

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 will 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 begins on **Monday, February 5th, 2018**. You need to be in the office of your VISTA project that day.

Pre-Work – BEFORE JANUARY 31ST

You must complete four key steps before starting VISTA service:

If these are not completed by the Pre-Work **deadline of January 31st**, you will not be able to begin VISTA service on February 5th.

1. **Take** the [self-directed courses on the VISTA Campus](#)
2. **Complete** the onboarding forms on my.americorps.gov
 - a. Please note: The my.americorps.gov system will be unavailable Friday February 2nd-Monday, February 5th.
3. **Attend** the [Countdown to VISTA Service webinar](#) on January 30th
 - a. Click the above link at least 10 minutes before the start time to join the webinar
4. **Register** for the February 5th Launching Your VISTA Service webinar [here](#).

YOUR FIRST DAY IN THE OFFICE

On your first day, February 5th, 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 3:00pm 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, March 7th, 2018**.

DATES & DEADLINES

Countdown to VISTA Service Webinar:

Tuesday, January 30th
3:00-4:00pm ET *

Pre-Work Deadline:

Wednesday, January 31st

Start Date & Launching Your VISTA Service Webinar:

Monday, February 5th
3:00-4:30pm ET *

Fingerprint deadline:

Wednesday, March 7th

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

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 VISTATrainingSupport@cns.gov.

VISTA Campus technical assistance: email VISTACampus@educationnorthwest.org

Fingerprinting: email VISTAfingerprint@cns.gov

