

**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: Energy &amp; Environmental Services</b>	<b>VISTA Member Name: Laura Flynn</b>	
<b>Site Name: Energy Demonstration Center</b>	<b>Assignment Area:</b>	<b>Date: 2-6-09</b>

<b>VISTA Member Activities, Plan and Steps</b>		<b>Planned Period of Work</b>
<b>Goal 1: Expand outreach, education and service delivery capability to better serve clients.</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: Become knowledgeable of client services, service demographics and existing funding sources. 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: Research, develop and produce education materials for program clients. 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: Research potential existing and emerging funding sources, initiate grant applications, as applicable and create a database of grant sources. 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> _____
<b>Activity 4:</b> Step 1: Attend community meetings and submit written reports on information covered.		<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> _____

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Step 2: Step 3:	
Activity 4 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____