



*Welcome to*

# Planning Your Professional Development

Corporation for  
NATIONAL &  
COMMUNITY  
SERVICE 



Dial:

Passcode:

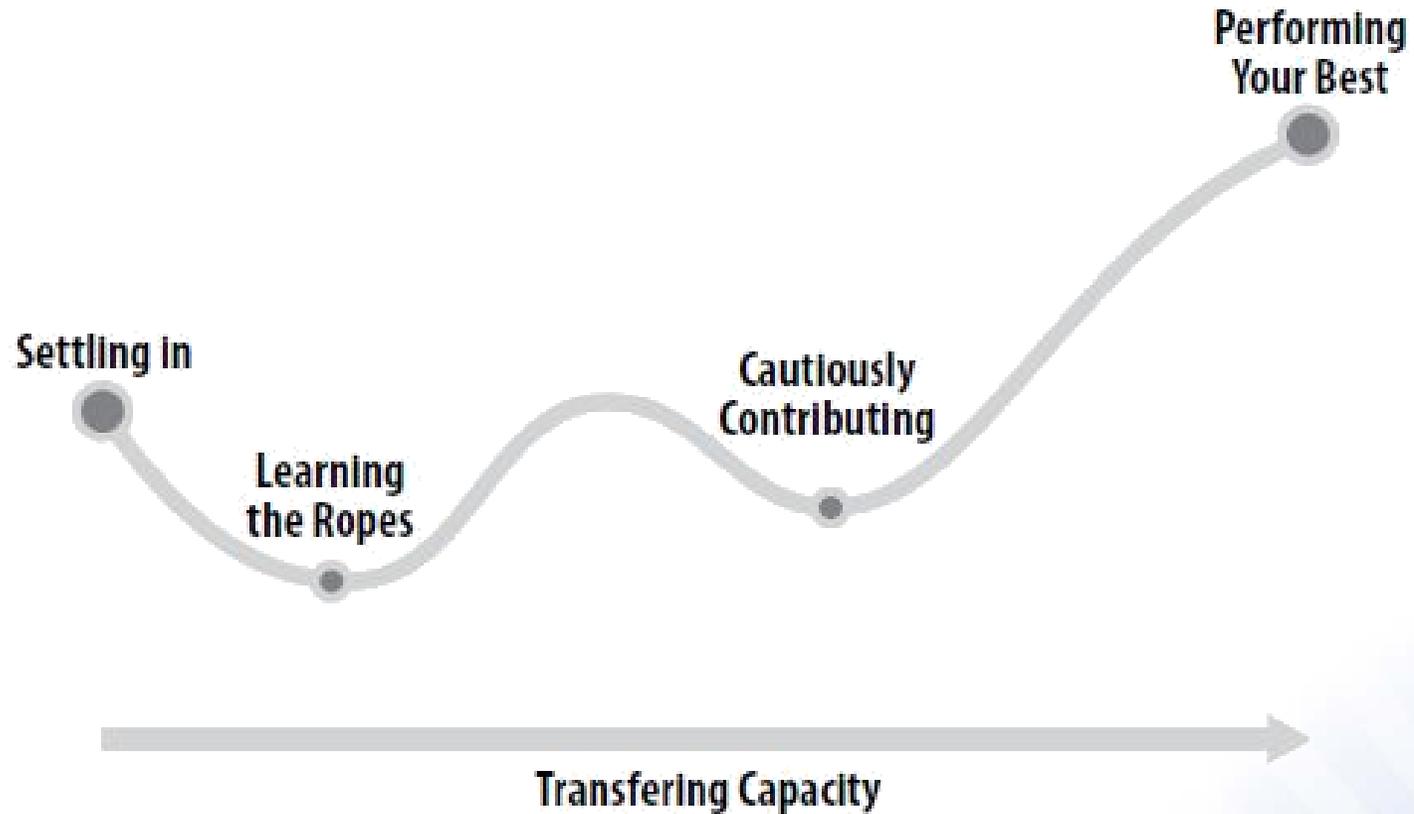
# Where are you serving?



