

# AmeriCorps VISTA Member Orientation Checklist



Pre-Service	Coursework (on <a href="http://vistacampus.gov">vistacampus.gov</a> )	
	<input type="checkbox"/>	<a href="#">VISTA Civil Rights and Responsibilities</a> (45 minutes)
	<input type="checkbox"/>	<a href="#">VISTA Terms and Conditions</a> (complete course AND accept in my.americorps.gov) (45 minutes)
	<input type="checkbox"/>	<a href="#">Benefits of VISTA Service</a> (45 minutes)
	<input type="checkbox"/>	<a href="#">VISTA's Mission and Program Goals</a> (15 minutes)
	<input type="checkbox"/>	<a href="#">Test Your Knowledge!</a> (10 minutes)
	Onboarding Forms (on <a href="http://my.americorps.gov">my.americorps.gov</a> )	
	<input type="checkbox"/>	Direct Deposit Information (5 minutes)
	<input type="checkbox"/>	Federal Tax Withholding (W-4) (5 minutes)
	<input type="checkbox"/>	Unpaid Compensation Information (5 minutes)
<input type="checkbox"/>	End of Service Benefit Selection (5-10 minutes)	
Online Background Check		
<input type="checkbox"/>	Submit your online name-based criminal history background check (email from support@checkr.com)	
Webinar 1		
<input type="checkbox"/>	Attend the "Countdown to VISTA Service" webinar the week before you start service (90 minutes)	
Day 1	Webinar 2	
	<input type="checkbox"/>	Attend the "Launching Your VISTA Service" webinar on your first day of service (90 minutes)
	Oath Form	
<input type="checkbox"/>	Complete and submit in <a href="http://my.americorps.gov">my.americorps.gov</a> only <b>after</b> attending "Launching" webinar and receiving instructions.	
In-Service	On-Site Orientation and Training (provided by VISTA sponsor)	
	<input type="checkbox"/>	Project Overview
	<input type="checkbox"/>	VISTA Assignment Description (VAD) Review
	<input type="checkbox"/>	Introduction to Your Organization
	<input type="checkbox"/>	Introduction to Your Community
	<input type="checkbox"/>	Exploring the VISTA/Supervisor relationship (communication, expectations, etc.)
	Early-Service Coursework (on <a href="http://vistacampus.gov">vistacampus.gov</a> )	
	<input type="checkbox"/>	<a href="#">Make the Most of Your On-Site Orientation and Training</a> (1-2 hours)
	<input type="checkbox"/>	<a href="#">Learning About Theory of Change</a> (10 minutes)
	<input type="checkbox"/>	<a href="#">Introducing Yourself and Your Organization: The Minute Intro</a> (1 hour)
	<input type="checkbox"/>	<a href="#">How Poverty is Measured in the United States</a> (5 minutes)
<input type="checkbox"/>	<a href="#">VISTA Assignment Description (VAD) Worksheet</a> (1 hour)	
<input type="checkbox"/>	<a href="#">Creating a Community Profile</a> (1-2 hours)	
<input type="checkbox"/>	<a href="#">Thirteen Lessons About Poverty</a> (1-2 hours)	