



Welcome to

Accomplishing Your VISTA Assignment

Corporation for
NATIONAL &
COMMUNITY
SERVICE 



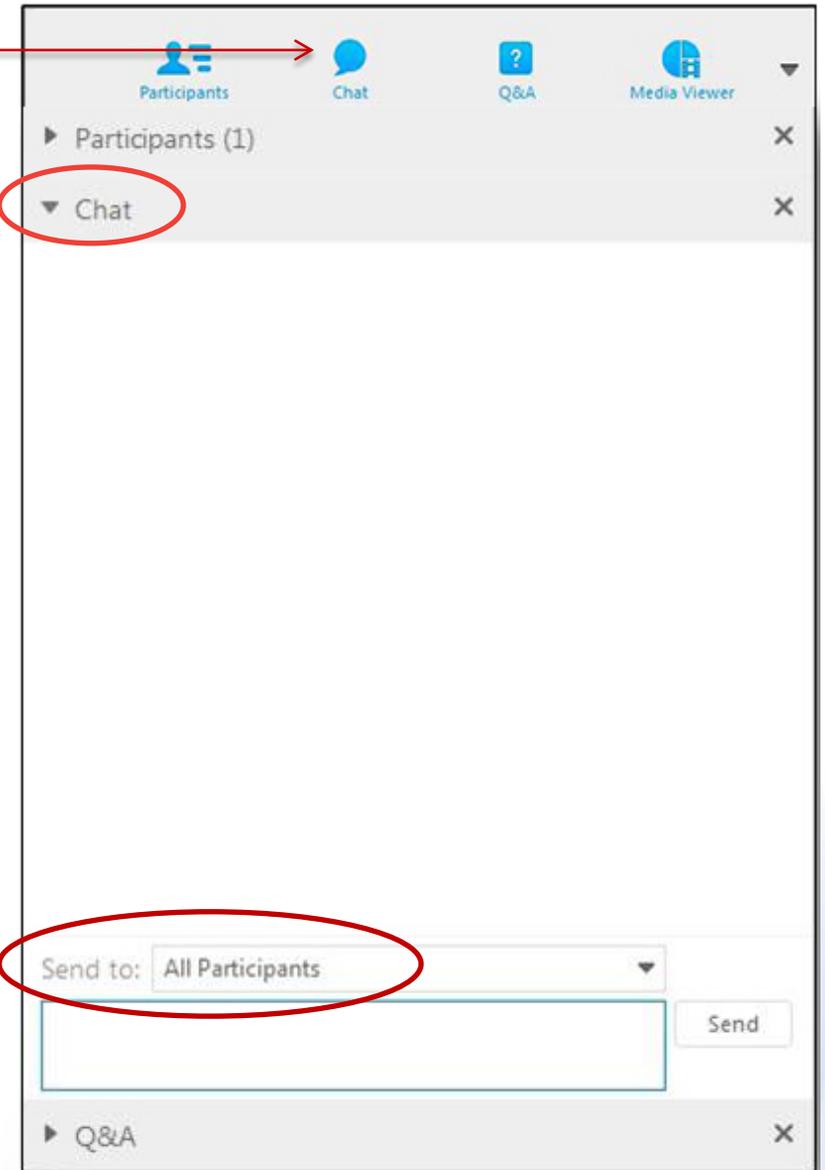
Dial:

Passcode:

Share Your Thoughts

- What new information or skills do you need to succeed with your VAD or living as a VISTA?

Click this button if you don't see the chat panel.



Today's Agenda

- The Individual Development Plan
- The VISTA Campus
- Additional resources
- Next Steps

Individual Development Plan



VISTA Individual Development Plan

	Knowledge and skills needed to accomplish VAD	Priority L M H	Learning Opportunities / Resources
1			
2			
3			

Activity

- Fill in the last box of your Individual Development Plan

		VISTA Individual Development Plan	
	Knowledge and skills needed to accomplish VAD	Priority L M H	Learning Opportunities / Resources
1	Fundraising	H	

The VISTA Campus



VISTA *Campus*



LOGIN

SEARCH



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CONNECT & LEARN

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SUPERVISORS

CELEBRATE &
INNOVATE
Get Involved



VISTA

50 years
Volunteers In Service To America



Login Now

Learn More,
Serve
Better.

