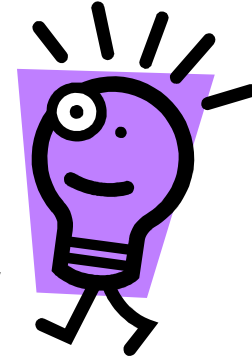


Tips for Creating VISTA Assignment Description

This document provides tips on developing assignment descriptions for VISTA members, and a sample format for developing these assignment descriptions.



1. Provide each VISTA member with an individual VISTA assignment description that describes the capacity-building activities the member is responsible for completing.
2. The VISTA assignment description should identify key capacity-building tasks and activities that can be realistically accomplished in a single year.
3. Include enough detail in the VISTA assignment description to guide the VISTA member while still allowing for flexibility in carrying out day-to-day tasks and activities.
4. Review the VISTA assignment description and the VISTA project plan side by side to ensure there are strong links between both documents. Provide the VISTA member with a copy of the VISTA Project Plan to help the member put his/her activities into the context of the entire project.
5. If the VISTA member will be responsible for providing data that address results identified in the project plan, then be sure to train the member on these responsibilities.
6. If the VISTA member will fill out monthly reports, then review these reporting forms to ensure that they address the activities and steps described in the VISTA assignment description.

The document on the next page provides one VISTA assignment description format for your consideration.

AmeriCorps*VISTA Assignment Description (VAD)

SAMPLE

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

VISTA Project:	VISTA Member Name:
Site Name:	Assignment Area:
Date:	

VISTA Member Activities and Steps Checklist	Planned Period of Work
Goal (from VISTA Project Plan):	
Activity 1: Step 1: Step 2: Step 3:	
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date): _____
Activity 2: Step 1: Step 2: Step 3:	
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date): _____
Activity 3: Step 1: Step 2: Step 3:	
Activity 3 Comments/Summary of Accomplishments:	Activity 3 Completed (date): _____
Activity 4: Step 1: Step 2: Step 3:	
Activity 4 Comments/Summary of Accomplishments:	Activity 4 Completed (date): _____