

The Successful VISTA Supervisor: Next Steps After Orientation Webinar Activities

Activity: Recruitment

- 1) Navigate to the advanced listing search page for My AmeriCorps at:
<https://my.americorps.gov/mp/listing/publicRequestSearch.do>
 - a) Search for VISTA listings for VISTAs in your city or state.
 - b) Review recruitment listings in your city or state.

Activity: Reporting

- 1) Find the due date for your Project Progress Report (PPR) in eGrants at:
<https://egrants.cns.gov/espan/main/login.jsp>
 - a) Log-in to eGrants using your eGrants username and password.
 - b) Click on the “Progress Report” button in the right hand corner
 - c) Click on the grant for your current project. You should now be able to see your next report due date.

**(Your PPR date may not show up until your CSO uploads the information, check with your CSO contact if you don't have a date yet.)*

- 2) Download the PPR Outline from the VISTA Campus at: <http://www.vistacampus.org/>
 - a) Log-in to the VISTA Campus and navigate to the supervisor section
 - b) Go to the Life as a Supervisor area
 - c) Choose Roles & Responsibilities
 - d) Click on Reporting & Evaluation
 - e) Find, download, and save the “Blank VISTA Project Progress Report” outline and save it to your computer.

**(Be sure to verify your PPR due date with your state office, they can vary from what is listed in this outline.)*

Activity: Promote Site Success

- 1) Locate the Supervisors Manual on the VISTA Campus at: <http://www.vistacampus.org/>
 - a) Log-in to the VISTA Campus and navigate to the supervisor section
 - b) Find the Supervisors Manual in the left hand column.
- 2) Find the working with Sub-sites section on the VISTA Campus and download the “Sponsor and Sub-site Task List” at: <http://www.vistacampus.org/>
 - a) Log-in to the VISTA Campus and navigate to the supervisor section
 - b) Go to the Life as a Supervisor area
 - c) Choose Roles & Responsibilities
 - d) Click on Working with Sub-sites
 - e) Find, download, and save the “VISTA Sponsor and Sub-site Supervisor Major Tasks At-A-Glance” document

Activity: Access Supervisor Café Forum

- 1) Locate the Supervisors Café Forum on the VISTA Campus at: <http://www.vistacampus.org/>
 - a) Log-in to the VISTA Campus and navigate to the supervisor section

**You must have a VISTA Campus Supervisor account, and be logged-in, to access the Supervisor Café*

- b) Click on the Connect with Supervisors area on the right
- c) Click on the Supervisor Forum
- d) Subscribe to receive email alerts by clicking the “Subscribe to this Forum” link located in the upper right area of the screen
- e) Locate the Winter 2014 Sups Cohort discussion in the list of discussions