

The webinar will begin soon. While you wait, please share in the chat panel: **What do you find most challenging when creating a VAD?**

Writing Fabulous VADs

VISTA Volunteers In Service To America

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Department of NATIONAL & COMMUNITY SERVICE

Connecting to Audio

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- Audio resource tools
- Call in via phone (number listed on each slide)
- View Closed Captions in the Live Captioning panel

Tips for Participating

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- Use Chat panel to:
 - Share comments and ideas (send to "Everyone")
 - Ask questions to presenters
- Some Adobe Connect features unavailable on mobile devices
- Recording available in 7-10 days

COMPUTER

iPhone Chat Icon Android Chat Icon

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



Writing Fabulous VADs



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Writing Fabulous VADs

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 AmeriCorps VISTA Training Specialist
 Washington, D.C.
 VISTA Alum '06-'07
 VISTA Leader Alum '08-'09

Session Goals

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By the end of the webinar, you will be able to:

- Articulate the key elements of an effective VAD.
- Define VISTA's focus on capacity building and community engagement.
- Write member activities that reflect VISTA's focus on capacity building and community engagement.
- Work with VADs as a living document that is tailored to the needs of their community and organization.

Today's Speaker

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Cathy Lins
VISTA Trainer
Development Plus, Inc.

What is a VAD?

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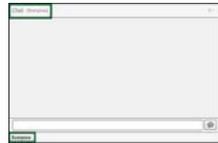


VISTA Assignment Description (VAD)

- Details activities a VISTA member will perform
- Customized for each VISTA member
- Foundation on which the entire member experience is built

Chat Question:

- Write are the benefits to giving each VISTA a unique VAD?



What does a VAD do?

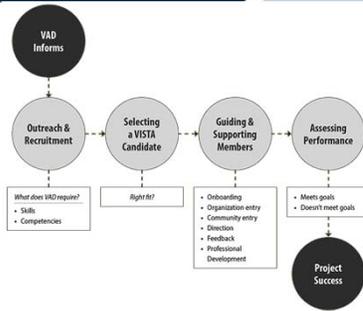
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- Serves as position description and work plan
- Translates proposal milestones into a realistic set of activities
- Helps VISTAs identify a course of action
- Evolves to fit the member and project needs
- Assists with recruiting, tracking performance, and reporting

Using the VAD all year round

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Poll Question

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How do you use the VAD? *(Select all that apply)*

- Outreach and Recruitment
- Selecting a VISTA Candidate
- Guiding and Supporting Members
- Assessing Performance
- I haven't created a VAD yet, but will soon



Program Sustainability

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Creating Sustainability by

- Building Capacity
- Community Engagement



Building Capacity for Sustainability

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VISTA projects build capacity to support program sustainability.

VISTA members create, expand or strengthen organizational systems or processes, such as

- Engaging volunteers and donors
- Improve visibility and outreach
- Build partnerships



Community Engagement for Sustainability

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VISTA projects engage community members to support program sustainability.

VISTA members engage and empower community members and organizational partners through

- Interviews
- Community Meetings
- Asset Mapping
- Art Projects
- Mentorship



Key Elements of a VAD

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1. Title
2. Details
3. Project Goal
4. Objectives
5. Member Activities

Tip: When creating multiple VADs for VISTA members doing similar work, you can save time by copying and pasting some elements of the text into those VADs.

VISTA Assignment Description (VAD)	
Member ID: 12345678	Effective Dates: 03/15/2000 - 03/14/2011
Site: Monitor Recruitment and Management Systems Designer	
Sponsoring Organization: @@@@ Community Services (ACS)	
Project Name: @@@@@	
Project Number: @@@@	
Project Period: 03/20/2000 - 08/19/2011	
Site Name (if applicable): @@@@	
Focus Area(s):	
Primary Education:	
Secondary:	

VISTA Assignment Objectives and Member Activities

Goal of the Project: To help ensure that children of incarcerated parents receive the educational, social, and emotional support they need to help them break the cycle of poverty. The @@@@ VISTA project will build the capacity of @@@@ by developing a sustainable volunteer recruitment and management system for its mentoring program.

Objective of the Assignment 03/15/2000 - 08/19/2011

Assess the current state of @@@@ staff in teaching, selecting, and supporting volunteer mentors, and create a mentor training, procedures, and documents to ensure the effectiveness and sustainability of the mentor recruitment and matching system.

Member Activities:

1. Research the history of volunteer programs at @@@@.
2. Review and become familiar with internal policies, procedures, and documents related to the mentor recruitment and matching system. Identify the current program's strengths and challenges.
3. In collaboration with @@@@ leadership, develop a written plan for improvement.
4. Develop or revise systems for recruiting and matching mentors.
5. Develop or revise documents related to internal policies and procedures supporting mentor recruitment and matching.

Project Goal

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TIP: Copy and paste the Goal of the Project directly from the Goal Statement in your Project Plan (part of the Project Application).

