

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: RCAA Community Gardens	VISTA Member Name:	
Site Name: RCAA	Assignment Area: Eureka	Date: February 2009

VISTA Member Activities, Plan and Steps	Planned Period of Work
Goal 1: Maintain, develop and support the Henderson Community Garden and 3 other garden sites located at various RCAA sites (including the Multiple Assistance Center (MAC), the RAVEN House, and the Energy Demonstration Facility).	
Expected outcome: Expanded garden facilities in the City of Eureka, improved access to fresh and nutritional foods, and long-term sustainability options for the garden sites.	
How will the data be tracked?	
Activities: What action steps are needed to accomplish this goal? <i>Examples:</i> <ol style="list-style-type: none"> 1. Conduct participant assessments 2. Develop/enhance some or all of the following literacy program components, tutoring, recruitment, and training 3. Update participant tracking database 4. Develop fundraising strategies and plan 5. Develop a system to evaluate the effectiveness of the literacy services 6. Create project materials and outreach literature 	
Activity 1: Recruit, train and supervise clients and volunteers including: AmeriCorps members, RSVP members, etc., to participate in "clean-up" days, building new garden plots, planting plants & trees, and maintaining the gardens. Step 1: Step 2: Step 3:	Activity projected completion by (quarter, 1, 2, 3 or 4): ____ Q1 – Q4 ____
Activity 1 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 2: In coordination with current garden users and master gardeners, design plans for the new gardens and turn unused areas of existing garden lots into additional garden plots which will be used by neighborhood gardeners; homeless children and youth; and/or for educational purposes for school-aged youth. Step 1: Step 2: Step 3:	Activity projected completion by (quarter, 1, 2, 3 or 4): ____ Q1 – Q4 ____
Activity 2 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 3: Maintain files of all income and expenses to keep the project within budget limitation, and a log of educational activities and plot usage at the gardens Step 1: Step 2:	Activity projected completion by (quarter, 1, 2, 3 or 4): ____ Q1 – Q4 ____

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Step 3:		
Activity 3 Comments/Summary of Accomplishments:		Actual completion date: _____
Activity 4: Conduct a fundraising campaign to solicit funds, donated soil amendments, seeds and starts from nurseries, fencing, lumber, and plumbing supplies from building supply businesses, donated labor and equipment, and in-kind services and equipment to support the gardens. Step 1: Step 2: Step 3:		Activity projected completion by (quarter, 1, 2, 3 or 4): ___ Q1 – Q4 ___
Activity 4 Comments/Summary of Accomplishments:		Actual completion date: _____
VISTA Project: RCAA Community Gardens	VISTA Member Name:	
Site Name: RCAA	Assignment Area: Eureka	Date: February 2009

VISTA Member Activities, Plan and Steps		Planned Period of Work
Goal 1: Develop educational resources for City and County residents regarding access to healthy foods and nutrition, and involve the community and grassroots groups in a County-wide collaborative to address local food sustainability.		
Expected outcome: Increased availability of educational and outreach resources to low-income residents of Eureka and the County as a whole.		
How will the data be tracked?		
Activities: 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		
Activity 1: Conduct a public awareness campaign targeting the nearby neighborhoods; nearby schools; the general County population about the issue of food security and the importance of learning food self-sufficiency. Step 1: Step 2: Step 3:		Activity projected completion by (quarter, 1, 2, 3 or 4): ___ Q1 – Q4 ___
Activity 1 Comments/Summary of Accomplishments:		Actual completion date: _____
Activity 2: Coordinate with the horticulture programs at College of the Redwoods, Humboldt State University and the County Agriculture Extension Office to use master gardeners to help in the design, maintenance, and educational programs at the gardens. Step 1: Step 2:		Activity projected completion by (quarter, 1, 2, 3 or 4): ___ Q1 – Q4 ___

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Step 3:	
Activity 2 Comments/Summary of Accomplishments:	Actual completion date: _____
<p>Activity 3: Conduct a public awareness campaign targeting the entire County population about the issue of food security and the importance of learning food self-sufficiency.</p> <p>Step 1:</p> <p>Step 2:</p> <p>Step 3:</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): ____ Q1 – Q4 ____</p>
Activity 3 Comments/Summary of Accomplishments:	Actual completion date: _____
<p>Activity 4: Recruit homeless children & parents living at the MAC and homeless youth using the RAVEN drop-in center to participate in growing food at the new gardens.</p> <p>Step 1:</p> <p>Step 2:</p> <p>Step 3:</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): ____ Q1 – Q4 ____</p>
Activity 4 Comments/Summary of Accomplishments:	Actual completion date: _____