

PSO “To Do” Checklist

On the **VISTA Campus** (vistacampus.gov) under “Starting VISTA” section:

- Complete the **Terms, Conditions and Benefits (TCBs) Online Course**. At the end of the course submit **both**:
 - an **electronic copy** of the Terms and Conditions Acceptance form AND
 - print and sign a **paper copy** of the Terms and Conditions Acceptance form
- Complete the **Other Health Coverage Questionnaire OR Waiver of Coverage form**.
- Complete the **Civil Rights and Responsibilities Course**. You will have a chance to ask questions at PSO.
- Visit the **VISTA Resource Board**. The VISTA Resource Board is the go-to place for VISTA information and contact details for additional help.
- Visit the **Education Award** site. The site is your guide to the award including strategies for school and loans.
- (Optional) Check out the short tutorial on the **AmeriCorps Child Care Benefit Program**. This tutorial explains who is eligible for the benefit and how to apply for it.

On **my.americorps.gov**:

- Complete your **administrative forms** if you haven’t already:
 - Direct Deposit
 - Federal Tax Withholding
 - Unpaid Compensation Beneficiary
 - Life Insurance
 - Travel Request Profile (for travel preferences to PSO)
 - End of Service Benefits Selection (choose the stipend or education award)
 - Child Care (Optional)
 - Use of Vehicles or Public Transportation (Optional)

PSO “To Bring” Checklist

There are a few things we’d like you to **bring with you** to PSO:

- Your **VISTA Assignment Description (VAD)**
If you don’t have your VAD, request it from your sponsoring agency supervisor.
- A signed copy of the **Terms & Conditions Acceptance form**
Download, print and sign this form from the online TCB course.
- A signed copy of the **Other Health Coverage Questionnaire OR Waiver of Coverage form**.
- Casual and appropriate clothing for three days (Layers are suggested as temperatures can fluctuate in meeting rooms.)
- Medication, if applicable
- Personal toiletries
- Money for incidentals (the hotel will require a \$25 deposit upon check-in)
- Receipts for parking and ground transportation to/from the airport, train or bus station.

Items provided at the PSO include:

- PSO agenda and session materials
- VISTA gear (bag or t-shirt)
- Meals starting with dinner on day one and ending with lunch on day four
- Snacks, sodas and water each day

Items provided by the hotel include:

- Linens
- Toiletries (shampoo/conditioner, soap, lotion, hairdryer)