E-mail

Or legacy VISTACampus username.

Password

Create new account

I forgot my password

LOGIN

VISTA History



50 years

Look back on 50 years of VISTA history in the context of key events in U.S. history with this interactive timeline.



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VISTA History and Mission

VISTA Program Areas

How to Apply to AmeriCorps VISTA

INNOVATE
Get Involved



Volunteers

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Announce



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ALUMNI

Alumni Welcome and FAQ

Stories of Service

Be an Ambassador

Alumni Forum

Donate



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- Planning
- Recruiting
- Managing

FUNDRAISING

- Raising Funds From Individuals
- Grant Writing
- Planning Events

COMMUNICATION AND MARKETING

- Improving Communication
- Marketing
- Working With the Media
- Using Social Media

VISTA PROGRAM AREA RESOURCES

- Tutoring and Mentoring
- Disaster Recovery
- Financial Literacy
- Together for Tomorrow

OTHER

- Poverty in America
- Workplace and Service Site
- Building Partnerships
- Community Development
- Project Management





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Managing Your Year

Navigating the VISTA Lifecycle



Planning | Lesson | Reference, Training | Introductory

Take this tutorial to familiarize yourself with what to expect in the cycle of service year to prepare for the highs and lows that VISTAs often encounter.

Additional tags: Coaching, Member Support

★★★★★ *Your rating: None | Average: 3.9 | (24 votes)*



12 STEPS TO TIME MANAGEMENT

Planning | Document (PDF, Word, Excel, or PowerPoint) | Reference | Introductory

Review this list for tips on how to be more productive.

★★★★★ *Your rating: None | Average: 4.4 | (24 votes)*



VISTA POLICY ON MEMBERS ATTENDING COURSES

Document (PDF, Word, Excel, or PowerPoint) | Background, Reference | Introductory



RESPONDING TO RESISTANCE

Communication, Listening, Problem Solving, Conflict Resolution, Building Partnerships | Document (PDF, Word, Excel, or PowerPoint) | Reference | Introductory

Use these tip sheets for communication strategies to help resolve conflicts and unblock processes.

★★★★★ *Your rating: None | Average: 4.1 | (13 votes)*



INCREASING COLLABORATION - TOOLKIT FOR VISTAS

Document (PDF, Word, Excel, or PowerPoint) | training resources

Navigating the VISTA Lifecycle

Navigating the VISTA Lifecycle

Introduction: The ups and downs of your service year

A Year of Activities

Learning: Setting Out

More About "Setting Out"

Learning: Learning the Ropes

Doing: Cautiously Contributing

Doing: Performing at Your Best

Teaching: Transferring Capacity

Making a Plan

Conclusion

SEARCH

It's natural to feel ups and downs during the service year. For some, the beginning may be hard. For others, the end is a challenge. Expect to experience a range of emotions during your time as a VISTA. Part of coping is being aware of how and when you might encounter challenges and opportunities.

What are some challenges, opportunities, and needs you might have in the first month of your service year—the **Setting Out** phase? There are some examples below; add your own and then click **Continue**. You will have the opportunity to review all your answers at the end of this exercise.

