

<<Program name/program year>>
Application for New Host Sites



<<**This form was submitted by a school-based program.
You can adapt it to match your agency type.>>**

Check one: School-Based Site District or Community-Based Site

Host Organization/District: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____ Website: _____

Site(s) the VISTA is to Serve: _____

Application Contents

Along with this cover page, a complete application will include all of the sections listed below. For more information about the process of applying to be a host site, please refer to the accompanying document, "Host Site Information."

- | | |
|---|--|
| <input type="checkbox"/> Goals and Objectives | <input type="checkbox"/> Staff Buy-in and Sustainability Plans |
| <input type="checkbox"/> Project Plan | <input type="checkbox"/> Signatures (must be mailed) |
| <input type="checkbox"/> VISTA Supervisor | <input type="checkbox"/> Appendices |
| <input type="checkbox"/> Training | – Supervisor Résumé |
| <input type="checkbox"/> Resources | – Supervisor's Job Description |
| <input type="checkbox"/> Organizations and Committees | – Other Relevant Appendices (e.g., brief biographies of staff, letters of support, newspaper articles) |

Mailing Instructions

Whenever possible, completed applications should be returned electronically via e-mail (with the exception of the Signatures page, which must be mailed). Applications will be accepted in hard copy and should be sent to:

<<**Program contact info: address, phone, e-mail, fax>>**

Goals and Vision

Goals

Tell us about your school community in terms of school improvement goals, demographic data, and pertinent achievement data.

Vision

Tell us how you envision a VISTA helping your school achieve its goals.

Please review and modify one of the two following project plans. If you are applying as a School-Based site, use the School-Based Project Plan. If you are applying as a District- or Community-Based site, use the District/Community-Based Project Plan.

The School-Based Project Plan

Carefully review the following plan. Use the space provided below to suggest any modifications.

VISTA Goals – Year 1 (School-based)		Progress
August – November	<p>Goal 1: Lay the groundwork for partnerships:</p> <ul style="list-style-type: none"> • Join various teams within school community (school governance, learning teams, parent groups, etc.). • Establish a network of support and buy-in from all participants. • With guidance from supervisor, conduct research, including collecting data and mapping assets (due November 30). 	
Begin in August – ongoing	<p>Goal 2: Participate in trainings and meetings, and contribute to the Project’s efforts:</p> <ul style="list-style-type: none"> • Attend all required VISTA and regional VISTA trainings and conferences. • Share resources, information, and success stories with other program VISTAs through email, phone, teleconference, meetings, newsletter articles, and mailings. • Submit required progress reports (bi-weekly and quarterly), assets map and other data collection efforts, and all other requested information in a timely manner. 	
	<p>Goal 3: With principal/supervisor, facilitate Action Team process, using our program model and existing support network.</p> <ul style="list-style-type: none"> • Review research. Complete a needs assessment and assets maps of the school community, using network of support. • Complete an inventory and one-year Action Plan. • Work on new and existing partnership activities. • Measure outcomes of all activities using surveys, attendance, recruitment, etc. • Celebrate at the end of the school year! 	
	<p>Goal 4: Seek sustainability, funding for new and current programs:</p> <ul style="list-style-type: none"> • Writing grants • Seek in-kind donations • Establish partnerships • Recruit volunteers 	
January – July	<p>Goal 5: Work on summer plan (to the program by March 30) and prepare for next school year:</p> <ul style="list-style-type: none"> • Conduct summer outreach to families and develop summer partnerships. • Evaluate progress, and recruit volunteers for the next school year. • Prepare materials and guidelines for incoming VISTA. 	

Modifications to the Project Plan. Based on the plan outlined above, what adjustments need to be made so that the goals of your particular site can be achieved?

District/Community-Based Project Plan

Carefully review the following plan. Use the space provided below to suggest any modifications.