# Today's Agenda

- Your Tools for Success
  - Your VAD
  - The Individual Development Plan
  - The VISTA Campus
- Four Steps to Action
- VISTA Campus Exploration
- Questions

# Your VISTA Year



# Your VAD

*Volunteer Mobilization*  
Sustainability  
Curriculum development  
**Fundraising**  
*Community outreach*  
Project Development  
*Public speaking* Research

Event Planning

Partnership development

# Individual Development Plan



## VISTA Individual Development Plan

	Knowledge and skills needed to accomplish VAD	Priority L M H	Learning Opportunities / Resources
1	<i>Fundraising</i>	<i>H</i>	<i>VISTA Campus – The Work – Fundraising</i>

# Four Steps to Action

Step 1: Get Settled

Step 2: Turn Your VAD Into Action

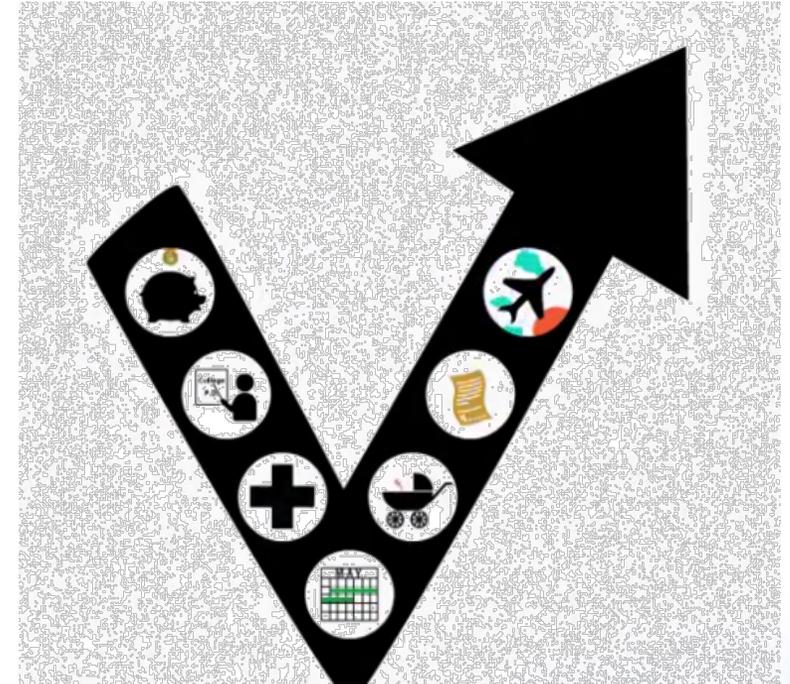
Step 3: Take Time to Learn and Grow

Step 4: Get Connected



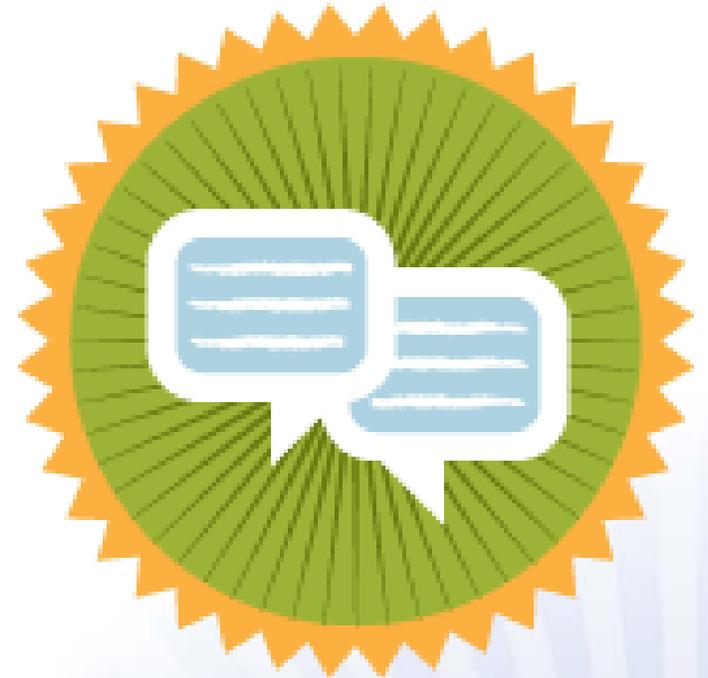
# Step 1: Get Settled

- Get to know the VISTA Member Handbook
- Meet with your VISTA supervisor
- Contact the VISTA Member Support Unit for benefit-related questions
- Connect with your State Office for support



# Get Settled into Life as a VISTA

- VISTA Campus forums
- On-demand webinars
  - Living on the Living Allowance
  - Using the Education Award
  - Managing Student Loans



# Living Allowance

Roll over each question mark for additional information.