Setting Out: VISTA Assignment	
Challenges	Example: I'm not sure I can actually do some of the tasks in my VAD.
	<input type="text"/>
Opportunities	Example: I went to a community meeting.
	<input type="text"/>
Needs	Example: I need to meet the key people in the community.
	<input type="text"/>



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VISTA Member Handbook

VISTA Member Handbook

Introduction

Chapter 1: Background & Purpose

Chapter 2: Overview of Your Year in AmeriCorps VISTA

Chapter 3: Working at Your Project

Chapter 4: Training & Technical Assistance

Chapter 5: Financial Support

Chapter 6: Education Benefits

Chapter 7: Travel & Transportation Support

Chapter 8: Health Benefit and Health Care Support

Chapter 9: Leave Benefits

Chapter 10: AmeriCorps VISTA Leader

Chapter 11: End-of-Service

Chapter 12: Administrative Policies

Chapter 13: Other Terms & Conditions of Service

Chapter 14: Basic Laws & Federal Regulations

Appendices

Image Gallery



Your rating: None
Average: 4.2
(10 votes)

Planning, Workplace and Service Site | PDF, Lesson | Background, Reference | Introductory

Welcome to the VISTA member handbook. Click the link to "Chapter 1" to begin.

[VISTA Member Handbook en Español.](#)

Additional tags: VISTA History and Mission, VISTA Benefits, Terms of Service, Member Support, Policy, Member Handbook, Intermediary Supervisor, Sub-site Supervisor, Single-site Supervisor



[Chapter 1: Background & Purpose >](#)

[Add this to my learning plan >](#)

[Suggest this resource to someone >](#)



CELEBRATE &
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Get Involved



VISTA

50 years
Volunteers In Service To America



Learning Plan

Complete your required learning and
access tools to support your work.

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VISTA 50th Anniversary Timeline

Managing Your Living Allowance

New Resources for The Work

View all



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Volunteers In Service To America

VISTA Blend

Online Courses for College Credit

- * Resource Development
- * Volunteer Mobilization

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Raising Funds From Individuals

\$ Marks the Spot



Planning, Fundraising, Communications and Marketing, Building Partnerships | Video | Reference, Training | Introductory

Watch this short animated video for expert advice on community fundraising and organizing. The video will give you concrete ways to develop a community-based fundraising plan.

★★★★★ Your rating: None | Average: 4.1 | (13 votes)



INDIVIDUALS WRITING TO INDIVIDUALS

Communication, Writing, Fundraising | Lesson | Reference | Introductory

Examine essential elements of a direct mail fundraising campaign with this tutorial.

★★★★★ Your rating: None | Average: 4.4 | (5 votes)



BUILDING FUNDRAISING VOLUNTEER CHAMPIONS

Communication, Working with Volunteers, Fundraising | Lesson | Reference | Introductory

Utilize your board to identify and cultivate potential donors. This course will teach you six important strategies to empower your volunteer leadership to raise funds for your program.

★★★★★ Your rating: None | Average: 4.1 | (10 votes)



WEBINARS FOR VISTAS: FUNDRAISING AND RESOURCE DEVELOPMENT

Fundraising, Community Development | Recorded Webinar | Background, Training | Introductory

Learn the basic concepts of fundraising and review related tools on the VISTA Campus. This webinar was



SUCCESSFUL VOLUNTEER-LED PHONATHONS

Planning, Working with Volunteers, Fundraising, Communications and Marketing | Web Page (HTML) | Job Aid | Introductory



