

**Redwood Community Action Agency's AmeriCorps\*VISTA Program**

**AmeriCorps\*VISTA Assignment Description (VAD)**

*Please use this form only. Do not change this format except to add activities or steps according to your program workplan and needs. Use as many pages as you need.*

<b>VISTA Project:</b> A-TCAA Financial Literacy		<b>VISTA Member Name:</b>	
<b>Site Name:</b> Amador-Tuolumne Community Action Agency		<b>Assignment Area:</b>	<b>Date:</b>
<b>VISTA Member Activities, Plan and Steps</b>			<b>Planned Period of Work</b>
<b>Goal 1:</b> Create a sustainable system of asset development for low income families through the VITA project for 500 low-income households, 2009 - 2010, resulting in more available income per family.			
<b>Expected outcome:</b> 200 families obtain an average of \$2,000 each, totaling \$400,000, to assist them with addressing self-sufficiency goals or emergency needs.			
<b>How will the data be tracked?</b> Through compilation of data from tax assistance forms, and in-house intake tracking form.			
<b>Activities:</b> What action steps are needed to accomplish this goal?			
<b>Activity 1: Gathering Materials and Resources</b> Step 1: Compiling best practices documents and review for local use, assessing best practices and strategies in volunteer recruitment. Step 2. Creation of all needed forms. Step 3. Research local VITA opportunities, produce outreach materials for volunteer recruitment, coordinate training opportunities through VITA.			<b>Activity projected completion by:</b> quarter (1)
Activity 1 Comments/Summary of Accomplishments:			<b>Actual completion date:</b> _____
<b>Activity 2: Recruiting, Screening and Training Volunteers Tax Assistants</b> Step 1: Recruiting and Screening volunteers. Step 2. Coordinate attendance at VITA training.			<b>Activity projected completion by</b> quarter (3)
Activity 2 Comments/Summary of Accomplishments:			<b>Actual completion date:</b> _____
<b>Activity 3: Establish and Oversee Functioning Advisory Committee</b> Step 1: Recruiting and Screening advisory committee volunteers. Step 2. Coordinate advisory committee meetings and attendance.			<b>Activity projected completion by</b> quarter 2
Activity 3 Comments/Summary of Accomplishments:			<b>Actual completion date:</b> _____
<b>Activity 4: Develop "Project" Summary of Operations and Manual for program continuity.</b> Step 1: From ongoing organizational records, logs and notes, review all data and input from volunteers and client satisfaction feedback, and assess program for improvements. Step 2: Develop manual. Step 3: Create boiler plate, letters of request to assist with future funding. – manual so that program will be ready to go program manual including all outreach forms and processes – ready to go for future year.			<b>Activity projected completion by</b> Quarter 4.
Activity 4 Comments/Summary of Accomplishments:			<b>Actual completion date:</b> _____

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<b>VISTA Member Activities, Plan and Steps</b>	<b>Planned Period of Work</b>
<b>Goal 2: Create a sustainable financial literacy program.</b>	
<b>Expected outcome:</b> 75 low income families will enhance their abilities to manage and develop assets.	
<b>How will the data be tracked?</b> Through pre and post service testing.	
<b>Activities:</b> What action steps are needed to accomplish this goal?	
<b>Activity 1: Gathering Materials and Resources</b> Step 1: Compiling best practices documents and review for local use, assessing best practices and strategies in Financial Literacy education. Step 2. Creation of all needed forms, curriculum materials. Step 3. Research local financial literacy educational opportunities, produce outreach materials for volunteer financial literacy counselors, recruitment, coordinate with A-TCAA Programs.	<b>Activity projected completion by: quarter (1)</b>
Activity 1 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____
<b>Activity 3: Establish and Oversee Functioning Advisory Committee</b> Step 1: Recruiting and Screening advisory committee volunteers. Step 2. Coordinate advisory committee meetings and attendance.	<b>Activity projected completion by quarter 2</b>
Activity 2: Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____
<b>Activity 4: Outreach to Low-Income Community</b> Step 1: Outreach to community thru PSA and accessing other programs Step 2: Setting up the scheduling for service delivery. Step 3: Assessing program delivery effectiveness through client satisfaction intake/feedback system.	<b>Activity projected completion by quarter (3)</b>
Activity 3 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____
<b>Activity 5: Manual Compilation and Program Sustainability and Continuity into new year, and future.</b> Step 1: Review ongoing organizational records, logs and notes, and all data and input from volunteers and client satisfaction and assess to make program improvement changes. Step 2: Develop Project Summary, and Operations Manual. Step 3: Create boiler plate, letters of request to assist with future funding. Step 4: Solidify Advisory Committee operations and membership.	<b>Activity projected completion by quarter (4)</b>
Activity 4 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____