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## Weekly Meeting

VISTA Member and Supervisor Names: \_\_\_\_\_

Date: \_\_\_\_\_

*VISTA Members: Use this document to prepare for your weekly meeting with your supervisor by listing and making notes about the projects you are working on. We hope this will help you stay on course and focus on your achievements as an AmeriCorps VISTA. Be sure to let your supervisor know about all the great work you are doing each week!*

**List all systems or events you are building or improving, including program or organization-wide systems (what we do and how we do it), changes or improvements to our facilities (where we do things), or systems related to clients, volunteers, or partners (who we do things with).**

**VISTAs are charged with building the organizational, administrative, and financial capacity of anti-poverty organizations. How will your projects make Our House and its programs bigger, stronger, or more successful?**

**Sustainability should always be a part of capacity building. For the projects listed above, what are you doing to ensure sustainability?**

**How can your supervisor help you move forward on your projects this week?**

**Write down at least one recent accomplishment related to your VISTA service to share with your supervisor.**