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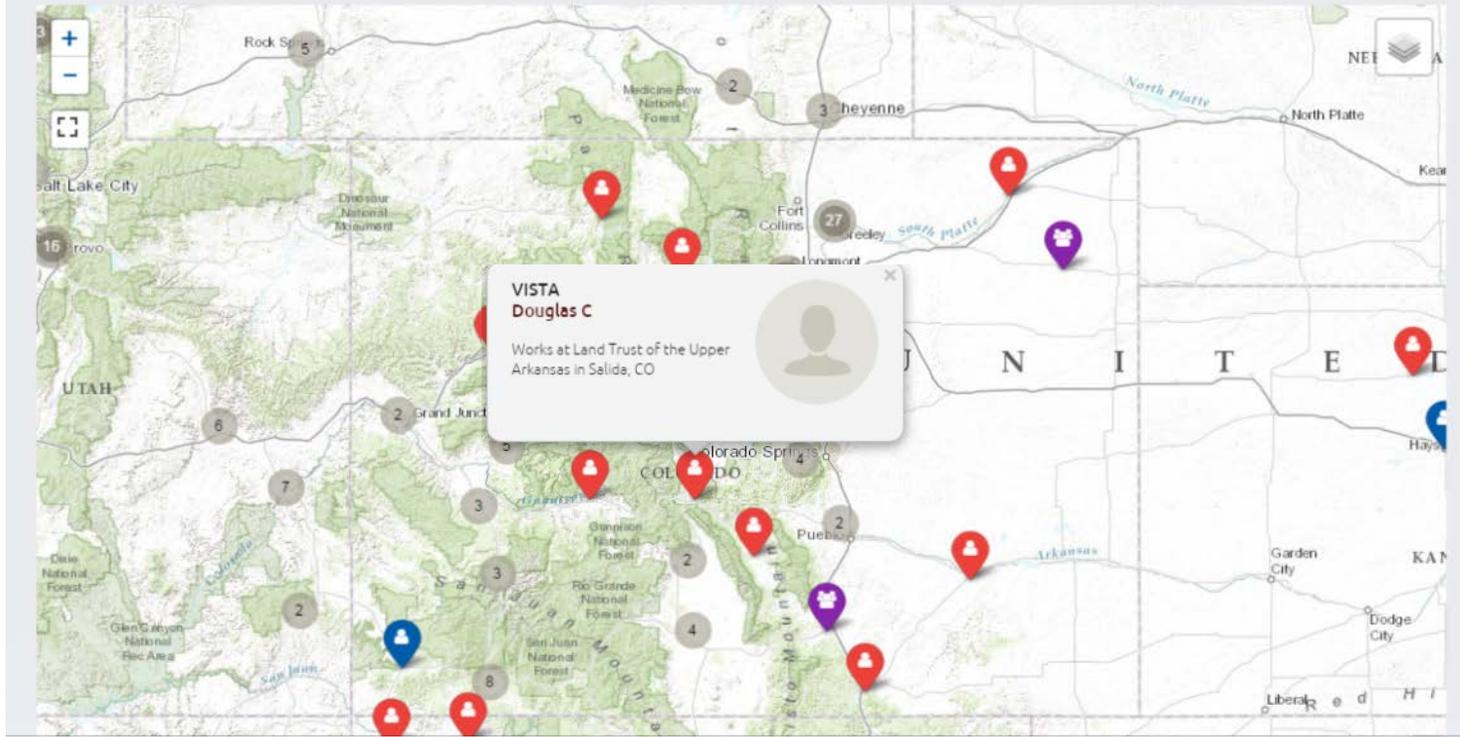
Appointments

VISTA Map

Search the map to find and connect with VISTAs, Supervisors, and Alumni in your area. You can also search for connections by name through the [Learning Connections](#) page on your user account. (Learning connections are available only to logged-in users.)

FILTERS

 VISTA  Supervisor  Leader  State Officer  Alum  Multiple VISTAs





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Upcoming VISTA Webinars

When you register for a webinar, you will receive a confirmation email. Please keep this information to sign in at the time of the webinar.

Questions? Email us at vistawebinars@cns.gov

[Managing Student Loans](#)
Apr 14, 2016 02:00pm - EDT

[Beyond VISTA: Project Sustainability Approaches and Strategies](#)
Apr 27, 2016 02:00pm - EDT

[Stories From Service: Living Allowance](#)
May 04, 2016 02:00pm - EDT

[Plan Your Professional Development](#)
May 10, 2016 02:00pm - EDT

[Managing Up: Improving Communication with your Supervisor and Co-workers](#)
May 12, 2016 02:00pm - EDT

On-Demand VISTA Webinars

Click on the title of each webinar listed below to view a recorded video of that webinar, and to access a PDF version of the webinar or other supporting material.

