

**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:</b> Mentoring Children of Prisoners		<b>VISTA Member Name:</b>	
<b>Site Name:</b> YMCA of San Diego County		<b>Assignment Area:</b> San Diego County	<b>Date:</b> 2-2-09
<b>VISTA Member Activities, Plan and Steps</b>			<b>Planned Period of Work</b>
<b>Goal 1:</b> <i>VISTA Members will build capacity of participating programs to serve youth by recruiting, screening, and referring mentors to appropriate programs to assist in sustaining mentoring activities.</i>			
<b>Expected outcome:</b> VISTA Members will collectively recruit, screen and train 150 volunteer mentors.			
<b>How will the data be tracked?</b> Data will be tracked on Mentor Logs and in the Y-FRIENDz database.			
<b>Activity 1: Develop a mentor recruitment presentation for public audiences.</b> Step 1: Create a power point presentation. Step 2: Create a display board with photos and story clips. Step 3: Create hand-out's, brochures, and informational packets.			<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, screen, and refer potential mentors.</b> Step 1: Visit colleges and universities to recruit student mentors Step 2: Visit/contact businesses in the community Step 3: Perform in-person interviews, do reference checks and background checks on all possible mentors.			<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: Develop partnerships with community organizations.</b> Step 1: Actively participate in Mentoring Coalition Strategic Planning Committee Step 2: Participate in Angel Tree events; connect kids to participate in weekend camp retreats during the school year and weekly camp retreats during the summer. Step 3: Work with organizations, donors, and supporters from previous years to request cash donations and in-kind resources.			<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: Create/organize program materials to recruit mentors.</b> Step 1: Create brochures, pamphlets, ad flyers. Step 2: Create material for news ads, radios ads, and resource fairs. Step 3: Create t-shirts, bumper stickers, etc. for 'walking billboard' promotions.			<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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<p><b>Goal 2:</b> <i>The VISTA member will organize community service, recreational, educational, and cultural activities which will provide mentor-mentee matches with opportunities to build their relationships within a group setting and at no cost to the match or program.</i></p>	
<p><b>Expected outcome:</b> VISTA Members will solicit in-kind donations and collectively plan 12 events for program participants.</p>	
<p><b>How will the data be tracked?</b> Data will be tracked in Y-FRIENDz log book.</p>	
<p><b>Activity 1: Identify positive and healthy match activities by surveying mentors and their mentees.</b>          Step 1: Hold monthly roundtable discussions with mentors to solicit input on successful match activities.          Step 2: Conduct follow-up phone calls, surveys, or visits to mentees and their families to survey thoughts about match activities.          Step 3: Administer 40 Developmental Assets survey, pre- and post- mentoring relationship to determine if the mentoring relationship made a positive impact on the child.</p>	<p><b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b>          _____</p>
<p>Activity 1 Comments/Summary of Accomplishments:</p>	<p><b>Actual completion date:</b> _____</p>
<p><b>Activity 2: Plan and organize schedule of events for mentor-mentee matches.</b>          Step 1: Research various monthly events within the community.          Step 2: Plan, schedule monthly events. Fundraise for them, if necessary.          Step 3: Make an annual calendar of monthly events to be mailed out to mentees, their families, and mentors.</p>	<p><b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b>          _____</p>
<p>Activity 2 Comments/Summary of Accomplishments:</p>	<p><b>Actual completion date:</b> _____</p>
<p><b>Activity 3: Create and distribute monthly newsletter describing activities, events, and trainings in which mentor-mentee matches can participate at no cost.</b>          Step 1: Design a quarterly newsletter to send to mentees, families, and mentors.          Step 2: Put together newsletter mailing and send.</p>	<p><b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b>          _____</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p><b>Actual completion date:</b> _____</p>
<p><b>Activity 4: Document results of activities and events.</b>          Step 1: Take photos of events/activities.          Step 2: Record attendees on a roster.          Step 3: Document successful events and contact information for future referrals.</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>
<p><b>Goal 3:</b> <i>The VISTA member will develop community resources to be made available to mentor-mentee matches to be utilized during their shared time together.</i></p>	
<p><b>Expected outcome:</b> VISTA Members will develop and disseminate an activity packet to each mentor-mentee match and will send out monthly emails with suggested activities.</p>	

