

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: <i>Energy Education and Outreach</i>		VISTA Member Name:	
Site Name: <i>Redwood Coast Energy Authority</i>		Assignment Area:	Date:
VISTA Member Activities, Plan and Steps			Planned Period of Work
<p>Goal 1: Provide free energy efficiency, renewable energy, and climate change information to the general public to assist with increasing energy efficiency, saving money, and reducing emissions of greenhouse gasses. During this three year project, one VISTA member will coordinate Redwood Coast Energy Authority's public outreach and education activities.</p>			
<p>Expected outcome: VISTA member will play an integral role in educating the public about current energy efficiency practices and alternative energy options available. This will occur through maintaining in-house educational displays, presence at local events, maintenance of Energy Lending Library and Tool Bank, developing energy brochures, fact sheets and FAQs, moderating the online forum, publishing a monthly newsletter, and coordinating an evening energy issues seminar. These programs and information will be free, open and available to all members of the community, with an emphasis on outreach to low- and moderate-income households.</p>			
<p>How will the data be tracked? There are a wide range of expected accomplishments. Appropriate data tracking systems will be developed and maintained by VISTA with close oversight from VISTA's site supervisor.</p>			
<p>Activities: What action steps are needed to accomplish this goal?</p> <ul style="list-style-type: none"> • Develop and maintain energy displays at the Redwood Coast Energy Resource Center. • Manage the RCERC Energy Library and Energy Tool Bank. • Develop energy brochures, fact sheets, and FAQ's. • Moderate RCEA's on-line community energy forum. • Edit and publish a monthly electronic RCEA newsletter. • Coordinate an evening energy issues seminar program. • Coordinate and staff RCEA portable display at community events. 			
<p>Activity 1: Develop and maintain energy displays at the Redwood Coast Energy Resource Center that are focused on programs available to low- and moderate-income individuals within the community.</p> <p>Step 1: VISTA will research energy efficiency information needs of low-income households, and design displays to convey this information to enhance the interpretative experience for visitors to the RCERC.</p> <p>Step 2: VISTA will identify and develop needed resources, and implement display designs.</p>			<p>Activity projected completion by (quarter, 1, 2, 3 or 4): <u> 4 </u></p>
<p>Activity 1 Comments/Summary of Accomplishments:</p>			<p>Actual completion date: _____</p>
<p>Activity 2: Manage the RCERC Energy Library and Energy Tool Bank.</p> <p>Step 1: VISTA will promote use of the library by advertising availability of tools and</p>			<p>Activity projected completion by (quarter, 1, 2, 3 or 4):</p>

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books that are free to check out and help to realize energy savings. Step 2: VISTA will organize Library and checkout procedures for ease of public use. Step 3: VISTA will update online catalog system.	____ 4 ____
Activity 2 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 3: Develop energy brochures, fact sheets, and FAQ's. Step 1: VISTA will create or revise at least 4 brochures, fact sheets or FAQs that provide the public with information about incentives and programs available in the area.	Activity projected completion by (quarter, 1, 2, 3 or 4): ____ 4 ____
Activity 3 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 4: Moderate RCEA's on-line community energy forum. Step 1: VISTA will increase use of the energy forum by the public. Step 2: VISTA will oversee the posting of 50 new topics. Step 3: VISTA will double the number of registered users on the energy forum.	Activity projected completion by (quarter, 1, 2, 3 or 4): ____ 4 ____
Activity 4 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 5: Edit and publish a monthly electronic RCEA newsletter. Step 1: VISTA will update newsletter template. Step 2: VISTA will expand subscription list. Step 3: VISTA will locate and generate original content for the newsletter.	Activity projected completion by (quarter, 1, 2, 3 or 4): ____ 4 ____
Activity 4 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 6: Coordinate a free evening energy issues seminar program. Step 1: VISTA will create a calendar for the seminar series. Step 2: VISTA will compile an attendance list.	Activity projected completion by (quarter, 1, 2, 3 or 4): ____ 4 ____
Activity 4 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 7: Coordinate and staff RCEA portable display at community events. Step 1: VISTA will coordinate an RCEA presence at 10 community events Step 2: VISTA will update and follow setup and display procedures.	Activity projected completion by (quarter, 1, 2, 3 or 4): ____ 4 ____
Activity 4 Comments/Summary of Accomplishments:	Actual completion date: _____
Goal 2: Develop, enhance, and support energy efficiency, renewable energy, and climate change education in local schools. VISTA member will assist local educators in the development and delivery of energy-related curriculum and classroom activities for K-12 students.	
Expected outcome: VISTA will work to implement energy efficiency education programs in local schools that meet state and federal education content standards. While meeting these educational standards, it is the goal of this curriculum to alter the energy consumption behaviors of students by creating an awareness of their individual energy use, and that they will then educate their families about what they have learned in the classroom, fostering a lifelong energy consciousness.	
How will the data be tracked? There are a wide range of expected accomplishments. Appropriate data tracking systems will be developed and maintained by VISTA with	

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close oversight from VISTA's site supervisor.	
<p>Activities: What action steps are needed to accomplish this goal?</p> <ul style="list-style-type: none"> • Institute and facilitate quarterly meetings of an "Energy Educators Stakeholders Group." • Develop a data base of interested schools and teachers. • Coordinate RCEA's "Solar Schoolhouse Activity Kit" loan program. • Presentations will be given to local schools explaining available curriculum materials. • Plan and schedule at least one in-service training for local teachers. • Edit and publish a quarterly electronic newsletter for teachers. 	
<p>Activity 1: Develop a data base of interested schools and teachers. Step 1: VISTA will develop, maintain and expand mailing address list, email list, and phone lists.</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____1_____</p>
<p>Activity 2 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>
<p>Activity 2: Institute and facilitate quarterly meetings of an "Energy Educators Stakeholders Group." Step 1: VISTA will contact and confirm meeting attendees. Step 2: VISTA will lead the discussion amongst stakeholders seeking to identify local needs and opportunities, and sharing of best practices Step 3: VISTA member will take minutes and attendance.</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____4_____</p>
<p>Activity 1 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>
<p>Activity 3: Coordinate RCEA's "Solar Schoolhouse Activity Kit" loan program. Step 1: VISTA will document each piece of the "Solar Schoolhouse Activity Kit" by taking photographs and labeling them in LIBRARYSOFT. Step 2: VISTA will implement a strategy for effectively transporting kits from teacher-to-teacher and school-to-school</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____1_____</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>
<p>Activity 4: Presentations will be given to local schools explaining available curriculum materials. Step 1: VISTA will develop and expand upon current presentation. Step 2: VISTA will articulate how this curriculum meets current state and federal content standards.</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____4_____</p>
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>
<p>Activity 6: Edit and publish a quarterly electronic newsletter for teachers. Step 1: Using contact information from the database of interested schools and teachers, VISTA will distribute information about news, events and best practices via electronic newsletter. Step 2: VISTA will publish four newsletters over the course of the year.</p>	<p>Activity projected completion by (quarter, 1, 2, 3 or 4): _____4_____</p>
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p>Actual completion date: _____</p>