Jump to: [Life as a VISTA Webinars](#) | [The Work Webinars](#) | [Social Media Webinars](#)

Webinars on Life as a VISTA

[Applying For Federal Jobs Using NCE](#)
This webinar features a guest speaker from The Office of Personnel Management (OPM) who demystifies the process of applying for federal employment using Non-Competitive Eligibility (NCE) - one of the most significant benefits for many AmeriCorps VISTA members!

[Launching Your VISTA Service](#)
This webinar, for VISTAs attending the PSO Blend orientation program, welcomes new VISTA members to the VISTA program and covers the core components of your year of service.

[Accomplishing Your VISTA Assignment](#)
This webinar, for VISTAs attending the PSO Blend orientation program,

Click on the blue links to register for upcoming webinars



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VISTA Blend

Learn more, serve better

The VISTA Blend is a series of accredited online courses designed specifically for VISTAs in service. Offerings include **Volunteer Mobilization** and **Resource Development: Fundraising and Grant Writing** and are open to currently serving VISTAs.

In these courses, you'll complete weekly readings and practical assignments that will inform the work you do and can be applied at your site. You'll have a chance to connect with other VISTAs in the course and a facilitator who can help answer questions, give feedback, and offer help.

What You'll Take Away

- Knowledge and skills that can help you serve more effectively
- Marketable job skills for positions beyond your service year
- **Three transferable college credit recommendations** for passing the course



[Add this to my learning plan](#) ▶

[Remove](#) ▶

[Suggest this resource to someone](#) ▶

Volunteer Mobilization

Develop new strategies and tools for recruiting, screening, and training volunteers to help build a robust volunteer program at your site. For those developing a program from scratch or working with volunteers for the first time, this course is for you.

YOU'LL LEARN TO...

- Design volunteer position descriptions
- Develop effective volunteer recruitment strategies
- Conduct volunteer interviews
- Develop volunteer screening practices
- Create engaging and useful volunteer orientations and trainings



Resource Development: Fundraising and Grant Writing

Gain the know-how and practical skills to support fundraising, event planning and grant writing and strengthen your site's ability to raise money. Students who take this course will have a free one-month subscription to a national grants database as part of the course.



Course Application

Volunteer Mobilization
(Spring/Summer 2016)

Resource Development
(Spring/Summer 2016)

Questions?

For more information see our [Frequently Asked Questions](#). You can also share this [FAQ for Supervisors](#) with your supervisor to help answer any questions they may have.

To contact the VISTA Blend registrar, email: VISTAblend@cns.gov



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The AmeriCorps VISTA Impact App

Project Management

Show your impact!

Every day, you're busy completing actions to advance VISTA's mission to combat poverty. You need a simple way to document your activities and share them with your supervisor. Now, it's easier than ever to track your service activities, including sections to document activities related to:

- Veterans and Military Families
- Activities of Your Volunteers
- Cash and In-Kind Resources
- And Much More!

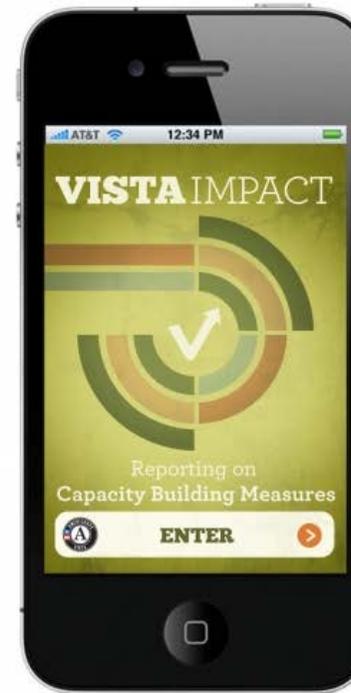
Get started now! [Click here to connect to the Impact App.](#)

- Bookmark it to your smart phone, tablet, or computer.
- Login using your VISTA Campus credentials.
- Start entering your activities!

