

**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: RCAA</b>		<b>VISTA Member Name:</b>
<b>Site Name: Straight Up AmeriCorps</b>	<b>Assignment Area: Resource Development</b>	<b>Date: 2/6/09</b>
<b>VISTA Member Activities, Plan and Steps</b>		<b>Planned Period of Work</b>
<b>Goal 1:</b> <i>Implement outreach and fundraising strategies leading towards long-term sustainability of program providing services to low-income youth served through the Straight Up AmeriCorps partnership.</i>		
<b>Expected outcome: The Straight Up AmeriCorps Program will be able to continue or increase its current level of services to youth by raising the minimum 4% additional funds needed each year.</b>		
<b>How will the data be tracked? Cash donated or awarded to the program will 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: Grant writing</b> Step 1: Research foundations. Step 2: Develop and maintain a table of funding sources and procedures and requirements of foundations likely to provide funding to programs such as Straight Up AmeriCorps. Step 3: Develop inquiry letters to send to potential funding sources. Step 4: Collaborate with program manager on writing grants.		<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: Recruit fundraising volunteers</b> Step 1: Develop position descriptions for volunteers to serve on the fundraising committee. Step 2: Recruit partners, alumni, and community volunteers to serve on the fundraising committee. Step 3: Develop a system for regular outreach to alumni in order to maintain interest in the continuation of the program. Step 4: Facilitate monthly meetings of the fundraising committee.		<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: Organize annual large fundraising event</b> Step 1: Work with fundraising volunteer committee to organize the Straight Up AmeriCorps annual large fundraising event.		<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> _____

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<p>Step 2: Coordinate publicity for fundraising event to tie in with Straight Up AmeriCorps' program objectives.</p>	
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p><b>Actual completion date:</b> _____</p>
<p><b>Activity 4:</b> Continue to build upon and organize the on-going "massage day" fundraisers.          Step 1: Recruit certified or student volunteer massage therapists to provide back massages at partner sites.          Step 2: Develop new partners to host massage days in the workplace.          Step 3: Develop publicity connecting Straight Ups wellness goals with massage day.</p>	<p><b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b>          _____</p>
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p><b>Actual completion date:</b> _____</p>