

**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: Community Alliance with Family Farmers</b>	<b>VISTA Member Name:</b>	
<b>Site Name: Humboldt Community Alliance with Family Farmers</b>	<b>Assignment Area: Humboldt County</b>	<b>Date:</b>

<b>VISTA Member Activities, Plan and Steps</b>		<b>Planned Period of Work</b>
<p><b>Goal 1:</b> Humboldt County was ranked first for high rates of food insecurity with hunger according to the Northcoast Nutrition and Fitness Collaborative policy brief. In order to cope with limited money for food and to stave off hunger, families try to maximize caloric intake, which can lead to over consumption of calories, a less healthful diet, and a shortened life span. <i>The VISTA will work to prevent this problem by educating both low-income school-aged children and their families on the importance of a healthy diet through hands-on educational opportunities, reaching 200 low-resourced K-6 students and 200 community members annually.</i></p>		
<p><b>Expected outcome:</b> 500 people will have increased food systems knowledge for a healthier lifestyle.</p>		
<p><b>How will the data be tracked?</b> Event participation numbers, media tracking, volunteer tracking</p>		
<p><b>Activity 1:</b> Participate in the development of the annual schedule of community based events                      Step 1: Attend and participate in advisory committee meetings for strategy development determining annual events and timelines                      Step 2: Actively participate in committees; file meeting agendas, minutes, and report back to advisory committee and staff                      Step 3: Act as committee chair taking the lead in internal communication, assign responsibilities, ensure progress and enforce timelines                      Step 4: Adapt tracking tools to capture all pertinent details per event                      Step 5: Develop and/or update event manual(s)</p>		<p><b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> 1-4</p>
<p>Activity 1 Comments/Summary of Accomplishments:</p>		<p><b>Actual completion date:</b> _____</p>
<p><b>Activity 2:</b> Participate in the scheduling and orchestration of youth based events including farm tours, farmers' market fieldtrips, School Garden Network activities                      Step 1: Assist in the development and dissemination of outreach materials                      Step 2: Identify and perform presentations for greater participation                      Step 3: Manage schedule                      Step 4: Recruit and communicate with volunteers                      Step 5: Assist Education Coordinator with events and development of materials as needed                      Step 6: Manage tracking tools: schedules, databases, pictures, materials used, evaluation forms/summaries</p>		<p><b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> 1-4</p>
<p>Activity 2 Comments/Summary of Accomplishments:</p>		<p><b>Actual completion date:</b> _____</p>
<p>1. <b>Activity 3:</b> Field, recruit, train and coordinate volunteers to act as event docents.                      Step 1: Develop and organize volunteer tasks and timelines per event                      Step 2: Coordinate all volunteer aspects: fielding, recruiting, task assignment, supervision, follow up</p>		<p><b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> 1-4</p>

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Step 3: Update tracking as needed	
Activity 3 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____
<b>2. Activity 4: Annual Evaluation</b> Step 1: Provide detailed event summaries for reflection and future planning including, but not limited to: financials, numbers reached, partnerships, lessons learned, in kind, and volunteer information Step 2: Participate in advisory committee annual event review Step 3: Manage HCAFF archive	<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> 1-4
Activity 4 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____

<b>VISTA Member Activities, Plan and Steps</b>	<b>Planned Period of Work</b>
<b>Goal 2:</b> Family farmers in the United States are under extreme economic pressure while Humboldt County overweight and poverty statistics are at alarming rates. CAFF works to reconnect community members to their food system so that they make healthy, informed food choices while understanding the importance of supporting small family farmers and the local economy. The VISTA will help CAFF build capacity for a healthier Humboldt.	
<b>Expected outcome:</b> Increased capacity	
<b>How will the data be tracked?</b> Media tracking tool, media archive, activity tracking tool	
<b>Activities:</b> What action steps are needed to accomplish this goal?	
<b>Activity 1:</b> Increase community knowledge of, and support for, HCAFF's efforts Step 1: Develop and disseminate quarterly e-newsletters coordinating staff and committee input. Step 2: Draft and disseminate press releases, letters to the editor, and public service announcements as needed, tracking submissions and updating media archive. Step 3: Increase community visibility by tabling at community events, attending networking meetings, expanding community partnerships and increasing membership.	<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> <u>1-4</u>
Activity 1 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____
<b>Activity 2:</b> Support HCAFF's growth and sustainability Step 1: Research and identify applicable funding sources Step 2: Assist Director with grant submissions Step 3: Identify and apply for mini grants as directed Step 4: Manage grants matrix Step 5: Work with fundraising committee to diversify sustainability plan Step 6: Assist fundraising committee with communicating sustainability strategies to advisory committee and staff	<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> <u>1-4</u>
Activity 2 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____
<b>Activity 3:</b> Increase internal communication Step 1: Liaise between volunteer advisory committee and staff Step 2: Step 3:	<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> 1-4
Activity 3 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____
<b>Activity 4:</b> Step 1:	<b>Activity projected completion by (quarter,</b>

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Step 2: Step 3:	1, 2, 3 or 4): _____
Activity 4 Comments/Summary of Accomplishments:	Actual completion date: _____

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<b>Site Name:</b>	<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>		
<b>Expected outcome:</b>		
<b>How will the data be tracked?</b>		
<b>Activities:</b> What action steps are needed to accomplish this goal? <i>Examples:</i> <ol style="list-style-type: none"> <li>1. Conduct participant assessments</li> <li>2. Develop/enhance some or all of the following literacy program components, tutoring, recruitment, and training</li> <li>3. Update participant tracking database</li> <li>4. Develop fundraising strategies and plan</li> <li>5. Develop a system to evaluate the effectiveness of the literacy services</li> <li>6. Create project materials and outreach literature</li> </ol>		
<b>Activity 1:</b> Step 1: Step 2: Step 3:		<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> _____
Activity 1 Comments/Summary of Accomplishments:		<b>Actual completion date:</b> _____
<b>Activity 2:</b> Step 1: Step 2: Step 3:		<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> _____
Activity 2 Comments/Summary of Accomplishments:		<b>Actual completion date:</b> _____
<b>Activity 3:</b> Step 1: Step 2: Step 3:		<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> _____
Activity 3 Comments/Summary of Accomplishments:		<b>Actual completion date:</b> _____

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<b>Activity 4:</b> Step 1: Step 2: Step 3:	<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> _____
Activity 4 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____

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<b>Site Name:</b>	<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>		
<b>Expected outcome:</b>		
<b>How will the data be tracked?</b>		
<b>Activities:</b> What action steps are needed to accomplish this goal? <i>Examples:</i> 7. Conduct participant assessments 8. Develop/enhance some or all of the following literacy program components, tutoring, recruitment, and training 9. Update participant tracking database 10. Develop fundraising strategies and plan 11. Develop a system to evaluate the effectiveness of the literacy services 12. Create project materials and outreach literature		
<b>Activity 1:</b> Step 1: Step 2: Step 3:		<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> _____
Activity 1 Comments/Summary of Accomplishments:		<b>Actual completion date:</b> _____
<b>Activity 2:</b> Step 1: Step 2: Step 3:		<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> _____
Activity 2 Comments/Summary of Accomplishments:		<b>Actual completion date:</b> _____
<b>Activity 3:</b> Step 1: Step 2:		<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> _____

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Step 3:	
Activity 3 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____
<b>Activity 4:</b> Step 1: Step 2: Step 3:	<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> _____
Activity 4 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____