

## AmeriCorps\*VISTA Assignment Description (VAD)

### Power of We Consortium AmeriCorps\*VISTA Project

*A VISTA Assignment Description (VAD) can be designed in many different ways; you can use any model that works well for your project. This sample VAD was developed by Project STAR and can be modified to meet your needs.*

<b>VISTA Project: Power of We Consortium</b>		<b>VISTA Member Name: Vacant</b>	
<b>Eastside Community Action Center</b>			
<b>Site Name:</b> Lansing	<b>Assignment Area: Fund</b> Development	<b>Date: August</b>	

<b>VISTA Member Activities and Steps Checklist</b>		<b>Planned Period of Work</b>
<p><b>Goal</b> The Eastside Community Action Center exists to provide social, educational, and spiritual assistance to children and adults who reside on the east side of Lansing, with particular attention given to those who are vulnerable or at-risk. Our mission is: (1) to establish and strengthen partnerships with existing programs and service providers, (2) to provide training to volunteers who desire to be part of the service delivery for the center, and provide all services in a professional and efficient manner, (3) to provide most services without charge to residents; when a fee is charged, strive to make sure that it will not prevent those who cannot pay from receiving needed services, and (4) to develop sustainable financial resources for continuation of needed programs and services.</p>		August 2009 – July 2010
<p><b>Activity 1:</b> : Work with Program Coordinator to establish a work group to advise and assist with the fundraising goals to support the ECAC programs.</p> <p>Step 1: Invite key individuals from ECAC and partner agencies to participate in work group.</p> <p>Step 2: Conduct an initial meeting and at least one additional work group meeting to solicit input on strategies, timelines and volunteer and staff support.</p> <p>Step 3: Draft preliminary report for work group and present final Fund Development report to board for approval.</p> <p>Step 4: : Develop resources to support fundraising efforts with the work group this will include developing materials for face-to-face meetings, presentations to foundations, etc.</p> <p>Step 5: Develop Donor Contacts list. Identify possible foundation support.</p> <p>Step 6. Develop format for an annual fund raising dinner with the board assistance.</p>		
Activity 1 Comments/Summary of Accomplishments:		<b>Activity 1 Completed (date):</b> _____

<ul style="list-style-type: none"> <li>• <b>Activity 2:</b> Assist in creating a plan of action to reach program goals, which include program policies and procedures</li> </ul> <p>Step 1: Conduct site visits with other agencies and identify best practices which may be transferable to ECAC.</p> <p>Step 2: Draft program polices and procedures to assist ECAC in achieving it's program goals</p> <p>Step 3: Submit draft policies to Executive Director and Board for approval.</p>	
<p>Activity 2 Comments/Summary of Accomplishments:</p>	<p><b>Activity 2 Completed (date):</b> _____</p>
<ul style="list-style-type: none"> <li>• <b>Activity 3:</b> Recruitment of volunteer staff and arrange for training.</li> </ul> <p>Step 1: Contact MSU and other agencies where volunteers may be recruited.</p> <p>Step 2: Develop training program and implement.</p> <p>Step 3: Assign volunteers to program area</p>	
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p><b>Activity 3 Completed (date):</b> _____</p>
<p><b>Activity 4:</b> Establish Data base for program.</p> <p>Step 1: Training staff and volunteers on Data base</p> <p>Step 2: Evaluate the effectiveness of Data base</p> <p>Step 3: Modify as needed.</p>	
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p><b>Activity 4 Completed (date):</b> _____</p>

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<p><b>Activity 5:</b> Assist in the development of a Website for ECAC. Work with IT staff in ensuring the Website will convey the goals of ECAC.</p> <p>Step 1: Establish timeline for completion</p> <p>Step 2: Submit ideas to IT staff for Website.</p> <p>Step 3: After Website is completed, survey potential users for feedback, have IT staff adjust site based on feedback.</p>	
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p><b>Activity 5 Completed (date):</b> _____</p>