Jennifer Smith  
1234 Market Street  
Redding, CA 96024

Corporation for  
**NATIONAL & COMMUNITY SERVICE**

Payment for pay period through: 13 FEB 20XX

Tax withholding status:  
Allowance claimed:  
Additional tax withholding:

Days paid this period: 14  
Days paid this year: 56

**AMERICORPS\* VISTA ALLOWANCE STATEMENT**

We are paying you:	This payment	Year to date
Subsistence Allowance:	\$383.46	\$1,533.84
Relocation Allowance:	0.00	0.00
Stipend:	0.00	0.00
Other:	0.00	0.00

We are deducting:	This payment	Year to date
Fed Income Tax Withholding:	\$23.01	\$92.04
Life Insurance:	2.07	8.28
Overpayments Collected:	0.00	0.00
Tax and Court Levies:	0.00	0.00
FICA Deductions:	0.00	0.00

	This payment	Year to date
Total Paid:	\$383.46	\$1,533.84
Less Total Deductions:	25.08	100.32
Plus Advanced EIC:	0.00	0.00
<b>Net Check:</b>	<b>358.38</b>	<b>1,433.52</b>

# National Service Forbearance

HOME

## My AmeriCorps

- Applicant Home
- My Living Allowance
- My Tax Statements
- My Education Award
  - + Create Forbearance Request
  - + Create Interest Accrual Request
  - + Create Education Award Payment Request
- My Service Letter
- Events
  - Search Events
- My Resources
- Contact My AmeriCorps

### My Education Award

From this page, you can manage your Segal AmeriCorps Education Award requests, view your award balances, and view any previous payments that were made on your behalf. To create new requests, use the links to the left or click on the picture to the right.

[Click here for help.](#)

Member Functions	A Fu
<b>Forbearance</b>	Ir A
	Edu

#### My Requests

Request	Status ?	C
<a href="#">Forbearance</a>	Accepted by Institution	

# Forbearance Request



To complete your Forbearance request, please verify that your personal information is correct, select the term of service for which you are requesting Forbearance (if more than one), and select the Institution from which you are requesting Forbearance. Upon completing the form, click the "submit" button to forward your request.

[Click here for help.](#)

**My Information**

Name:  
Date of Birth:  
NSPID:  
SSN:  
E-mail:

Permanent Address:

Home Phone Number:  
Work or Other Phone Number:

Mailing Address:

Home Phone Number:  
Work or Other Phone Number:

\* Term of service: 11/13/2010 to 11/12/2011

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**Institution Information** [\(Search for Institutions\) ?](#)

Please select an institution to send this request to by clicking the "Search Institutions" link above.

# Get Settled in Your Organization

- Have regular meetings with your supervisor
- Review organizational documents
- Explore what's been done before
- Get to know your coworkers

