

## AmeriCorps VISTA Assignment Description (VAD)

<b>VISTA Project:</b> Project Read	<b>VISTA Member Name:</b> Rochelle Feld
<b>Site Name:</b> River City Book Bank	<b>Assignment Area:</b> Program Development
<b>Date:</b> August 10, 2010	

<b>VISTA Member Activities and Steps Checklist</b>	<b>Planned Period of Work</b>
<p><b>Goal:</b> <i>To increase the literacy rates of local low-income youth, the VISTA project will develop the resources and systems needed to transition the River City Book Bank from its current status as a developing program into a fully functional program so that local schools and non-profits will have a more comprehensive pool of books for their youth.</i></p>	
<p><b>Activity 1:</b> <i>Create a comprehensive analysis of the need for all types of books and reading materials for schools, programs &amp; organizations targeting low-income families with children.</i></p> <p style="margin-left: 20px;">Step 1: Partner with local schools and library to research what books are needed in the community.</p> <p style="margin-left: 20px;">Step 2: Create a list of the types of books needed.</p> <p style="margin-left: 20px;">Step 3: Develop a system for weeding out books that are not needed.</p> <p style="margin-left: 20px;">Step 4: Maintain records of processes developed, for project sustainability. .</p>	August 2010 – September 2010
Activity 1 Comments/Summary of Accomplishments:	<b>Activity 1 Completed (date):</b> _____
<p><b>Activity 2:</b> <i>Develop a sustainable program for obtaining appropriate new and gently-used books utilizing service-learning students</i></p> <p style="margin-left: 20px;">Step 1: Develop a schedule and mechanisms for book donation deliveries by individuals and groups.</p> <p style="margin-left: 20px;">Step 2: Working with local school administrators, develop a database of schools, places of worship, businesses and other community groups who are willing to hold book drives for the book bank.</p> <p style="margin-left: 20px;">Step 3: Recruit and schedule volunteers.</p> <p style="margin-left: 20px;">Step 4: Utilize volunteers to help sort, repair, repack and prepare books for distribution.</p> <p style="margin-left: 20px;">Step 5: Refine mechanisms for, and coordinate the recruitment of local college students in service-learning programs to conduct book drives and assist with the Annual Book Drive.</p> <p style="margin-left: 20px;">Step 6: Maintain the volunteer, book, and resource database.</p>	October 2010 – July 2011

<p>Step 7: Assess and refine as needed the process for supervising volunteers as they organize current book inventory.</p>	
<p>Activity 2 Comments/Summary of Accomplishments:</p>	<p><b>Activity 2 Completed (date):</b> _____</p>
<p><b>Activity 3:</b> <i>Work with community organizations and the school district to distribute books and other educational materials free of charge, to local schools and organizations serving low-income families and at-risk youth in the area.</i></p> <p>Step 1: Develop a schedule for book distribution events</p> <p>Step 2: Assist in the development, scheduling and coordination of an annual book sale to area school teachers.</p> <p>Step 3: Working with school district administrators, develop a list of schools in need of age appropriate books.</p> <p>Step 4: Work with collaborating organizations to maintain and increase public awareness of the resources provided by the book bank.</p> <p>Step 5: Evaluate the effectiveness of the process and make suggestions for the future.</p> <p>Step 6: Maintain a clear list of steps that could be replicated in the future.</p>	<p>February 2011 – July 2011</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p><b>Activity 3 Completed (date):</b> _____</p>