

Sample E-Mail to Set Up Visit to Host Site

Hi, Member and Supervisor,

I hope this finds you well! I was hoping we could schedule a site visit for next week or sometime during the week of <<date>>.

The visit would need to include the following:

- 45- to 60-minute interview with the member
- 60-minute interview with member and supervisor
- 20- to 30-minute interview with the supervisor
- Tour of facilities (if appropriate)

The interviews can be scheduled in any order, but the visit typically takes 2½ hours to 3 hours to complete.

If you could let me know what date and whether a morning or afternoon visit would work best for you, that would be great. I will confirm with you the time and date as well as directions to your site once I hear from you. Please let me know if you have any questions; I've attached some general information about site visits that you may want to look over. I look forward to seeing you soon.

Thanks,

<<Your name>>

SITE VISIT (ATTACHMENT TO E-MAIL)

What is a site visit?

At least once a year, one member of our staff conducts a site visit at each site. A site visit provides the member, supervisor, and staff an opportunity to reflect on the year and address any pressing issues. We focus both on the individual development of the member and on the capacity building of the site. It also gives our program staff a chance to learn more about the site and its work.

What can I expect?

Each site visit consists of four parts:

- One-on-one meeting with the site supervisor (30 min.)
- One-on-one meeting with the member (45–60 min.)
- A tour of facilities/program (15–30 min.)

- A meeting with program staff, member, and site supervisor (60 min.)

Each visit typically takes 2½–3½ hours to complete. Scheduling will be coordinated by the program staff and member in conjunction with the supervisor. We strongly suggest that members and supervisors jot down answers to the following questions in preparation for our discussions.

Discussion Questions for Site Supervisors

- What has been a highlight of the year so far?
- How has hosting a VISTA member impacted your organization?
- How is your community being mobilized to think about and work on building educational equity and excellence?
- What partnerships/collaborations have evolved out of the work of the member?
- How will you sustain the work of the member after this year?
- ***We will also discuss the following topics:*** program administration (how well does the site support the program with resources), member support, program sustainability, program mobilization (how well the site mobilizes resources/volunteers), and site-specific issues. The member, supervisor, and program staff will work together to determine in what areas the site is already successful and brainstorm possible approaches to areas that may need improvement.

Discussion Questions for the VISTA member:

Personal Development

- What is a high point moment that you have been involved with since you began your work? What happened? What made it memorable? What personal qualities did you bring to make this event happen?
- What do you value most about yourself as a VISTA member? How do you contribute to the work of your site?
- How has your sense of community engagement and involvement been impacted by your work as a VISTA member?

Community Change & Capacity Building

- What are you learning about *community mobilization* and change through this experience? What partnerships have evolved out of your work? Who has become involved in your organization/site as a result of your work? What businesses, schools, faith-communities, etc., have been engaged?
- What is the best thing happening in your community/organization? What are its best assets? How are you using those assets in your work?
- What is one small change that could make a big difference in your organization/community? How might you take the initiative to bring about that change?

- Describe what you hope to see happen between now and the end of the year at your site. What will be the best possible outcome? What will it take for you to achieve this? What will you need to do?

Program Feedback

- What does our statewide program do well?
- What should we do more of?
- Do you have any suggestions for training, etc.?