

**<<Program name/program year>>
Checklist for Completing Your VISTA Service Term**

- Let others know you will be leaving and tell them whom they should contact if they need assistance. Notify your volunteers, colleagues, and community partners.
- Think sustainability—try to wrap up all your activities and plan for the transition to new staff. If you won't be able to orient the new staff person, work with someone who can. Don't leave unfinished business.
- Document! Document! Document! Prepare a binder or file to leave for the next VISTA. Think of all the things you wanted to know when you began—passwords, key staff names, information on volunteers, volunteer management systems, projects, grants received, “traditional” activities, sample letters, copies of quarterly reports, etc.
- Make sure your computer files are well organized and easy for someone else to access. Delete obsolete information.
- Complete a reference form (with contact information and things you would like us to highlight about your service year) and e-mail it to your supervisor. Remember that this is needed if you want to request future letters of recommendation or follow up on job references.
- Consider creating a personal portfolio of your work to take with you. Select materials from the projects you're most proud of.
- Complete VISTA paperwork—the Exit Form and the Future Plans Form.
- Consider your health care options and make sure you don't experience a lapse in coverage.
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