

**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: Redwood Community Action Agency</b>	<b>VISTA Member Name:</b>	
<b>Site Name:</b> Folsom Cordova Community Partnership	<b>Assignment Area: Rancho Cordova and Folsom</b>	<b>Date:</b>
<b>VISTA Member Activities, Plan and Steps</b>		<b>Planned Period of Work</b>
<b>Goal 1: VISTA member will educate the community regarding the need for mentors in an effort to increase the number of mentors matched to youth in one-to-one, healthy and trusting friendships. VISTA member, therefore, will increase the program's capacity to serve youth by recruiting, screening, and referring mentors to the program.</b>		
<b>Expected outcome:</b> 20-25 community members interested in becoming mentors will be screened according to mentoring best practices and placed with mentoring program.		
<b>How will the data be tracked?</b> Mentor inquiries and enrollment information will be documented and entered into the program database and participant files and will be tracked daily. Presentation/outreach information (which includes date, time, place and number of attendees) will be organized and tracked daily.		
<b>Activities:</b> 1. Recruit, screen and refer potential mentors to participating program. 2. Provide evaluation of mentor applicant.		
<b>Activity 1: Recruit, screen and refer potential mentors to participating program/s.</b>  Step 1: VISTA member will become familiar with current and past project activities, policies, procedures including best practices, mentoring partnerships or collaboratives and community demographics. Step 2: Develop written and oral recruitment presentations as well as other recruitment materials Step 3: Implement strategies for recruiting mentors in the community. Step 4: Community members interested in becoming mentors will be screened according to mentoring best practices and placed with the mentoring program. Step 5: Mentor referral forms will be documented and entered into the program database and tracked daily.		<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> _____4_____
Activity 1 Comments/Summary of Accomplishments:		<b>Actual completion date:</b> _____
<b>Activity 2: Provide evaluation of mentor applicant.</b>  Step 1: Survey youth files to become familiar with youth participants and their interests and personalities Step 2: Participate in program activities to become familiar with all participants (mentors and mentees). Step 3: Participate in Team Meetings to help make suggestions for compatible matches.		<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> _____4_____
Activity 2 Comments/Summary of Accomplishments:		<b>Actual completion date:</b> _____
<b>Goal 2: In order to make mentoring more affordable for mentor volunteers, the VISTA member will solicit donations from foundations, businesses</b>		

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<b>and service organizations that will be available to mentor-mentee matches during their shared time together.</b>	
<b>Expected outcome:</b> VISTA members will solicit 30 different donations for the program.	
<b>How will the data be tracked?</b> Evidence of donations as documented through the project database or spreadsheet.	
<b>Activities:</b> 1. Solicit donations from local foundations, businesses and service organizations.	
<b>Activity 1:</b> Identify potential donation sources including local foundation, businesses and service organizations. Step 1: Survey program staff for needed areas of support and preferred match activities. Step 2: Identify potential sources for donations. Step 3: Approach businesses for donation of free resources for mentors to help defray costs of match activities. Step 4: Follow up donations and with letters of appreciation. Step 5: Make resources available to matches.	<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> ____ 4 ____
Activity 1 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____
<b>Goal 3: To increase the sustainability of the program, the VISTA member will write proposals to local or national granter and foundations.</b>	
<b>Expected outcome:</b> Five funding proposals will be written- 2 grants will be secured	
<b>How will the data be tracked?</b> Notice of awards as documented through the project database or spreadsheet.	
<b>Activities:</b> 1. Creating funding proposals to support the sustainability of the program	
<b>Activity 1:</b> Step 1: Survey program for needed areas of support to increase program sustainability. Step 2: Identify potential funding resources. Step 3: Create and send letters of inquiry to potential funders and community resources. Step 4: Write proposals for funding and sustaining mentor-mentee services. Step 5: Follow up donations and awards with letters of appreciation.	<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> ____ 4 ____
Activity 3 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____