

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.

VISTA Project: Power of We Consortium	VISTA Member Name:
Site Name: Antioch Cares CDC	Assignment Area: Lansing
Date:	

VISTA Member Activities and Steps Checklist	Planned Period of Work
Goal (from VISTA Project Plan): Create Volunteer database for Antioch Cares CDC and other community events	Ongoing
<p>Activity 1: Work with Antioch Cares CDC staff to develop volunteer database for community events, identify volunteers</p> <p>Step 1: Develop a database of volunteers from past events, input data from past events</p> <p>Step 2: Recruit and screen new volunteers (outreach to schools for community service hours)</p> <p>Step 3: Identify incentives for volunteering</p>	
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date): _____
<p>Activity 2: Producing outreach materials for volunteer recruitment</p> <p>Step 1: Create spreadsheet to track volunteer information and number of hours worked etc.</p> <p>Step 2: Create descriptions for each activity in which we will need volunteer assistance</p> <p>Step 3: Create checklist from past activities</p>	
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date): _____

<p>Goal (from VISTA Project Plan): <i>Create board of directors Policy, procedure, and fundraising manual</i></p> <p>Activity 1: Work with Antioch Cares CDC staff to develop board of director database for potential board members, develop fundraising manual</p> <p>Step 1: Identify incentives for volunteering as member of the board of directors Step 3: Identify fundraising opportunities Step 4: Create, Recruit board of director volunteers Step 5: Create fundraising manual, brochures, website option Step 6: Develop a database of for board of director volunteers Step 7: Develop database for funders, past donors</p>	<p>Ongoing</p>
<p>Activity 1 Comments/Summary of Accomplishments:</p>	<p>Activity 1 Completed (date): _____</p>
<p>Activity 2: Producing outreach materials for board of director recruitment and fundraising</p> <p>Step 1: Create spreadsheet to track board of director volunteer information and number of hours worked Step 2: Create spreadsheet to initiate and track fundraising Step 3: Create descriptions for each activity where board members were involved Step 4: Create fundraising activities that were successful Step 5: Create checklist for activities board of directors Step 6: Create checklist for fundraising activities</p>	
<p>Activity 2 Comments/Summary of Accomplishments:</p>	<p>Activity 2 Completed (date): _____</p>

ADD MORE ROWS AS NEEDED