VISTA Goals – Year 1 (District/Community-based)		Progress
August – November	<p>Goal 1: Lay the groundwork for partnerships:</p> <ul style="list-style-type: none"> • Join various teams within the community related to family-school-community partnerships. • Establish a network of support and buy-in from all participants. • With guidance from supervisor, conduct research, including collecting data and mapping assets for sites that will be supported (due November 30). • Understand the National Network of Partnership Schools (NNPS) model Action Team process. 	
Begin in August – ongoing	<p>Goal 2: Participate in trainings and meetings, and contribute to the Project’s efforts:</p> <ul style="list-style-type: none"> • Attend all required VISTA and regional VISTA trainings and conferences. • Share resources, information, and success stories with other program VISTAs. through email, phone, teleconference, meetings, newsletter articles, and mailings. • Submit required progress reports (bi-weekly and quarterly), assets map and other data collection efforts, and all other requested information in a timely manner. 	
	<p>Goal 3: Serve as a facilitator to support the Action Team process in identified schools, using our program model and existing support network.</p> <ul style="list-style-type: none"> • Help identified sites collect data and map assets. • Share the NNPS model with selected sites and coordinate training workshops for action teams. • Provide technical assistance as needed in developing and evaluating one-year action plans for partnerships. • Provide regular help to schools with their partnership activities. • Help sites measure outcomes of all activities using surveys, attendance, recruitment, etc. • Celebrate at the end of the school year successes of all sites! 	
	<p>Goal 4: Seek sustainability, funding for new and current programs:</p> <ul style="list-style-type: none"> • Grant writing • In-kind donations • Partnerships • Volunteer Recruitment 	
January – July	<p>Goal 5: Work on summer plan (to the program by March 30) and prepare for next school year:</p> <ul style="list-style-type: none"> • Conduct summer outreach to families and develop summer partnerships. • Evaluate progress, and recruit volunteers for the next school year. • Prepare materials and guidelines for incoming VISTA. 	

Modifications to the Project Plan. Based on the plan outlined above, what adjustments need to be made so that the goals of your particular site can be achieved?

VISTA Supervisor

About the Supervisor

Identify a Site Supervisor who will provide daily supervision to the VISTA. This person must be available for frequent communication to meet with the VISTA to discuss projects, goals, and actions.

Name of VISTA Supervisor:		
Explain the position of the person who will supervise:		
Is this person a full-time or part-time staff member?	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	If part-time, what percentage does this person work? _____%
Amount of time to be spent in VISTA supervision?		

Commitment to Trainings

Please acknowledge the VISTA Supervisor’s commitment to attend the following trainings/workshops:

Orientation for VISTAs and Supervisors <<How often and where>>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Monthly meetings either in person, or via telephone or webcast Once a month (schedule TBA)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other trainings and workshops Usually 1 day in length (each), held throughout the state	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parent Leadership Conference 1 day in length in March (specific date TBA)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does the supervisor have any commitments that would conflict with the commitment to trainings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe:	

An Opportunity Available to Supervisors:	
VISTA Supervisor Training *optional Organized by the Corporation for National and Community Service 3 days, dates and location TBA	<input type="checkbox"/> Yes <input type="checkbox"/> No

Working with Other Staff

If the VISTA will be working closely and/or sharing an office with staff other than the supervisor, please provide the name(s) of the staff and explain the capacity in which the VISTA will work with them. Please ensure that these staff members understand the VISTA’s role at the site.

Names:	Capacity:

Training

On-Site Orientation and Training (OSOT)

As part of the VISTA application process, Site Supervisors must design an On-Site Orientation and Training (OSOT) to acquaint the VISTA with the school, staff, community, and position. The OSOT should consist of a series of ongoing trainings and orientations that begin as soon as the VISTA starts at the site.

The items on an OSOT agenda may range from formal trainings in large-group settings to more informal discussions on relevant topics between the supervisor and VISTA. Some examples of appropriate OSOT sessions include (but are not limited to):

- Staff meetings
- Staff in-service trainings
- Informal introductions to school staff
- Tour of the facilities
- School culture discussion
- Introduction to community partners

The main elements that should be included for each item on the OSOT agenda are the description of the subject matter and the objectives of the session or activity. In addition, there should be a date, time, and presenter scheduled for each item.

After your site has been approved to host a VISTA, you will receive further instructions on how to devise an OSOT agenda. In the meantime, you should be considering what steps you will need to take in order create a quality orientation for the VISTA.

Below please generate a list of activities that you plan to include on the OSOT:

Activities

Ongoing Development Opportunities

Providing professional development and training opportunities to VISTAs beyond the orientation is an important responsibility of the host sites. Below, please list and describe the opportunities that will be made available to the VISTA throughout the year. Examples of opportunities include both in-house staff development activities and outside work-related conferences. (Attach additional pages and other information as necessary.)

Opportunities

Resources

Travel Reimbursement (Required)

Host sites must allocate a budget to cover work-related transportation costs and other appropriate expenses for members and supervisors to participate in agreed-upon activities and training. Answer the following questions and describe in detail how the host site will provide travel reimbursement.