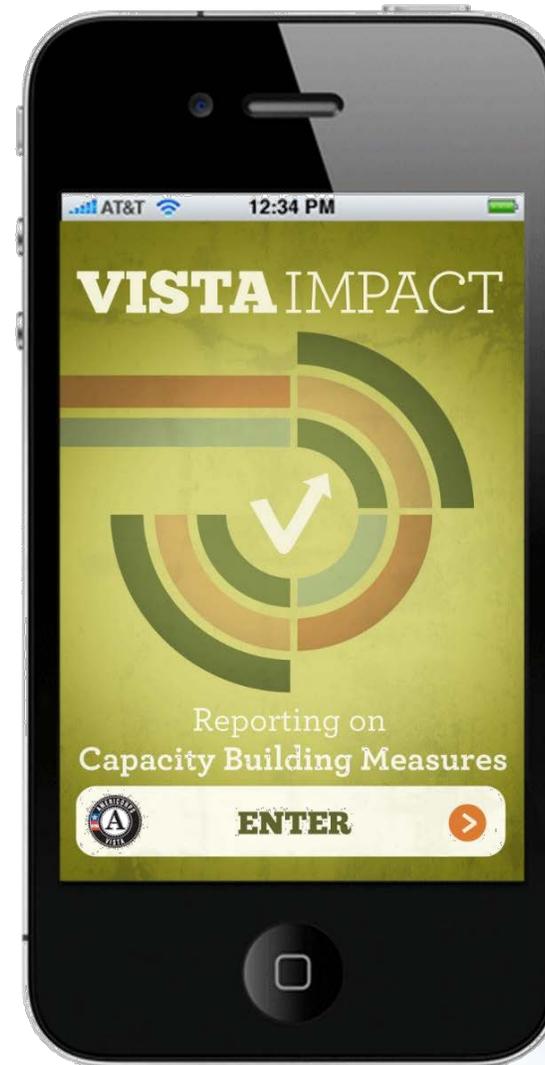


# Step 2: Turn Your VAD into Action

- Create a plan of action for the year
- Develop goals and objectives with your supervisor
- Keep your VAD in an accessible place
- Develop a system to ensure the continuity and sustainability of your work



# VISTA Impact Reporting Tool



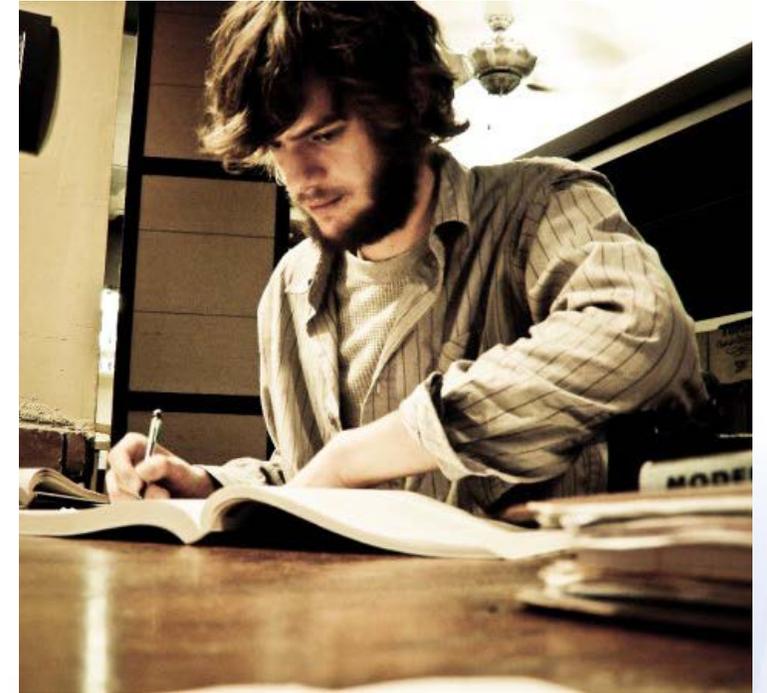
# Step 3: Take Time to Learn and Grow

- Search “The Work” section on the VISTA Campus for resources
- Take a VISTA Campus tutorial
- Attend a VISTA webinar or watch on demand
- VISTA Blend course



# Learn Using Additional Resources

- Public libraries
- Free online educational opportunities
  - U.S. Census Bureau
  - Coursera
  - Khan Academy
  - Alison
  - Free Management Library
  - Alliance for Nonprofit Management



# Learn Using Additional Resources

- Check your organization's professional affiliations & memberships
  - Foundation Center
  - Volunteer Match
  - Association of Fundraising Professionals
- Join a regional network or affinity group
  - Young Professionals Network



# Grow Using Associations & Certifications

## Resource Development

- Association for Fund Raising Professionals  
[www.afpnet.org](http://www.afpnet.org)  
[www.afpnet.org/professional](http://www.afpnet.org/professional)

## Working with Volunteers

- Energize, Inc.  
[www.energizeinc.com/directory](http://www.energizeinc.com/directory)
- Council for Certification in Volunteer Administration  
[cvacert.org](http://cvacert.org)
- Points of Light  
[www.pointsoflight.org](http://www.pointsoflight.org)

