

## AmeriCorps VISTA Assignment Description (VAD)

<b>VISTA Project:</b> Housing First	<b>VISTA Member Name:</b> Mark Chester
<b>Site Name:</b> Memphis Housing First	<b>Assignment Area:</b> Event Planning
	<b>Date:</b> February 6, 2010

VISTA Member Activities and Steps Checklist	Planned Period of Work
<b>Goal</b> (from VISTA Project Plan): Strengthen community and volunteer involvement by developing and coordinating special events that engage the community and encourage volunteerism.	
<b>Activity 1: Establish planning procedures for special events.</b> Step 1: Meet with key staff and committee members to review and assess current event schedule and establish event planning strengths and needs. Step 2: Establish criteria for measuring success such as funds raised, number/type of sponsors, volunteers recruited and media attention. Step 3: Research successful event planning policies and procedures at other affiliates and agencies. Step 4: Develop basic policies and procedures for event planning and post event evaluation. Step 5: Present plan to staff and committee members and revise as needed.	February 2010 – April 2010
Activity 1 Comments/Summary of Accomplishments:	<b>Activity 1 Completed (date):</b> _
<b>Activity 2: Develop systems to build and sustain community supported sponsorships.</b> Step 1: Research past community businesses and organizations that have provided sponsorship. Step 2: Create list of community businesses and organizations to be targeted for sponsorships. Step 3: Develop necessary marketing materials such as brochures, press releases, presentations and social media materials. Step 4: Create and implement plan to recruit community sponsorships utilizing marketing materials. Step 5: Develop system for monitoring business/organization satisfaction with their sponsorship to assure continued support.	May 2010 – October 2010
Activity 2 Comments/Summary of Accomplishments:	<b>Activity 2 Completed (date):</b>
<b>Activity 3: Establish community volunteer program.</b> Step 1: Work with Volunteer Service Director to develop plan to encourage/coordinate community volunteer participation (working off and expanding current plan). Step 2: Develop materials and several methods to recruit volunteers for community events.	July 2010 – October 2010

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<p>Step 3: Develop volunteer training materials.</p> <p>Step 4: Monitor success of volunteer recruitment and participation.</p> <p>Step 5: Revise current volunteer training materials to reflect the needs of future special events.</p> <p>Step 6: Acknowledge and reward the participation of volunteers.</p> <p>Step 7: Create a contact list of volunteers who are interested in participating in future events.</p>	
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p><b>Activity 3 Completed (date):</b></p>
<p><b>Activity 4: Develop reporting system and manual.</b></p>	
<p>Step 1: Develop system for tracking and reporting progress to staff and committees.</p> <p>Step 2: Evaluate strengths and weaknesses of event planning to date and revise policies and procedures, and marketing materials as needed.</p> <p>Step 3: Create event planning manual containing policies &amp; procedures, plans for specific events, reflection notes on the past year's events and goals for the following year.</p>	<p>November 2010 – January 2011</p>
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p><b>Activity 4 Completed (date):</b></p>