

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: Client Services Special Events Coordinator	VISTA Member Name:	
Site Name: Foothill Unity Center	Assignment Area:	Date:

VISTA Member Activities, Plan and Steps	Planned Period of Work
Goal 1: <i>Establish planning strategies for client service special events</i>	
Expected outcome: Special events will service the needs of a larger group of client base	
How will the data be tracked? weekly and monthly reports	
1.	
Activity 1: Back To school Step 1: Assist with planning committee organization and planning strategies Step 2: Update newsletters and outreach materials Step 3: Assist with client registration for event Step 4 Coordinate community support for event Step 5 Create policies and procedures manual for event	Activity projected completion by (quarter, 1, 2, 3 or 4): _____1_____
Activity 1 Comments/Summary of Accomplishments: Through following these steps the Back to School event will provide students of the Center's low income client base all their needed items to start the new 2009/10 school year prepared for a good start. These steps will also ensure the strong sustainability of the event for years to come.	Actual completion date: ___8/31/09___
Activity 2: Thanksgiving Distribution Step 1: Update promotional and outreach materials Step 2: Coordinate community supportive sponsorships Step 3: Coordinate community volunteer participation Step 4 Coordinate progress reports Step 5 Create policies and procedures manual for event Step 6 Assist with client registration for event	Activity projected completion by (quarter, 1, 2, 3 or 4): _____2_____
Activity 2 Comments/Summary of Accomplishments: These steps will provide a greater quality of service to a larger client base and will ensure stronger sustainability for years to come.	Actual completion date: ___11/30/09___
Activity 3: Holiday Distribution Event Step 1: Update promotional and outreach materials Step 2: Assist with client registration for event Step 3: Coordinate community supported sponsorships Step 4 Coordinate Community volunteer participation Step 5 Create policies and procedures manual for event	Activity projected completion by (quarter, 1, 2, 3 or 4): ___3/4_____
Activity 3 Comments/Summary of Accomplishments: These steps will provide an organized strategically implemented event servicing a greater number of low income clients in the community ensuring strong sustainability as well as strengthening community support for years to come.	Actual completion date: ___2/28/10___
Activity 4: Progress reports and committee recruitment Step 1: Create progress reports on special event data	Activity projected completion by (quarter, 1, 2, 3 or 4):

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<p>Step 2: create notes and recommendations for following year events Step 3: Work with planning committees for new member recruitment</p>	<p align="center">____4____</p>
<p>Activity 4 Progress reports and committee recruitment Step 1. Create progress reports on special event data. Step 2. Create notes and recommendations for following year's events. Step 3. Work with planning committees for new member recruitment. This step will create a strategic plan for ensuring the sustainability of the client service special event and establish additional community support.</p>	<p>Actual completion date: _4/30/10_____</p>