

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.

VISTA Project: LIFE Project	VISTA Member Name:	
Site Name: Centerforce	Assignment Area:	Date: 2/6/09

VISTA Member Activities, Plan and Steps		Planned Period of Work
Goal 1: Increase recruitment efforts		
Expected outcome: Increase the number of program participants and targeted recruitment in Marin and San Francisco.		
How will the data be tracked? Through recruitment reports for MCP grant		
Activity 1: Strategic Recruitment Step 1: Increasing recruitment in areas with increased mentee interest. Step 2: Increased recruitment in Marin and SF counties Step 3: Creating county specific agency contacts/relationships.		Activity projected completion by (quarter, 1, 2, 3 or 4): __4__
Activity 1 Comments/Summary of Accomplishments:		Actual completion date: _____
Activity 2: Community Recruiting Step 1: Identify business's/location to give program presentations Step 2: Create program presentations Step 3: Continue media recruitment (Craig's List, Websites, BART, etc)		Activity projected completion by (quarter, 1, 2, 3 or 4): __4__
Activity 2 Comments/Summary of Accomplishments:		Actual completion date: _____
Activity 3: Screening Step 1: Collect all enrollment paperwork Step 2: Run each person through screening process Step 3: Update database/files/records with new person's info.		Activity projected completion by (quarter, 1, 2, 3 or 4): __4__
Activity 3 Comments/Summary of Accomplishments:		Actual completion date: _____
Activity 4: Training Step 1: Review materials and collect new materials to be used for mentor training. Step 2: Schedule organize day of mentor training Step 3: Create caregiver orientation session (New)		Activity projected completion by (quarter, 1, 2, 3 or 4): __4__
Activity 4 Comments/Summary of Accomplishments:		Actual completion date: _____
Goal 2: Increase recruitment efforts		
Expected outcome: Increase the number of program participants and targeted recruitment in Marin and San Francisco.		
How will the data be tracked? All recruitment information is tracked through grant reports.		
Activity 1: Strategic Recruitment Step 1: Increasing recruitment in areas with increased mentor interest or low		Activity projected completion by (quarter, 1, 2, 3 or 4):

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numbers. Step 2: Increased recruitment in Marin and SF counties Step 3: Creating county specific agency contacts/relationships.	_____ 4 _____
Activity 1 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 2: Community Recruiting Step 1: Identify business's/location to give program presentations Step 2: Create program presentations Step 3: Continue media recruitment (Craig's List, Websites, BART, etc)	Activity projected completion by (quarter, 1, 2, 3 or 4): _____ 4 _____
Activity 2 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 3: Screening Step 1: Collect all enrollment paperwork from mentees Step 2: Run each person through screening process Step 3: Update database/files/records with new person's info.	Activity projected completion by (quarter, 1, 2, 3 or 4): _____ 4 _____
Activity 3 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 4: Training Step 1: Review materials and collect new materials to be used for mentee orientation. Step 2: Schedule organize day of mentee orientation Step 3: Create caregiver orientation session (New)	Activity projected completion by (quarter, 1, 2, 3 or 4): _____ 4 _____
Activity 4 Comments/Summary of Accomplishments:	Actual completion date: _____
Goal 3: Organize group events that focus on incarceration and building leadership skills.	
Expected outcome: Kids will complete each event and feel they addressed personal issues as well as increased sense of comfort with the group. Events should help identify problems, provide training, and prepare them for a positive future.	
How will the data be tracked? Periodic surveys of event feedback will be handed out.	
Activity 1: Organize events that can be divided into 3 age groups Step 1: Create training for mentors for the 3 age groups Step 2: Find activities that appeal to all 3 groups Step 3: Find activities for each age group that relate to the group event.	Activity projected completion by (quarter, 1, 2, 3 or 4): _____ 4 _____
Activity 1 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 2: Alternative Group Events Step 1: Create 1 caregiver event per cohort Step 2: Create 1 sibling event per cohort Step 3:	Activity projected completion by (quarter, 1, 2, 3 or 4): _____
Activity 2 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 3: Event Maintenance Step 1: Fill out and maintain in event binder, all paperwork for applications, reservations, check requests, etc	Activity projected completion by (quarter, 1, 2, 3 or 4):

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Step 2: Send out event info to all participants Step 3: Get all food and materials for each event donated.	_____
Activity 3 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 4: Research and organize cultural/education/art/community Service Event Step 1: Cultural-1 per cohort Step 2: Art-1 per cohort Step 3: Community Service-1 per cohort Step 4: Education-1 per cohort	Activity projected completion by (quarter, 1, 2, 3 or 4): _____
Activity 4 Comments/Summary of Accomplishments:	Actual completion date: _____
Goal 4: Organize all surveys, records and collected data to have "report ready" at all times.	
Expected outcome: Information should be easily accessible and ready to put into report format at any time.	
How will the data be tracked? Data will be collected from enrollment paperwork, quarterly surveys and match support reports	
Activity 1: Learn program reports on common server Step 1: Recruitment report needs to be updated monthly and turned in on the 1 st Monday of each month. Step 2: Throughout enrollment all info for each individual should be added to current records. Step 3:	Activity projected completion by (quarter, 1, 2, 3 or 4): _____
Activity 1 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 2: MCP Reports Step 1: Get instructions for reporting phone surveys and feedback surveys. Compile all. Step 2: Learn to input OLDC info Step 3: Maintain calendar of surveys and compile all results within 2 weeks.	Activity projected completion by (quarter, 1, 2, 3 or 4): _____
Activity 2 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 3: Create survey with assistance from our evaluation and research staff for caregivers and mentors Step 1: Determine our expected outcomes Step 2: Assess areas of program that need feedback Step 3: Compile survey results and create future plan to implement potential changes.	Activity projected completion by (quarter, 1, 2, 3 or 4): _____
Activity 3 Comments/Summary of Accomplishments:	Actual completion date: _____
Goal 5: Solicit in kind and program donations	
Expected outcome: Food and event supplies should be donated whenever possible.	
How will the data be tracked? Our donation record and event binder.	

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<p>Activity 1: Solicit local business Step 1: Get food donated for group events Step 2: Get materials donated for group events Step 3: Record all donations in event binder and on donation record.</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____</p>
<p>Activity 1 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>
<p>Activity 2: Agency Fundraising Step 1: Attend agency development meetings Step 2: Sit on grant committee Step 3: Send out one grant per quarter with development team.</p>	
<p>Activity 2 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>
<p>Activity 3: Manage LIFE donations Step 1: Keep record of all donations in the event binder Step 2: Keep online donation record updated Step 3: Send out thank you for all items and services donated</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>