



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 VISTA website home page
	VISTA Annual Program Guidance	FY 2018 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	Walk through for applying to become a VISTA sponsor
	FY 2018 Program Guidance	FY 2018 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	Comprehensive eGrants user guide
	eGrants Helpdesk	Nation Service hotline contact info and other information
	eGrants User Role Guide	What is my eGrants role one pager
	eGrants Overview Page	VISTA Campus eGrants one stop shop
	eGrants Demystified - The Insider's Guide	eGrants Demystified video PDF or hour Webinar
	eGrants	Link to CNCS eGrants system
	National Service Hotline/eGrants Help Desk: 1-800-942-2677	Contact number for eGrants and MyAmeriCorps portal



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Guiding Resources

Primary Resource	VISTA Supervisors Manual	Primary Project Director Guide - roles, responsibilities and expectations
Primary Resource	VISTA Campus Website	Primary electronic data base for all things VISTA - Create an account for access
Primary Resource	VISTA Member Handbook	Primary VISTA member resource

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
	Criminal History Checks - Member Fingerprint Guidance	Step by step guidance for members fingerprinting process

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

Primary Resource	VISTA Member Terms, Conditions, and Benefits	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 Overview	Power Point walk through describing VISTA prohibited activities
	Supervisor Terms, Conditions, and Benefits Key Points	Concise 4 page document outlining supervisor TCBS
	VISTA Civil Rights and Responsibilities	Understating VISTA member rights and responsibilities PDF or 30 min Webinar
	Permitted and Prohibited Activities - Training for Members	Detailed terms of VISTA service walkthrough for members
Primary Resource	VISTA Quality Assurance and Compliance Monitoring Guide	Primary VISTA grant compliance requirements for VISTA Sponsors

VISTA Recruitment

Primary Resource	Elements of a Recruitment Plan	1.5 hour training webinar outlines recruitment steps
	Your Best Recruitment Season webinar	Recruitment foundation, strategy, techniques webinar
	Leveraging Digital Marketing to Promote Your Opportunity Listings webinar	Developing and promoting opportunity listing and other strategies
	Outreach and Recruitment Resources (printable)	Printable recruitment and outreach materials



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	Role of Supervisors in Virtual Member Orientation (VMO)	Ensuring supervisors are prepared for Virtual Member Orientation (VMO)
	Virtual Member Orientation (VMO) main page	Access point for all VMO materials
VISTA Assignment Descriptions (VAD)		
Primary Resource	Creating Effective VADs	VADs defined, elements of effective VADs, how to use VADs
	VAD Manual	eGrants guidance for creating and submitting VADs
	VAD Template	Editable VAD template
	VADs Main Page	Home page for VAD training resources for supervisors
	The Importance of the VAD in VISTA Projects	Using the VAD and addressing issues tied to VADs - Hour webinar
	Writing Fabulous VADs	Breaking down the VAD - Best practices for each section - PDF or hour webinar
	Training Your Sub-Site Supervisors About VADs	Project Directors VAD training work sheet for training subsites
Opportunity Listings		
Primary Resource	Creating Service Opportunity Listings	Key components and best practices for designing opportunity listings
	VISTA Opportunity Listing Guide	Step by step guide for posting an opportunity listing in eGrants
	Strengthening VADs and Service Opportunity Listings	How to strengthen service opportunity listings
On-Site Orientation & Training (OSOT)		
Primary Resource	On-Site Orientation and Training	Creating and implementing effective OSOTs - PDF or hour webinar
	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	Pre OSOT development planning tool
Promotional Materials		
Primary Resource	AmeriCorps VISTA Branding Guidance	How to become compliant with branding requirements
	National Service Gear	AmeriCorps webstore- Purchase gear here
	Guidelines for Using Logos and Insignia	Review before using AmeriCorps logos and insignia
	Other VISTA branding materials for public outreach and education	Free VISTA materials ordering system - Connect with your CSO
Primary Resource	CNCS Social Media Hub	Links to all CNCS social media accounts
	https://www.facebook.com/AmeriCorpsVISTA/	Contact CNCS State Office for State Facebook
	Twitter handles: @AmeriCorpsVISTA, @NationalService	Contact CNCS State Office for State Twitter



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Reporting

Primary Resource	Reporting Roles and Responsibilities	Comprehensive report roles and responsibilities - PDF or 2 hour webinar
Primary Resource	Grantee Project Report Instructions	Step by step instructions for progress report completion
	VISTA Progress Report Supplement	Step by step guidance for completing and submitting the VPRS
	Federal Financial Report (FFR) Form and Instructions	Hard copy of the FFR with line item guidance
	Completing the FFR in eGrants	Step by step guidance for completing and submitting the FFR
	Sponsor Verification Form Guide	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

Cost Share

Primary Resource	Cost Share Sponsor Guide	VISTA Campus Cost Share Resources Page
	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	Training sub site supervisors -effective communication, addressing challenges
	VISTA Sponsor and Sub-Site Supervisor Major Tasks	Sponsor and subsite checklist for managing tasks
	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 - PDF or 1.5 hour webinar
	Conducting Sub-Site Visits	VISTA campus - 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	Employers of National Service main resource page
	National Service Recognition Day	Resources for National Service Recognition Day



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Ongoing Training

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Primary Resource	Community Development Overview Page	VISTA Campus working with your community resource page
	Asset Mapping: 10 Steps	VISTA Campus asset mapping resource page
	How will we engage local residents?	VISTA Campus resource for strengthening your organization, community, and projects
	Demystifying Stakeholder Engagement	Tools for defining, identifying, and empowering stakeholders - PDF or hour webinar