

VISTA Project Plan – Example

| <i>Column A</i> AmeriCorps VISTA Project Plan | <i>Column B</i> Date(s) | <i>Column C</i> |
|--|-----------------------------------|-----------------|
| <p>Community Need: Describe the community need to be addressed in relation to the problem(s) identified in your project narrative (Need).</p> <ul style="list-style-type: none"> • <i>Studies have found that more than 500 children and youth in Waketa County have at least one incarcerated parent.</i> • <i>About two-thirds of these children and youth (61%) live in households with incomes below the Federal poverty line and are more inclined to suffer drug use, diminished high school graduation rates and unemployment.</i> • <i>Waketa Community Services (WCS) currently provides mentoring services to children and youth of incarcerated parents; however, WCS has had difficulty finding enough volunteers to meet the demand for mentors.</i> | | |
| <p>Goal Statement: Describe the impact your project will have in addressing the community need identified above. This goal statement should cover the three-year project period.</p> <p><i>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 WCS VISTA project will build the capacity of the organization by developing a sustainable Volunteer Recruitment and Management system for the mentoring program.</i></p> | | |
| <p>Performance Milestone</p> <p><i>At least three Volunteer Recruitment and Management system components will be created and/or revised.</i></p> <p>Indicator: <i>System components created and/or revised. These may include but are not limited to: volunteer recruitment database, screening procedures, mentor training curricula, and volunteer support resources.</i></p> <p>Target: <i>Three system components will be created and/or revised.</i></p> <p>How Measured: <i>Volunteer Recruitment and Management System Checklist.</i></p> <p>Description of Data Collection: <i>The VISTA supervisor will use the Volunteer Recruitment and Management System Checklist approximately twice per month to track the status of each system component VISTA members are working on.</i></p> | May 20XX | |

VISTA Project Plan – Example (cont.)

| <i>Column A</i> AmeriCorps VISTA Project Plan | <i>Column B</i> Date(s) | <i>Column C</i> |
|---|-----------------------------------|-----------------|
| <p>Performance Milestone <i>New/revised recruitment systems are operational: 45 Volunteers are recruited.</i></p> <p>Indicator: <i>Volunteers recruited using new volunteer recruitment systems.</i></p> <p>Target: <i>45 volunteers will be recruited.</i></p> <p>How Measured: <i>Volunteer Recruitment Log</i></p> <p>Description of Data Collection: <i>Volunteer Recruitment Log, completed after each recruitment event by VISTA member.</i></p> | <p>Sept 20XX</p> | |
| <p>Performance Milestone <i>New/revised Volunteer Recruitment and Management systems are effective: 75% (30 of 40) volunteers recruited, trained and managed using the new/revised Volunteer Recruitment and Management system will serve as mentors for at least 9 months.</i></p> <p>Indicator: <i>Volunteers recruited and managed using the new/revised Volunteer Recruitment and Management system serve as mentors for at least 9 months.</i></p> <p>Target: <i>75% of volunteers will serve as mentors for at least 9 months.</i></p> <p>How Measured: <i>Mentoring Logs.</i></p> <p>Description of Data Collection: <i>Mentoring Logs, completed weekly by mentors.</i></p> | <p>Sept 20XX</p> | |

VISTA Assignment Description (VAD) – Example

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| Title: Mentor Recruitment and Management Systems Designer |
| Sponsoring Organization: Waketa Community Services (WCS) |
| Project Name: MentorCorps |
| Project Number: 12ABCD345 |
| Project Period: 08/20/20XX - 08/19/20YY |
| Site Name (if applicable): |
| Focus Area(s) Primary: Education Secondary: |
| Note: <i>If your VAD is not accepted, the State Office will note the reason(s) why here.</i> |

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 MentorCorps VISTA project will build the capacity of WCS by developing a sustainable volunteer recruitment and management system for its mentoring program.

Objective of the Assignment (8/20/20XX – 2/01/20YY)

Assess the current state of WCS' efforts in reaching, selecting, and supporting volunteer mentors, and create or revise policies, procedures, and documents to improve the effectiveness and sustainability of the mentor-recruitment and matching system.

Member Activities:

1. Research the history of volunteer programs at WCS.
 - a. Identify strengths and challenges of the current program. Based on this report, make a plan for improvement.
2. Develop systems for screening and matching mentors.

Objective of the Assignment (1/01/20YY – 8/19/20YY)

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

Member Activities:

1. Plan for outreach and recruitment.
 - a. Identify skills, abilities, and experiences sought in volunteer mentors.
 - b. Write volunteer task descriptions that include: qualifications, activities, benefits, time commitment, and other expectations.
 - c. Develop partnerships with community organizations whose members are possible mentors or who can support the organization in other ways.
 - d. Develop partnerships with people or organizations that understand the needs of children of prisoners and can assist with the training and support of mentors.
2. Market the program to targeted audiences.