## Communications and Marketing

- Public Relations Society of America  
[www.prsa.org/Network/Communities/AssociationNonprofit](http://www.prsa.org/Network/Communities/AssociationNonprofit)

## Curriculum and Training Development

- Association for Talent Development  
[www.td.org](http://www.td.org)

## Developing and Empowering Community Leaders

- NeighborWorks America  
[www.neighborworks.org/Training-Services](http://www.neighborworks.org/Training-Services)

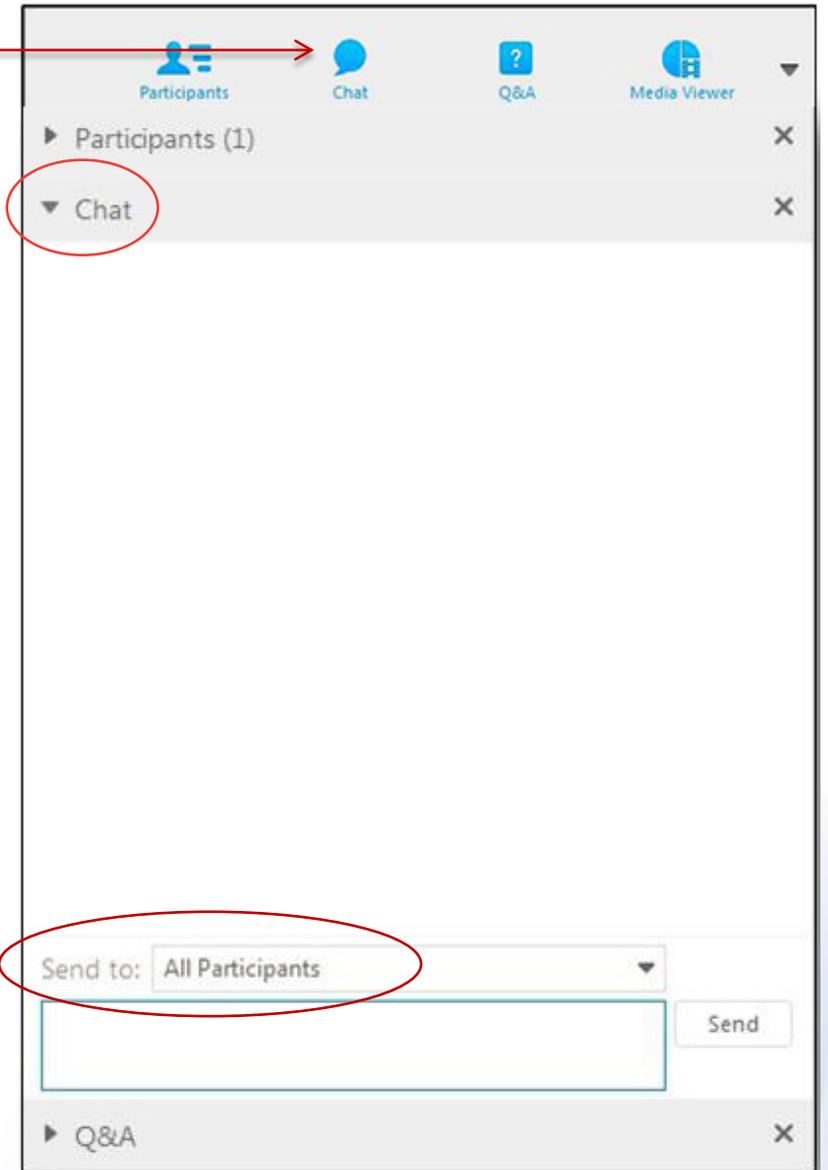
## Your Local...

- Volunteer center
- United Way
- Chamber of Commerce
- Toastmasters International
- National organization's local chapters

# Share Your Thoughts

- What are resources you have used for professional development?

