

Eastern & Puerto Rico – 3:00 pm

Central – 2:00 pm

Mountain – 1:00 pm

Pacific & Arizona – 12:00 pm

Alaska – 11:00 am

Hawaii – 9:00 am

PRE-WORK – BEFORE June 6th

You must complete four key steps before starting VISTA service:

If these are not completed by the Pre-Work **deadline of June 6th** you will not be able to begin VISTA service on June 11th.

1. **Take** the [self-directed courses on the VISTA Campus](#)
2. **Complete** the onboarding forms on my.americorps.gov
3. **Register here** for the “Countdown to VISTA Service” webinar (June 5th) and the “Launching Your VISTA Service” webinar (June 11th).
4. **Attend** the [Countdown to VISTA Service](#) webinar on June 5th at 3 pm ET.
 - a. Please plan to join the webinar 10 minutes before the start time as it may take a few minutes for the WebEx platform to load on your computer.

YOUR FIRST DAY IN THE OFFICE

On your first day, Monday, June 11th your VISTA supervisor will walk you through the specifics of your VISTA service which will begin your On-Site Orientation and Training (OSOT). OSOT introduces you to your sponsoring organization, the community you'll be serving, sponsor policies and procedures, and much more. It'll likely span a couple of weeks and involve both formal and informal learning.

Also on your first day you must attend the **Launching Your VISTA Service webinar at 3:00 pm ET**. In this webinar, we will highlight the VISTA program's mission, discuss your VISTA Assignment Description (VAD), and direct you to where you can find resources and get support. Most importantly, we will swear you in to VISTA service.

Lastly, your supervisor will give you a fingerprint kit. You must submit two completed fingerprint cards to VISTA Headquarters **by Wednesday, July 11th, 2018**.

HAVE QUESTIONS?

About where to report on your first day: contact your supervisor at the VISTA project or your Corporation State Office (<http://www.nationalservice.gov/stateoffices>).

Relocating: first read the VISTA Travel Fact Sheet (<https://www.vistacampus.gov/resources/vista-travel-fact-sheet>). If you have additional questions, call the VISTA Member Support Unit (VMSU) via the National Service Hotline at 800-942-2677 or e-mail VMSU@cns.gov.

Special Considerations: If you would like us to consider any unique, personal circumstances or accommodations—for example physical or emotional support, gender identity, or learning challenges—send an email to jburch@cns.gov.

VISTA Campus technical assistance: email VISTACampus@educationnorthwest.org

Fingerprinting: email VISTAfingerprint@cns.gov

Sincerely,

Jessica Burch

Training Coordinator
CNCS | AmeriCorps VISTA (Alum)
250 E St SW | #2225B | Washington D.C. 20525
Office: (202) 606-3911



GO WHERE YOU'RE NEEDED.