[Learn more about VISTA's performance measures here.](#)

VISTA Supervisors: [Learn more about how to use the App with these Frequently Asked Questions.](#)

Additional tags: Reporting, Performance Measures, Intermediary Supervisor, Sub-site Supervisor, Single-site Supervisor



[Add this to my learning plan](#) ▶

[Suggest this resource to someone](#) ▶



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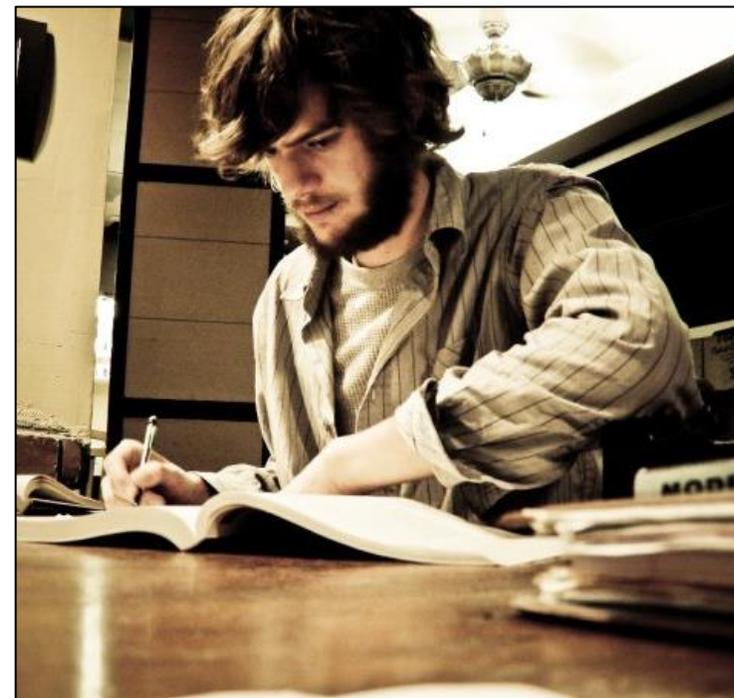
VISTA Blend

Online Courses for College Credit

- * Resource Development
- * Volunteer Mobilization

Additional Resources

- Obtain a library card
- Research free educational opportunities online
- Check your organization's professional affiliations
- Join a regional network or affinity group



Grow Using Associations & Certifications

Financial Development

- Association for Fund Raising Professionals
 - www.afpnet.org
 - www.afpnet.org/professional

Working with Volunteers

- Points of Light
 - www.pointsoflight.org
- Council for Certification in Volunteer Administration
 - cvacert.org
- Energize, Inc.
 - www.energizeinc.com/directory

Communications and Marketing

- Public Relations Society of America
 - www.prsa.org/Network/Communities/AssociationNonprofit