*Click this button if you don't see the chat panel.*



# Step 4: Get Connected

- Complete your VISTA Campus user profile
- Search the VISTA Map
- Contribute to the Campus forums
- Join us on social media
- Attend or arrange a VISTA Get Together
- Get in touch with local alumni



# Get Connected: Show Your VISTA Pride

- VISTA logo on business cards and email signature
- Decorate your space with VISTA gear
- Develop your minute message
- Share your VISTA photos and stories on social media



# Get Connected to Your Community

- Participate in community events
- Meet with community leaders
- Get a community ambassador



# Four Steps to Action

Step 1: Get Settled

Step 2: Turn Your VAD Into Action

Step 3: Take Time to Learn and Grow

Step 4: Get Connected



# Explore the VISTA Campus

The screenshot shows the VISTA Campus website homepage. At the top left is the AmeriCorps VISTA logo. The main header features the text "VISTA Campus" and "Volunteers In Service To America". Below this is a navigation bar with links for "ABOUT VISTA", "LIFE AS A VISTA", "THE WORK", "CONNECT & LEARN", "LEADERS", and "SUPERVISORS". A search bar and a "LOGIN" button are also present. The main content area includes a "STORIES OF VISTA" section with the subtitle "Voices From the Field" and a photo of a woman holding a sign that says "is for HOPE!". Below this is a "Login Now" section with a "Learn More, Serve Better." message and a "VISTA History" section featuring a "50 years" anniversary banner and a photo of people working together.

TA	THE WORK	CONNECT & LEARN
	<b>FUNDRAISING</b> Raising Funds From Individuals Grant Writing Planning Events	<b>COMMUNICATION AND MARKETING</b> Improving Communication Marketing Working With the Media Using Social Media

Add this to my learning plan

# Explore the VISTA Campus

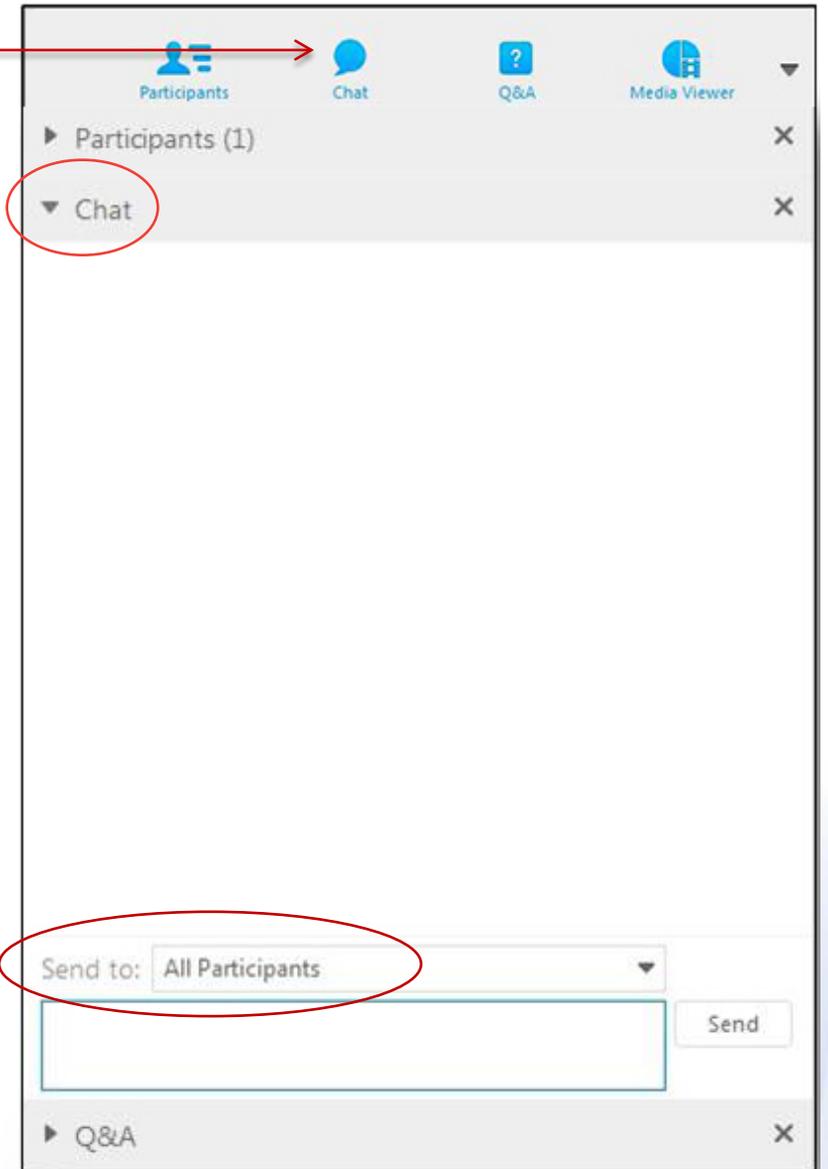


- Visit the Benefits page
- Add a resource to your Learning Plan
- Connect using Learning Connections, forums, and map

# Share Your Thoughts

- What next step can you take today to continue your professional development journey?

