

Webinars for AmeriCorps VISTAs

AmeriCorps VISTA 50th Anniversary

Nuts and Bolts of Organizing a Community Event

To join the audio portion, please dial:

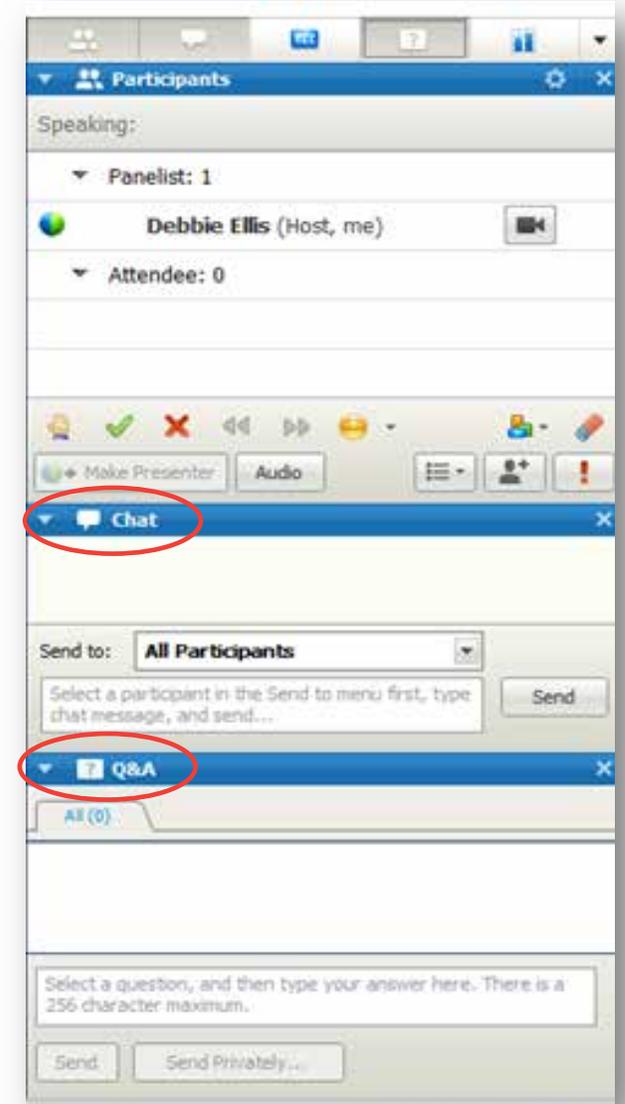
888-455-9767 Passcode: **7357940**.

This session will begin shortly.

Tips For Participating

Webinars for AmeriCorps VISTAs

- Submit questions to the presenter at any time using the Q & A feature.
- Share tips, resources, and ideas with other attendees using the Chat feature.
- Phones are muted
 - Phones will be open for Q&A later
- Links and recording will be available after the session



Webinars for AmeriCorps VISTAs

AmeriCorps VISTA 50th



VISTA

50 years

Volunteers In Service To America

Corporation for
NATIONAL &
COMMUNITY
SERVICE 



Today's Team



Liz Matthews
AmeriCorps VISTA
Outreach Specialist,
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Billy Brown
Pennsylvania State
Program Director,
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Carol Hunter
Chief Administrative
Officer, Truly Living
Well

Today's Agenda

- Event timeline & goals
- Ingredients for a successful event
- Community Summits and Events
- Role of the Organizer
- Tools to assist you in planning an event
- Tips from Organizers that have already started
- Q&A

AmeriCorps VISTA 50th Anniversary

- National Solutions Summit
 - Washington, DC: February 25, 2015
- Community Summits & Events
 - Throughout 2015
- Community Solutions Spotlights
 - Philadelphia, PA: April 2015
 - Appalachian KY: June 2015
 - Salt Lake City, UT: August 2015
 - Minneapolis/St. Paul, MN: October 2015
 - Austin, TX: December 3, 2015
- Solutions Incubator
 - February - November 2015
- Solutions Showcase
 - December 2015



Event Goals

- Celebrate & Innovate
- Honor past and present members, projects and communities
- Bring greater visibility to AmeriCorps VISTA members and projects
- Bring service-minded, solution-minded people together and build new networks of change agents
- Identify innovative and lasting solutions to poverty in the 21st Century

Ingredients for all Types of Events



- Locally inspired
- Platform to show impact of AmeriCorps VISTA in your city, county, state
- Hear from speakers that have a strong connection to AmeriCorps VISTA
 - Current members and leaders
 - Alumni
 - Beneficiaries
 - Sponsors
 - Local celebrities
- Engage local Congressional, nonprofit and business leaders
- Showcase local artists and performers

