



Webinar for VISTA

Passing the Torch: Ensuring the Continuity of Your Work

To join the audio portion, please dial:

1-888-455-7576

Passcode: 4636601

This session will begin shortly.

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Webinar for VISTA

Welcome

to

Passing the Torch: Ensuring the Continuity of Your Work

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Today's Team...



Robyn Stegman
Project Specialist
Campaign
Consultation, Inc.



Danielle Ricks
Social Media
Specialist
Campaign
Consultation, Inc.



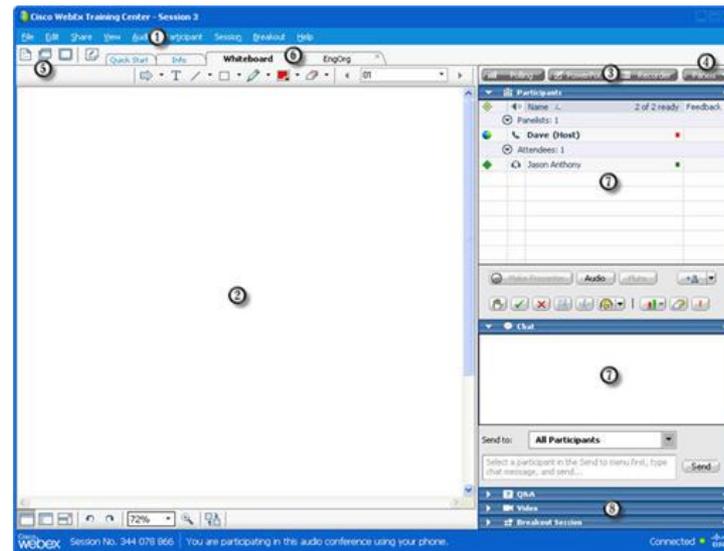
Sharon Rabb
Project Specialist
Campaign
Consultation, Inc.

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Tips for Participating

- 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.
- The phone line will be open later in the presentation for Questions and Answers.



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Invest in Your Professional Development



Ericc Powell

Training Coordinator

AmeriCorps VISTA

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Today's Agenda

- How to create systems to document your work
- Best practices to assist your service site transition from you to the next VISTA
- Ways to ensure your work in the community will continue after you finish your year of service

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Our Presenter



Suzanne Knizner

Project Specialist

Campaign Consultation, Inc.

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Introduction

During this presentation, we will discuss:

- Creating Systems
- Relationship Management
- Organizational Capacity
- Investment/Sustainability
- Best Practices
- Q&A
- Evaluation

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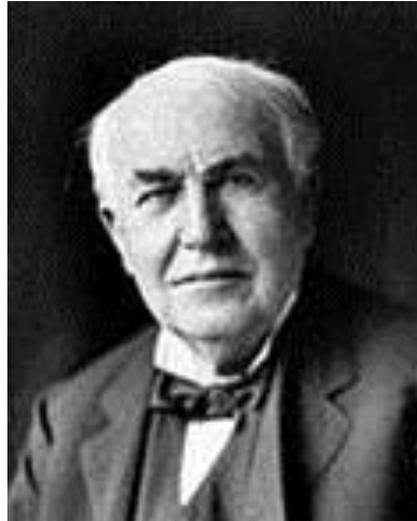
Introduction Cont.



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Leave it Better Than You Found it



I never pick up an item without thinking of how I might improve it.” – Thomas A. Edison

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Creating Systems

- Documentation
 - Identify Files

File Naming Protocol Example:

Document Title_YearMonthDay

Example: Ensuring Continuity_20130417

File Path Example:

D:\Overall Project Name/Specific Task Name

_YearMonthDay

- Instruction Guide
- Template



D:\VISTA Webinars/Ensuring Continuity_20130417



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Template Example



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Instruction Guide Example

How to Load a Webinar

- Close out of all applications/programs, etc.
- Restart computer (optional)
- Using Internet Explorer, open WebEx [insert web address]
- Select HOST Log-In
 - Username: [insert user name]
 - Password [insert password]
- Go to My WebEx Tab
- The scheduled event should be listed – select start

You are now ready to open the presentation!

- Go to File / Open and Share
 - Select the PowerPoint presentation, which should be saved in the FINAL Folder

The presentation will open.

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At-a-Glance Example

Division of Catholic Schools Marketing Office Marketing Associate Projects and Tasks

- **January**
 - Catholic Schools Week
 - *Visions* (quarterly newsletter)
 - **February**
 - Flowermart – registration deadline
 - **March**
 - Catholic Schools Week
 - **April**
 - Teacher's Award Banquet
 - Distinctive Scholars Convocation
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Detailed Description Example

Division of Catholic Schools Marketing Office Current Projects

- 2013 Catholic High School Fair and Open House Ads
 - The list of 2013 High School Open House can be found in the Open House folder: Open House/2013 HS Open House Dates
 - On 4/1/2013, Suzanne approved a 2nd proof of the Catholic High Schools Fair Co-Op ad with Pat Sweeney at Patuxent Publishing
 - This ad will be used to generate the Open House ad but it too will need to be thoroughly proofed
- 2013-2014 Catholic High School Application Guide
 - Suzanne has obtained picture submissions from several high schools for the Guide cover; they were saved and given to Jeff Wilson on 4/1/2013 so that he can design the cover.
 - Jeff has agreed to prepare the newly designed Guide cover for the Marketing office by May 1, 2013. **Conference Call: 1-888-455-7576**

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Relationship Management

- Provide contact info. to new VISTA
- Alert Community Contact to new VISTA
- Stay in Touch!



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Organizational Capacity

- Advance Planning
 - Identify Gaps
- Wish You Had Knowns...



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Best Practices

- Create an At-a-Glance Document
- Develop Detailed Instructions
- Preserve Final Versions
- Establish a Running List of Tasks
- Set up an Out of Office Message



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Questions?

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Continuity vs. Sustainability

- Start planning for how you can create resources, set up volunteers, and put programs in place that will continue after the project ends
- Ensure all organizational stakeholders and the community are involved in what you do
- Work with your organization to make a strategic plan for how to use VISTA resources to build capacity

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4 Tenets of Sustainability

1. Volunteer Development
2. Marketing and Communications
3. Partnerships and Collaborations
4. Resource Development

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Your Tips and Resources

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Robyn's Tips

- Create learning resources
- Leave advice on life and the work of a VISTA
- Make sure to record passwords and account information
- Pass along more than contact information
- It's better to provide too much information (if it's organized)
- **Plan beyond your VISTA term**

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Resources on the VISTA Campus

- Building Capacity
- The Five Cs
- Project Management



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Next Steps

1. Start a log of tasks, tips, and connections
2. Work out a system for records with your organization
3. Consider how you will pass on and continue to be in touch with your best community contacts
4. Identify who and how you will transfer the knowledge, skills, relationships, and products you've created as a VISTA
5. Make a list of things you wish you had known at the start of your year

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Evaluation

Please take a few moments to share your feedback. How can we improve these sessions? What topics should we include in future webinars?

Thank you very much for your time and participation!

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THANK YOU
For Your Participation!

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

Using Your Education Award
May 9 from 2-3:30pm ET

Mining Census Data to Explore Poverty
May 15, 2013 at 2-3:30pm ET

Visit the Ongoing Learning page on the VISTA
Campus for a complete schedule of VISTA webshops

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