- Addresses Poverty
- Defines how the VISTA member activities will build capacity

PROJECT GOAL: To help ensure that children of incarcerated parents receive the educational, social, and emotional support they need to help them break the cycle of poverty, the MentorCorps VISTA project will build the capacity of WCS by developing a sustainable volunteer recruitment and management systems for its mentoring program.

Objectives & Member Activities

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Objectives identify what the VISTA member will achieve



Member activities specify what VISTA members will be doing to achieve objectives

SAMPLE OBJECTIVE:

By January 2020, plan outreach systems and build partnerships with community organizations in order to spread the word about the mentor program. Develop targeted marketing materials.

TIP:

- ✓ Check that what you've written aligns with your goal statement
- ✓ Check that you've included a completion date

Objectives & Member Activities

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Objectives identify what the VISTA member will achieve



Member activities specify what VISTA members will be doing to achieve the objectives.

SAMPLE OBJECTIVE:

By January 2020, plan outreach systems and build partnerships with community organizations in order to spread the word about the mentor program. Develop targeted marketing materials.

TIP:

Start with the Performance Milestones in the Action Plan section of your project application and edit into appropriate activities.

Member Activities
Connect to Objective

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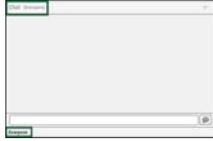


Chat Question:

What are some member activities a VISTA member could do for this objective?

OBJECTIVE:

By January 2020, plan outreach systems and build partnerships with community organizations in order to spread the word about the mentor program. Develop targeted marketing materials.



Strengthen Objectives

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1. Assess



2. Act



3. Transfer

Objectives: Level 1 - Assess

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- Current state of systems
- Key players and the part they play
- Historical environment
- Engagement of the target community

Objectives: Level 2 - Act

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- Create the tools
- Create the processes



OBJECTIVE: Set up outreach systems and build partnerships with community organizations in order to spread the word about the mentor program. Develop targeted marketing materials.

Objectives: Level 3 - Transfer

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- Transfer knowledge
- Transfer products
- Transfer relationships

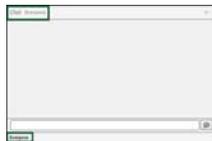
OBJECTIVE: Set up training for new volunteer coordinator.

Chat Question

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- What transfer activities could you include in a VAD to ensure the sustainability of your program?



Objectives and Activities Format

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Objective of the Assignment (mm/dd/yyyy - mm/dd/yyyy)

First objective of this assignment, written in a sentence or two.

Member Activities

- **Activity 1** and how it will contribute to accomplishing Objective 1.
 - Sub activity of the first activity
 - Another Sub activity of first activity
- **Activity 2**
 - Sub activity of second activity

Member Activities Format

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- Start sentences with active verbs
- Be clear and specific, avoid too much detail
- Be realistic and delineate activities for each year of the project
- Delineate the work for each year

Prohibited Activities

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What should NOT be in a VAD:

- Direct Service
- Displacing employed workers and supplanting staff
- Political activities including but not limited to:
 - Attempting to influence legislation by lobbying
 - Voter registration activities
 - Lobbying
 - Being involved with political contributions for election activities
 - Advocacy pertaining to political candidates or proposed legislation
- Religious instruction or worship

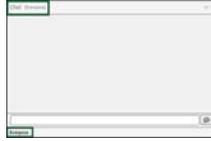
Chat Activity

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Write a sub activity for the following member activity:

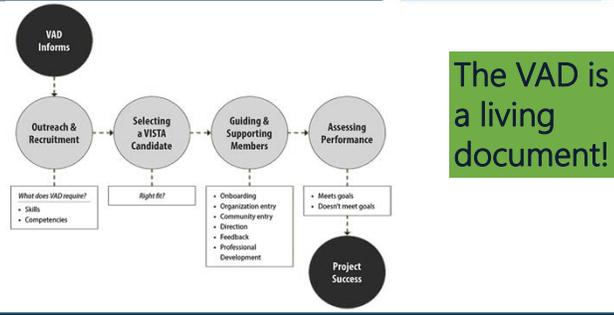
ACTIVITY: Establish a volunteer system and build partnerships with community organizations to engage community members as mentors. Develop needed databases; and forms and procedures by November 2019.



Member Activities

1. Set up a recruitment system.
 - a.
 - b.
 - c.

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Recap

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- Key Elements of an Effective VAD
- Member Activities that reflect VISTA's focus on capacity building and community engagement
- Work with VADs as a living document that is tailored to the needs of their community and organization.



Next Steps

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- ✓ Review your existing VAD(s) with a critical eye
- ✓ Create a customized VAD for each member
- ✓ Add date ranges to each objective
- ✓ Detail out sub activities for each objective
- ✓ Update VADs that are out-of-date
- ✓ Ensure every candidate has an up-to-date and complete VAD for use during VISTA Member Orientation and other trainings

Evaluation

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- How can we improve this session?
- Please complete a brief webinar evaluation form.
- Find the survey link under the Chat panel on your screen.
- Thank you for your feedback!

Questions?

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Thank You!

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If you have further questions or for more information, contact us:
VISTAtraining@cns.gov

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Thank you for your service!