

About Your VAD: Understanding the Big Picture to Get You Started! Helpful Links

VISTA Campus	Online learning resources to help you better manage your VISTA members and your VISTA project, including opportunities to connect with supervisors and sponsor staff in the Supervisor Café discussion forums.
eGrants Job Aids	Information and tips about using eGrants for many things including VADs.
VAD Resources	Materials to help you write and update VADs.
Adapting VADs	Resource to assist in updating and revising VADs. Remember that any change in a VAD must be approved by the CNCS State or Regional Office.
Action Verbs List	Examples of verbs to use when writing an effective and easily understood VAD.
Strengthening VADs and Service Opportunity Listings	Recorded webinar discussing how to develop strong and effective VADs as well as how to improve service opportunity listings, which will assist you in recruitment.
Using the VAD Throughout the Project	Worksheet guiding you on how the VAD will aid you in supervising your member according to the VAD as well as assisting you throughout the project lifecycle.
Training Your Sub-Site supervisor about VADs	List of resources to help you plan a training for your sub-site supervisors to use the VAD for recruitment and supervision.
Capacity Building Game	Individual or group activity to develop a shared understanding of capacity-building and how it is different from direct service. This game is very useful when creating and updating VISTA Assignment Descriptions (VADs), since VADs must not contain direct service and should only contain capacity-building activities.
VISTA Recruitment Checklist	Sample tasks outlining the multi-step process of VISTA recruitment, to aid you in thinking about the importance of the VAD throughout the recruitment process.
VISTA Outreach Resources	Marketing and recruitment materials for you to use when advertising your positions and promoting VISTA service opportunities. These resources may give you ideas regarding verbs and language to use in your fabulous VADs.
VISTA Member Handbook	Comprehensive source for VISTA policies, procedures, definitions, and legal information for your records. Understand what actions and activities should and should not be in a VAD, and make sure your members understand that as well.