Community Solutions Summits Model

- Summits should take place between February-June 2015
- Community members come together to celebrate AmeriCorps VISTA's local impact
- During the summits, participants will:
 - Reflect on AmeriCorps VISTA's impact
 - Identify local poverty-related issues and brainstorm solutions
 - Determine which solutions should be developed during the "Solutions Incubator" phase

Community Events

- Community events can take place anytime between February-November 2015
- Ideas for themes:
 - “50 Years of Volunteers in Service to America: Past, Present, and Future”
 - “A Celebration of Service: AmeriCorps VISTA through the Decades”
 - “Fighting Poverty as an AmeriCorps VISTA Volunteer: Stories from New Mexicans/Californians/etc. in Service”



Community Event Organizer Role

- **Responsibilities of event organizers include:**
 - Recruit and coordinate a planning committee
 - Secure a location and coordinate logistics
 - Promote the summit
 - Ensure the event agenda is implemented
 - Follow-up with participants
 - Participate in webinars

Community Event Organizer Role (cont.)

- An ideal organizer will have the following skills and experience:
 - Event planning and coordination
 - Recruitment and volunteer management experience
 - Team building and motivational experience connecting community members and leaders
 - *A passion for AmeriCorps VISTA, bringing people together, and improving their community*

Roles to Support the Organizer...

- Planning Committee
 - *Recruitment Coordinator*
 - *Logistics Coordinator*
 - *Facilitator Coordinator*
 - *Promotions Coordinator*
 - *Volunteer Coordinator*
- Summit Specific Roles
 - *Facilitator(s)*
 - *Incubator Workgroup Leader*



Community Summit & Event Organizer Kit

- The Organizer Kit will guide and support the work of the Organizers in creating a successful community-based events. Topics include:
 - An overview of the 50th Anniversary core components
 - Organizer & Planning Committee roles
 - Supplementary resources:
 - sample promotional flyer
 - sample agenda
 - sample e-mails and letters

Steps to Organize an Event

1. Decide you want to organize and let us know!

VISTA50@cns.gov

2. Recruit a leadership team

3. Plan your event logistics & register

4. Develop your agenda

5. Recruit participants

6. Promote the event

ORGANIZER CHECKLIST

Here is a checklist of things to consider as you organize your AmeriCorps VISTA 50th Community Solutions Summit. Use this list along with the accompanying materials to help you with each step along the way.

Before the Community Summit

- Sign up to organize a Community Solutions Summit
- Recruit a leadership team to help you organize the Community Summit
- Find an event location
- Recruit volunteers and facilitators for the day of the event
- Send invitation to potential participants (at least 6 weeks prior)
- Start promoting your event through traditional and social media
- Reach out to the media to get press coverage for your event
- Confirm event logistics with venue (1 week prior)
- Provide your volunteers and facilitators with event logistics information
- Send reminder to registered participants (1 week and 2 days prior)
- Create/print event signage
- Create/print name tags or purchase blank tags for participants to fill in during registration

During the Community Summit

- Check-in all attendees
- Follow the agenda provided in this kit
- Take pictures and videos that you can share on social media
- Clearly outline next steps for participation in the Solutions Incubator
- Distribute and collect the evaluation
- Thank everyone for attending
- See [Day of the Community Solutions Summit checklist](#), for further details

Post - Community Summit

- Send a thank-you email to all guests and tell them about next steps for the Solutions Incubator
- Post photos of your event on social media and use tag/hashtag #VISTA50
- Pass along any information to the Solutions Incubator work group leaders

Additional Tips

- Involve AmeriCorps VISTA members, leaders and alumni in the planning process
- Reach out to local nonprofits that may have available event space
- Tie into existing community events
- Feature speakers that will resonate with the local community

Tips from Organizers

Billy Brown

Pennsylvania State Program Director, CNCS



- Planning Community Solutions Summit
- Collaboration with the Philadelphia Social Innovations Journal
- Developing publication
- Working with volunteer committee comprised of AmeriCorps VISTA members, alumni, and sponsor organization staff

Tips from Organizers

Carol Hunter

Chief Administrative Officer, Truly Living Well

- Community Solutions Summit: End Food Insecurity
 - Identify Need or Community Concern
 - Coalesce Partners
 - Rallying Support
 - Securing Space
 - Selecting Dates
 - Preparation, Planning, Promotion!
 - Follow-up



Q & A



Thank You for Your Participation!

Webinars for AmeriCorps VISTAs

If you have further questions or for more information,
contact us: VISTA50@cns.gov

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<http://www.vistacampus.gov/webinars>

Evaluation

Webinars for AmeriCorps VISTAs

Please complete evaluations

Thank you very much for your time and participation!