*Click this button if you don't see the chat panel.*



# Your Next Steps

- Complete an Individual Development Plan
- Discuss your goals with your supervisor
- Add a resource to your Learning Plan
- Make a Learning Connection
- Investigate a professional organization

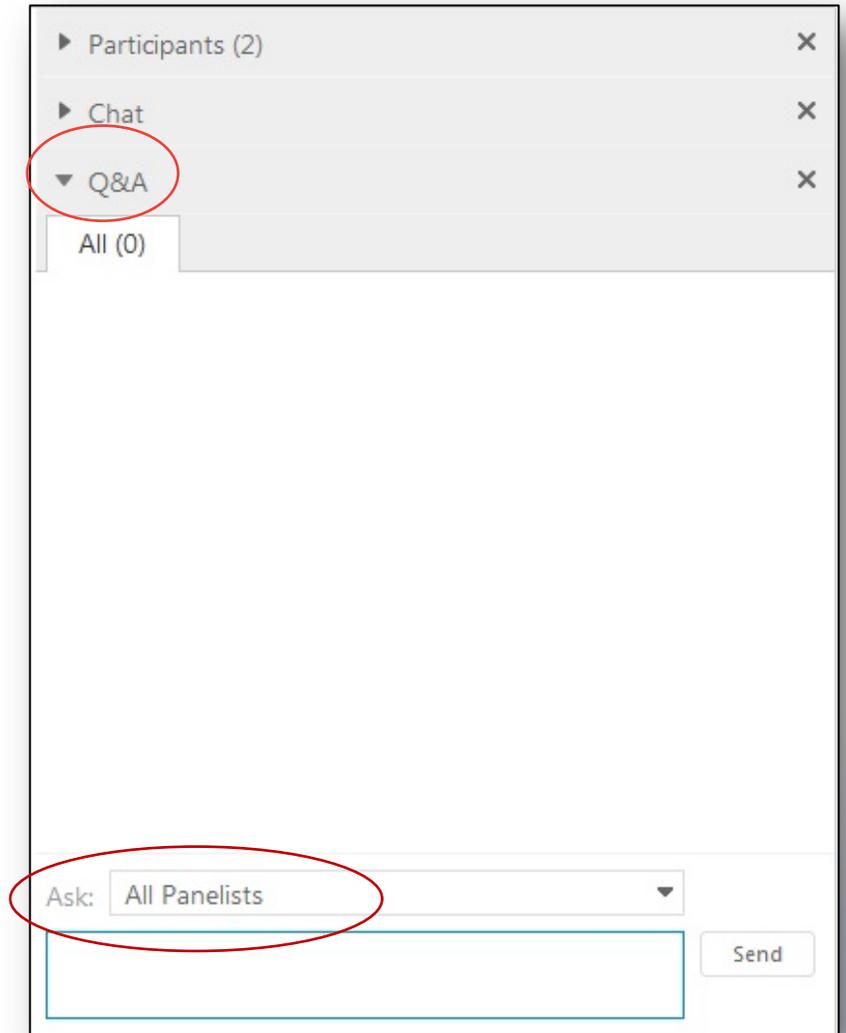


# Evaluation

- Please take a few moments to share your feedback through the quick poll on the right side of the screen.
- How can we improve these sessions? What topics should we include in future webinars?
- Thank you very much for your time and participation!

# Questions ?

- To ask a question verbally, call in using the number on this slide and press \*1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen.
- Please ask “All Panelists”



# Thank You for Your Participation!

If you have further questions or for more information, contact us: [VISTAwebinars@cns.gov](mailto:VISTAwebinars@cns.gov)

**Our next webinar:**

**Project Management**

August 31, 2016

2:00pm Eastern

*Visit the Webinars for VISTAs page on the VISTA Campus for a complete schedule of VISTA webinars*