



AmeriCorps VISTA Sponsor Resource Guide

This is an at-a-glance snapshot of resources available to help you successfully manage your VISTA project.

Understanding VISTA

Resource Type	Links	Resource Description
Primary Resource	VISTA 101: Understanding VISTA	VISTA basics – Is VISTA right for your organization? – interactive walk through
	AmeriCorps VISTA	National Service home page for AmeriCorps VISTA
	VISTA Annual Program Guidance	FY 2020 Program Guidance for current and potential sponsors
	VISTA Code of Federal Regulations (45 CFR 2556)	Federal codification of the general and permanent rules of VISTA
	CNCS Legislation History	Major National Service legislation, regulations, processes, and provisions
	Uniform Guidance Resources - Plain Language	OMB - Uniform Guidance, Cost Principals and Budget Guidance

Applying for VISTA Resources

Primary Resource	VISTA 201: Sponsor Application Process and Concept Paper	Guide outlining how to apply to become a VISTA sponsor
	FY 2020 Program Guidance	FY 2020 Program Guidance for current and potential sponsors
	AmeriCorps VISTA Concept Paper Instructions	Step-by-step instructions for completing and submitting a Concept Paper
	AmeriCorps VISTA Project Application and Instructions	Step-by-step instructions for completing and submitting an Application
	AmeriCorps VISTA Standard Budget	Step-by-step instructions for completing a standard budget
	CNCS Acronyms Defined	Acronyms related to grants funded by CNCS

Performance Measures

Primary Resource	AmeriCorps VISTA Performance Measures Overview	VISTA Capacity Building Performance Measure framework
	Performance Measurement Core Curriculum	Understanding CNCS Performance Measures
	Theory of Change Resources	Understanding the Theory of Change

eGrants

Primary Resource	eGrants User Guide for Grantee Administrators	Comprehensive eGrants/My AmeriCorps user guide for grantee administrators
Primary Resource	eGrants User Guide for VISTA Sponsors	Comprehensive eGrants/My AmeriCorps user guide for VISTA Sponsors
	eGrants User Role Guide	'What's my Role?' one pager
	eGrants Overview	VISTA Campus eGrants resources
	eGrants Demystified – The Insider's Guide	eGrants Demystified – 60-min webinar or PDF, along with resources
	eGrants	Link to CNCS eGrants system
	National Service Hotline/eGrants Help Desk: 1-800-942-2677	Contact information via online webform and phone number for eGrants and MyAmeriCorps portal



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Guiding Resources

Primary Resource	VISTA Campus Website	Primary source for all things VISTA – Create an account for access
Primary Resource	VISTA Sponsor Handbook	Primary Project Director Guide – roles, responsibilities and expectations
Primary Resource	VISTA Member Handbook	Primary VISTA member resource – policies, regulations, and more

Criminal Background Checks

Primary Resource	Sponsor Responsibilities Regarding Criminal History Background Checks	Criminal history check guidance for VISTAs and VISTA Leaders
	Criminal History Checks – Supervisor Fingerprint Guidance	Fingerprinting process for member checks outlined

Prohibited Activities, Program Policies, and Member Terms & Conditions of Service

Primary Resource	VISTA Member Terms and Conditions	VISTA Terms and Conditions training course for members – VISTA Campus account required
	Direct Service vs. Capacity-Building discussion	Considerations for supervisors – How this affects retention and recruitment
	Outside Employment Policy	Outside Employment FAQs and Request Form
	Teleservice	Teleservice policy overview
Primary Resource	Prohibited Activities	Section of VISTA Sponsor Handbook on Member Management that explains prohibited activities
	Supervisor Terms, Conditions, and Benefits Key Points	Concise 4-page document outlining supervisor terms, conditions, and benefits
	VISTA Civil Rights and Responsibilities	Understating VISTA member civil rights and responsibilities – 30-min course or PDF
	Permitted and Prohibited Activities – Training for Members	Detailed walkthrough of terms of VISTA service for members
Primary Resource	VISTA Quality Assurance and Compliance Monitoring Guide	Primary VISTA grant compliance requirements for VISTA Sponsors



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VISTA Recruitment

Primary Resource	<u>VISTA Member Recruitment</u>	Main VISTA Campus Recruitment page
	<u>Purposefully Planning the Road to Recruitment</u>	Outline of steps to prepare for recruitment – 60-min webinar or PDF
	<u>Your Best Recruitment Season webinar</u>	Recruitment foundation, strategy, techniques webinar
	<u>Leveraging Digital Marketing to Promote Your Opportunity Listings</u>	Developing and promoting opportunity listing and other strategies – 60-min webinar
	<u>Outreach and Recruitment Resources</u>	Printable recruitment and outreach materials
	<u>CNCS Recruitment Resource Hub</u>	Central location for CNCS recruitment resources for all programs
	<u>Role of Supervisors in VISTA Member Orientation (VMO)</u>	Explanation of supervisor roles pertaining to, and to be prepared for, VISTA Member Orientation (VMO)
	<u>VISTA Member Orientation (VMO) main page</u>	Source for all VMO materials and information for starting VISTA service

VISTA Assignment Descriptions (VAD)