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<p><b>How will the data be tracked? Data will be tracked in Y-FRIENDz log book.</b></p>	
<p><b>Activity 1: Identify potential funding sources.</b>          Step 1: Work with Tina Williams, YMCA Grantwriter, for ideas, contacts, and grantwriting techniques and strategies in which to begin writing grants for funding.          Step 2: Refer to previous financial supporters and donors, and make connection again.          Step 3: Research websites and business profiles for potential donations and fundraising.</p>	<p><b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b>          _____</p>
<p>Activity 1 Comments/Summary of Accomplishments:</p>	<p><b>Actual completion date:</b> _____</p>
<p><b>Activity 2: Approach businesses for donation of free resources for mentors to help defray costs of match activities.</b>          Step 1: Send letters, make phone calls, and contact in-person with businesses for donations specifically for matches to participate in their weekly events/meetups.</p>	<p><b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b>          _____</p>
<p>Activity 2 Comments/Summary of Accomplishments:</p>	<p><b>Actual completion date:</b> _____</p>
<p><b>Activity 3: Follow up donations and awards with letters of appreciation.</b>          Step 1: Send thank you letters/cards to supporters and volunteers.          Step 2: Find donations (such as movie tickets, gift cards, restaurant gift certificates, etc.) to award/honor matches and mentors.</p>	<p><b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b>          _____</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p><b>Actual completion date:</b> _____</p>
<p><b>Activity 4: Make resources available to matches.</b>          Step 1: Provide a monthly events calendar in the quarterly newsletter with match and kid-friendly events (free or very inexpensive) around the community.          Step 2: Provide pamphlets and flyers for local events and activities at roundtable meeting and monthly events.          Step 3: Formulate a table of websites and community contacts that access community event calendars, etc.</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>
<p><b>Goal 4:</b> <i>A series of comprehensive trainings, inclusive of curriculum and study materials, will be developed and facilitated by the VISTA member</i></p>	
<p><b>Expected outcome:</b> VISTA Member will observe, research, and promote trainings, and each member will introduce a new medium to diversify training.</p>	
<p><b>How will the data be tracked? Data will be tracked on Mentor Logs and in the Y-FRIENDz database.</b></p>	
<p><b>Activity 1: Research existing trainings, inclusive of social, emotional, and academic approaches and approved activities, realistic expectations, risk management resources, etc.</b>          Step 1: Research available trainings through the YMCA and local community organizations for free or very limited cost.          Step 2: Create a training calendar of upcoming trainings and outsource it to mentors and employees.</p>	<p><b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b>          _____</p>

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Step 3: Survey mentors and employees for desired or needed trainings.	
Activity 1 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____
<b>Activity 2: Procure expert trainers and schedule date, time, and place of trainings.</b> Step 1: Contact other YMCA employees, directors, along with community organizations for trainers available, (date, time, cost), and find a communal place that works for attendees and trainer(s).	<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: Promote trainings to potential volunteer mentors.</b> Step 1: Pass out training calendar(s) and flyers to mentors at monthly events and roundtable meetings. Step 2: Recruit potential mentors while at various trainings.	<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: Facilitate monthly trainings for mentors.</b> Step 1: Create and research material for monthly trainings based on desired and necessary materials/trainings. Step 2: Facilitate trainings with mentors once a month, either at the office or at a local restaurant or café to create a change of pace and low-key, social environment.	<b>Activity projected completion by (quarter, 1, 2, 3 or 4):</b> _____
Activity 4 Comments/Summary of Accomplishments:	<b>Actual completion date:</b> _____