Grow Using Associations & Certifications Cont'd

Curriculum and Training Development

- Association for Talent Development
 - www.td.org

Developing and Empowering Community Leaders

- NeighborWorks America
 - www.neighborworks.org/Training-Services

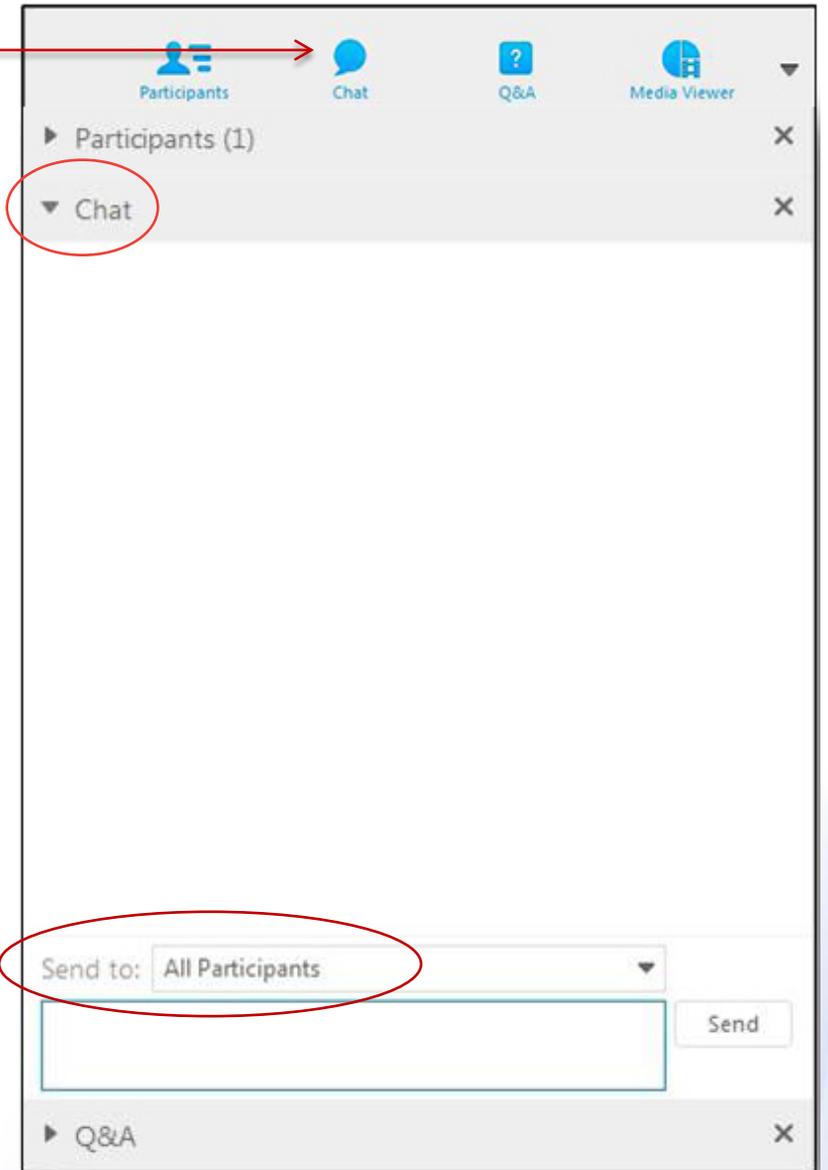
Your Local...

- Volunteer center
- United Way
- Chamber of Commerce
- Toastmasters International
- National organizations regional branches

Share Your Thoughts

- What are resources you have used for professional development?

Click this button if you don't see the chat panel.



Take Time to Learn and Grow

- Search “The Work” section on the VISTA Campus for resources
- Take a Campus tutorial
- Attend a VISTA webinar
- Apply to a VISTA Blend course



Show Your VISTA Pride

- Add the VISTA logo to your business cards and signature
- Decorate your space with VISTA gear
- Share your VISTA photos and stories on social media
- Get in touch with local alumni
- Attend or arrange a VISTA MeetUp
- Wear your VISTA Polo when out in your community



Order Your VISTA Polo!

- You will receive an email from VISTA with instructions on how to order a VISTA Polo and Lapel Pin
 - Look for this email by the end of this week
- Items need to be sent to your project site
 - Unfortunately we cannot send to P.O. Boxes
- All Polos are in Men's sizes
 - Please take this into account when ordering

Share Your Thoughts

- What next step can you take today to continue your professional and personal development?

Click this button if you don't see the chat panel.



Do This. It's Good for You.

- Complete your Individual Development Plan
- Connect with your supervisor to discuss your goals
- Select one VISTA Campus resource for your Learning Plan
- Make contact with one VISTA Campus user through your Learning Connections feature
- Investigate a professional organization
- Order your VISTA Polo
- Submit your Fingerprints



Key Deadlines

- Sunday, April 10th – One Minute Intro Due
- Monday, April 18th – Poverty Assignment Due
- Friday, April 22nd – Fingerprints Due

Evaluation

- Please take a few moments to share your feedback through the quick poll on the right side of the screen.
- How can we improve these sessions? What topics should we include in future webinars?

Q&A



- To ask a question verbally press *1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen. Please ask “All Panelists”

Participants (2) ×

Chat ×

Q&A ×

All (0)

Ask: All Panelists ▼

Send