Primary Resource	<u>Creating Effective VADs</u>	VAD definition, elements of effective VADs, how to use VADs
	<u>VAD Manual</u>	eGrants guidance for creating and submitting VADs
	<u>VAD Template</u>	Editable VAD template
	<u>VADs Main Page</u>	Home page for VAD training resources for supervisors
	<u>The Importance of the VAD in VISTA Projects</u>	Using the VAD and addressing issues tied to VADs – 60-min webinar
	<u>Writing Fabulous VADs</u>	Breaking down the VAD – Best practices for each section – 60-min webinar or PDF
	<u>Training Your Sub-Site Supervisors About VADs</u>	Training worksheet for Project Directors to train subsites on the VAD

Opportunity Listings

Primary Resource	<u>Crafting a Compelling Service Opportunity Listing</u>	Key components and best practices for designing persuasive service opportunity listings – 60-min webinar or PDF
	<u>VISTA Opportunity Listing Guide</u>	Step-by-step guide for posting an opportunity listing in eGrants
	<u>Strengthening VADs and Service Opportunity Listings</u>	How to strengthen service opportunity listings



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On-Site Orientation & Training (OSOT)		
Primary Resource	On-Site Orientation and Training	Creating and maximizing the effectiveness OSOTs – 60-min webinar or PDF
	Implementing Your OSOT Plan	How to start and activate your OSOT plan – 60-min webinar or PDF
	OSOT Makeover	Guide to updating and enhancing your OSOT – 60-min webinar or PDF
	On-Site Orientation and Training Guidebook	Comprehensive OSOT training guidebook
	On-Site Orientation and Training Checklist	Evaluating your OSOT plan for completeness
	OSOT Planning Worksheet	Tool for planning and developing the OSOT
Promotional Materials		
Primary Resource	AmeriCorps VISTA Branding Guidance	How to become compliant with branding requirements
	National Service Gear	AmeriCorps website for purchasing gear
	Guidelines for Using Logos and Insignia	Important information to review before using AmeriCorps logos and insignia
	Other VISTA branding materials for public outreach and education	Free VISTA materials ordering system – Contact CNCS State/Regional Office
Primary Resource	CNCS Social Media	Links to all CNCS social media accounts at bottom of CNCS homepage
	https://www.facebook.com/AmeriCorpsVISTA/	Contact CNCS State/Regional Office for State/Regional Facebook page
	Twitter handles: @AmeriCorpsVISTA, @NationalService	Contact CNCS State/Regional Office for State/Regional Twitter
Reporting		
Primary Resource	Reporting Roles and Responsibilities	Comprehensive report roles and responsibilities – 2-hour webinar or PDF
Primary Resource	Grantee Project Report Instructions	Step-by-step instructions for progress report completion
	VISTA Progress Report Supplement (VPRS)	Step-by-step instructions for completing and submitting the VPRS
	Federal Financial Report (FFR) Form and Instructions	If you have a support grant, this is a copy of the FFR with line item guidance
	Completing the FFR in eGrants	If you have a support grant, this is step-by-step guidance for completing and submitting the FFR
	Sponsor Verification Form (SVF) Guide	If you have a support grant, this is step-by-step guidance for completing and submitting the SVF
	Sample Timesheet #1	VISTA member sample timesheet 1
	Sample Timesheet #2	VISTA member sample timesheet 2



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Cost Share		
Primary Resource	Cost Share Sponsor Guide	VISTA Campus Cost Share Resources Page
Primary Resource	Cost Share Billing & Payment Manual	Comprehensive Cost Share Manual
Multi-Site Projects		
Primary Resource	Sub-Site Management and Training	VISTA Campus managing sub-site primary resource page
	Training Site Supervisors	Information to orient and train sub site supervisors – 60-min webinar or PDF
	Project Management Responsibilities	Sponsor and project supervisor tasks and action steps
	Training Sub-Site Supervisors Syllabus	Tool for planning and developing subsite supervising training
	Sample Memorandum of Understanding	Sample contract between VISTA sponsor and subsite
	Coordinating Data Collection for VISTA Project Progress Reports	Coordinating VISTA deliverable with subsites – 90-min webinar or PDF
	Conducting Site Visits with Subsites	Creating systems and a structure for visiting subsites
Additional Topics		
Days of Service		
Primary Resource	Days of Service	Special initiatives and Days of Service primary resource page
	Martin Luther King, Jr. Day of Service	MLK Day planning and event registration webpage
	Employers of National Service (EONS)	Employers of National Service main resource page
	National Service Recognition Day	Resources for National Service Recognition Day
Ongoing Training		
Primary Resource	Community Development Overview Page	Working with your community resource page
	Asset Mapping: 10 Steps	Resources and steps to effective asset mapping
	How will we engage local residents?	Resource for strengthening your organization, community, and projects
	Demystifying Stakeholder Engagement	Tools for defining, identifying, and empowering stakeholders – 60-min webinar or PDF
	VISTA Supervisor Webinars	Upcoming live webinars and recorded on-demand webinars on a variety of topics to help supervisors succeed
	Supervisor Café Discussion Forums	VISTA Campus discussion forums for supervisors to ask questions, share ideas and resources, and provide training examples and information