

Hello,

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 serve.

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 VISTA service begins on **Tuesday, September 4, 2018**. You need to be in the office of your VISTA project that day.

KEY DATES

Tuesday, August 28 Countdown to VISTA Service webinar
3:00 - 3:45 pm ET*

Wednesday, August 29 deadline for onboarding coursework and forms

Tuesday, September 4 your first day of VISTA Service
3:00 - 4:30 pm ET* Launching Your VISTA Service webinar

Thursday, October 4 Fingerprints due at VISTA Headquarters

** If you are not sure about the time the webinar starts in your time zone, [click here to check](#).*

PRE-WORK – BEFORE August 29th

You must complete four key steps before starting VISTA service:

If these are not completed by the Pre-Work deadline of August 29th, you will not be able to begin VISTA service on September 4th.

1. **Take** the [self-directed pre-service coursework](#) on the VISTA Campus

2. **Complete** the onboarding forms on my.americorps.gov
3. **Register here** for your two webinars:

Countdown to VISTA Service webinar – **Tuesday, August 28th, 3:00-3:45 p.m.** This live session provides essential information so you are prepared to begin service, and offers a chance to get your questions answered.

Launching Your VISTA Service webinar – **Tuesday, September 4th, 3:00-4:30 p.m.** This lives session further introduces you to the mission and history of the VISTA Program, gives more detail about your service, and concludes with the oath of service.

4. **Attend** the Countdown to VISTA Service webinar (August 28th at 3pm ET) and the Launching Your VISTA Service webinar (September 4th at 3pm ET)
 - Join each webinar at least 10 minutes before the start time to join the webinar.

YOUR FIRST DAY IN THE OFFICE

On your first day, September 4th, your VISTA supervisor will walk you through the specifics of your VISTA service which marks the beginning of your On-Site Orientation and Training (OSOT). OSOT introduces you to your sponsoring organization, the community you are serving, sponsor policies and procedures, and much more. OSOT will likely span a couple of weeks and involve both formal and informal learning.

Also on your first day, you must attend **Launching Your VISTA Service 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 various resources and 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 **Thursday, October 4, 2018**.

HAVE QUESTIONS?

About where to report on your first day: contact your supervisor at the VISTA project or your [Corporation for National and Community Service \(CNCS\) State Office](#).

Relocating: first read the [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 epowell@cns.gov.

VISTA Campus technical assistance: email VISTACampus@educationnorthwest.org

Fingerprinting: email VISTAfingerprint@cns.gov

Other questions: email epowell@cns.gov
