

PROJECT TITLE: \_\_\_\_\_ COMMUNITY: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

**WEEK ONE: “Get to Know Your Host Site and Your Project”**

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Meet your supervisor</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What is his/her official title?</li> <li><input type="checkbox"/> Spend a day with your supervisor becoming oriented to the community, project and host site.</li> </ul>	<p><b>Work on On-site Orientation-list specific activities</b></p>	<p><b>On-site Orientation Due to site supervisor</b></p>	<p><b>Investigate the resources that will help you complete your VISTA project</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What resources are available to you in your work?</li> </ul>	<p><b>Identify agencies with similar mission statements and services.</b></p>
<p><b>Identify “house keeping” items</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Where do you park?</li> <li><input type="checkbox"/> Where is your work area?</li> <li><input type="checkbox"/> Do you have access to a computer, phone, fax, and copy machine?</li> <li><input type="checkbox"/> Is Internet access available?</li> <li><input type="checkbox"/> What is the dress code?</li> <li><input type="checkbox"/> Where are the office supplies located?</li> <li><input type="checkbox"/> Do you need a key for the building or office?</li> <li><input type="checkbox"/> What are the hours of the site?</li> <li><input type="checkbox"/> Are weekends and evenings required?</li> <li><input type="checkbox"/> Is travel reimbursement an option or is a company car provided?</li> <li><input type="checkbox"/> What training will you need on various office machines?</li> <li><input type="checkbox"/> Is there a policies and procedures manual?</li> </ul>	<p><b>Review other duties and tasks not on the work plan</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What is your role with the project?</li> <li><input type="checkbox"/> Begin to plan a monthly work plan for yourself. Make sure that it includes timelines, and what you hope to accomplish.</li> </ul>	<p><b>Review quarterly report or other mandatory reporting methods</b></p>	<p><b>Identify the skills needed to complete this project.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Will it require extra training?</li> <li><input type="checkbox"/> What type of training?</li> <li><input type="checkbox"/> Who do you need to meet to understand the project?</li> </ul>	<p><b>Research the history of your community.</b></p>
<p><b>Meet your coworkers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What duties do they perform?</li> <li><input type="checkbox"/> How will you work together?</li> </ul>	<p><b>Set up a time to hold weekly meetings with your supervisor.</b></p>	<p><b>Discuss the overall strategy of the project.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What would the organization like to see the VISTA accomplish?</li> </ul>		<p><b>Research the history of the poverty problem you will be working with.</b></p>
<p><b>Learn the mission statement of the organization</b></p>	<p><b>Find out if you will attend weekly/monthly staff meetings</b></p>			
<p><b>Learn the history of the organization</b></p>	<p><b>Ask about the organization’s future plans</b></p>			

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<p><b>Learn the services your organization provides</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What is the nature of the population served by your organization?</li> <li><input type="checkbox"/> What role does your organization play with the community?</li> </ul>	<p><b>Discuss the history of the issue your VISTA project will work to address.</b></p>			
<p><b>Ask why your organization applied for a VISTA</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What was the cause of the decision?</li> <li><input type="checkbox"/> What are the outcomes the organization hopes to benefit from the VISTA project?</li> </ul>	<p><b>What are your supervisor's expectations of you for the next three months?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop a 90-Day work plan. <ul style="list-style-type: none"> <li>▪ Define specific goals.</li> <li>▪ Discuss obstacles to overcome.</li> </ul> </li> </ul>			
<p><b>Work on your on-site orientation plan</b></p>				
<p><b>Review work plan and clarify responsibilities</b></p>				

## WEEK TWO: "Identifying Community Partners"

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Locate the major industries in your community</b></p>	<p><b>Locate the media resources in your community</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify the local newspapers</li> <li><input type="checkbox"/> Identify the local television stations</li> <li><input type="checkbox"/> Locate the local radio stations</li> <li><input type="checkbox"/> Locate other ways that information is shared</li> </ul>	<p><b>Identify community groups and service clubs.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For example: <ul style="list-style-type: none"> <li>▪ The Rotary Club</li> <li>▪ The Lions Club</li> <li>▪ The Kiwanis Club</li> <li>▪ The Sons of Norway</li> <li>▪ The Lutheran Brotherhood</li> <li>▪ church organizations</li> <li>▪ teacher associations</li> <li>▪ professional organizations</li> </ul> </li> </ul>	<p><b>Identify the National Service participants in your community</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AmeriCorps/ VISTA <ul style="list-style-type: none"> <li>▪ Montana Campus Compact VISTAs</li> <li>▪ Prevention Resource Center VISTAs</li> <li>▪ Communities in Action VISTAs</li> <li>▪ Montana Legal Services Association VISTAs</li> <li>▪ Montana Technology Corps AmeriCorps</li> <li>▪ Montana Conservation Corps AmeriCorps</li> <li>▪ Campus Corps AmeriCorps</li> <li>▪ Literacy Support Corps AmeriCorps</li> </ul> </li> <li><input type="checkbox"/> National Senior Service Corps <ul style="list-style-type: none"> <li>▪ Retired Senior Volunteer Program</li> <li>▪ Foster Grandparent Program</li> <li>▪ Senior Companions</li> </ul> </li> </ul>	<p><b>Continue working on identifying community groups, "hot spots", and other national service participants and grantees –including Learn and Serve America, Retired Senior Volunteers, AmeriCorps members, other VISTAs.</b></p>

## WEEK TWO: "Identifying Community Partners" Cont...

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Research the connectedness of the community</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How does volunteer work happen?</li> <li><input type="checkbox"/> How do people serve?</li> <li><input type="checkbox"/> Are there higher education partnerships?</li> <li><input type="checkbox"/> Is there a volunteer center?</li> <li><input type="checkbox"/> Where is the Chamber of Commerce?</li> <li><input type="checkbox"/> Is there a community coalition that handles your project subject?</li> <li><input type="checkbox"/> Is there a community resource guide?</li> </ul>	<p><b>Locate the schools in your community.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Can youth be utilized as volunteers for your project?</li> <li><input type="checkbox"/> Will you need to collaborate with the local Parent Teacher Associations (PTA)?</li> </ul>	<p><b>Identify the community "hot spots"</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan a possible outing with your supervisor or coworkers</li> </ul>	<p><b>Make the preliminary calls to organizations to set up informational interviews</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss questions with your supervisor</li> <li><input type="checkbox"/> Use the interview format.</li> </ul>	
<p><b>Meet with your supervisor to discuss organizations to contact</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What are the existing partnerships between your organization and community organizations?</li> <li><input type="checkbox"/> Can you collaborate with those agencies?</li> </ul>	<p><b>Identify the community leaders.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Who is the mayor?</li> <li><input type="checkbox"/> Who is on the city council?</li> <li><input type="checkbox"/> Who serves in the legislature?</li> <li><input type="checkbox"/> Who is active in community groups?</li> <li><input type="checkbox"/> Who are leaders from the faith-based community?</li> </ul>			
	<p><b>Create an interview format or questions for the nonprofit/community organization interviews</b></p>			

## WEEK THREE: "Meeting Community Partners"

Monday	Tuesday	Wednesday	Thursday	Friday
<p><i>This week is reserved for meetings with community partners. This is a great time for the community to meet you and learn about the nature of your VISTA project. This could include, going to the community "hot spots", attending meetings set up during week two, speaking to local community groups, meeting with local media resources, and meeting other members of the National Service Network.</i></p>				