How much money can you allocate to cover reimbursement costs?	
What will be the source of these funds?	
How will the VISTA be reimbursed for expenses?	

Supplies (Required)

As mentioned in the section on Stakeholder Roles and Responsibilities, host sites must make available all of the following items to their VISTA. Please acknowledge and agree to this commitment by checking whether the VISTA’s access to each provision will be on an individual basis or shared.

	Individual	Shared
Dedicated Office Space	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>
Voicemail	<input type="checkbox"/>	<input type="checkbox"/>
Printer	<input type="checkbox"/>	<input type="checkbox"/>
Fax Machine	<input type="checkbox"/>	<input type="checkbox"/>
Computer	<input type="checkbox"/>	<input type="checkbox"/>
Internet Access	<input type="checkbox"/>	<input type="checkbox"/>
E-Mail Account	<input type="checkbox"/>	n/a

Other Benefits/Resources (Optional)

Host sites may provide additional benefits, such as those listed below. If your site is able and willing to provide any additional resources to the VISTA, please indicate so below.

- | | |
|---|--|
| <input type="checkbox"/> Room and Board
<input type="checkbox"/> School Lunches
<input type="checkbox"/> Tuition Waiver
<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Subsidized Housing
<input type="checkbox"/> Utility Assistance
<input type="checkbox"/> Scholarship |
|---|--|

Organizations and Committees

Below, please list the committees, teams, and organizations within your school community. How will the VISTA be involved with each of these organizations/committees? Duplicate this page as many times as necessary to include all appropriate organizations and committees.

Organization/Committee: _____

Contact Person and Title: _____

Phone: _____ E-Mail: _____

Purpose of Organization: _____

Involvement with VISTA: _____

Organization/Committee: _____

Contact Person and Title: _____

Phone: _____ E-Mail: _____

Purpose of Organization: _____

Involvement with VISTA: _____

Organization/Committee: _____

Contact Person and Title: _____

Phone: _____ E-Mail: _____

Purpose of Organization: _____

Involvement with VISTA: _____

Organization/Committee: _____

Contact Person and Title: _____

Phone: _____ E-Mail: _____

Purpose of Organization: _____

Involvement with VISTA: _____

Organization/Committee: _____

Contact Person and Title: _____

Phone: _____ E-Mail: _____

Purpose of Organization: _____

Involvement with VISTA: _____

If there is someone in your community who could serve as a liaison (formally or informally) to the VISTA in her/his work of building partnerships, please provide the following information:

Name and Position: _____

Phone: _____ E-Mail: _____

Staff Buy-In and Sustainability Plans

Plan to Obtain Staff/Faculty Buy-in

Support for the VISTA position from other school staff is critical. Specify how you have or will secure buy-in/ownership from your staff for a VISTA prior to the VISTA's placement in your school. Also explain how this support for the VISTA will be maintained once the VISTA has begun service at your site.

Sustainability Plan

AmeriCorps*VISTA projects generally follow a three-year cycle with a goal of sustainability at the end of three years. Sites may not host VISTAs for more than three years, and they are not guaranteed a second or third year of service. Since a site can only host VISTAs for up to three years, a plan for sustaining project activities beyond the three years must be included in the project plan. Explain how VISTA initiatives might be sustained (grants and other funding sources, staff positions to continue activity, student leadership of activities, parent leaders to maintain programs, etc.) beyond the VISTA(s)' term(s) of service.

Signatures

The applicant certifies that to the best of his/her knowledge that this data is true and correct, that the filing of this application has been duly authorized by the governing body of the applicant, and that the applicant will comply with the assurances required if the proposal is approved.

Contact Person

Name: _____ Title: _____

Signature: _____ Date: _____

VISTA Supervisor (if different)

Name: _____ Title: _____

Signature: _____ Date: _____

Site Administrator (if different)

Name: _____ Title: _____

Signature: _____ Date: _____

District Administrator/Organizational Director *This person must have authority to commit and receive funds on behalf of the host site/applicant.*

Name: _____ Title: _____

Signature: _____ Date: _____

Office Assistant or School Secretary

Name: _____ Title: _____

Signature: _____ Date: _____

Others Involved

Name: _____ Title: _____

Signature: _____ Date: _____

Others Involved

Name: _____ Title: _____

Signature: _____ Date: _____

When completed, mail this page to: <<Program contact info>>