



About Your VAD: Creating a Tool for VISTA Success! Helpful Links

VISTA Assignment Description (VAD)

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 and more information about VADs.
eGrants Job Aids	Information and tips for supervisors and sponsor staff on using eGrants for many things including VADs. Although eGrants and My AmeriCorps are linked for certain things (e.g. member application and recruitment), eGrants is for supervisors and VISTA project sponsor staff, and My AmeriCorps is for applicants, candidates, member, and alumni.
VISTA Recruitment Planning Calendar	List of recruitment milestones and timelines based on your members' VISTA Member Orientation dates, including a suggested timeframe for drafting and finalizing VADs.
VAD Resources	Materials to help you write and update effective VADs for your members.
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.
About Your VAD: Understanding the Big Picture to Get You Started!	Recorded webinar providing details about the purpose and usefulness of the VAD as well as information to get new projects started with creating and adapting VADs.
Adapting VADs	Resource to assist you in updating and revising VADs. VADs are living documents and can change periodically for a variety of reasons, and it is essential to remember that any change in a VAD must be approved by the CNCS State or Regional Office.
Using VADs Throughout Your 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.
VISTA Assignment Description: Training Manual for VISTA Sponsors	Guide to help you manage the VAD (including creating, editing, saving) using the My AmeriCorps section of eGrants.
Training Your Sub-Site Supervisors about VADs	List of resources to help you plan a training for your sub-site supervisors (if you are an intermediary VISTA project) to use the VAD for recruitment and supervision. This resource can also helpful for multi-site VISTA project supervisors.
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 VADs, since VADs must not contain direct service and should only contain capacity-building activities.
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.