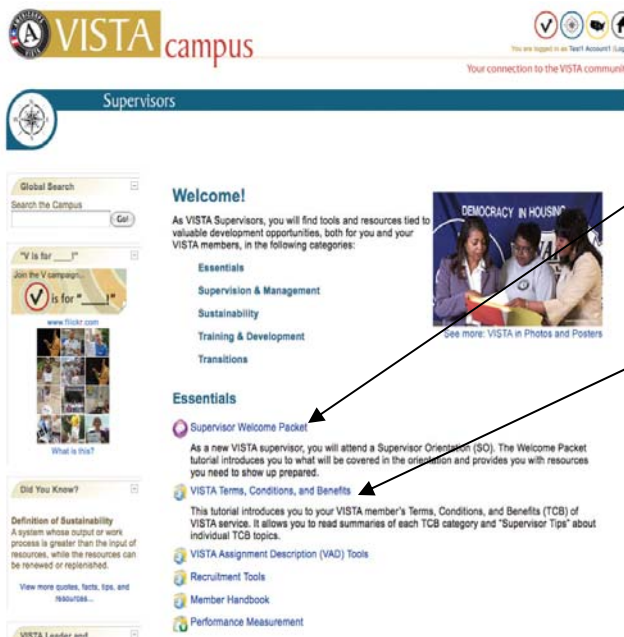


Before You Go to Supervisor Orientation – Checklist

1. Supervisor Welcome Packet, and Terms, Conditions and Benefits Online Tutorials

- o From your browser, go to the VISTA Campus at vistacampus.org and click on the “Supervisors” button at the top left corner of the screen.
- o Next you will be asked to log in. Once you are logged in and on the “Supervisors” page, the Welcome Packet and Terms Conditions and Benefits (TCB) tutorials are listed under “Essentials.” Please complete the following:



- o **Supervisor Welcome Packet** – This tutorial gives an overview of the Supervisor Orientation (SO), explains what to complete before attending the SO, and what to bring with you.
- o **VISTA Terms, Conditions, and Benefits** – This tutorial introduces you to your VISTA member's Terms, Conditions, and Benefits (TCBs) of VISTA service. Click on “I am a VISTA Supervisor” and begin the tutorial. Complete the electronic TCB Completion Form when you are finished.

Write down any questions you have about Terms, Conditions, and Benefits of VISTA service and bring them to your Supervisor Orientation.



Before You Go to Supervisor Orientation – What to Bring

There are a few things you need to bring to SO. These are:

- A copy of your VISTA Project Plan**

Your project plan can be found in the original application your organization submitted to VISTA. Activities in the sessions hinge on your referencing and working from the Project Plan. If you have already developed a VISTA Assignment Description (VAD), be sure to bring that.

- A copy of your On-Site Orientation and Training Plan (if you have one)**

The sponsoring organization and site are responsible for designing, organizing and delivering an On-Site Orientation and Training (OSOT) for their new VISTAs. The OSOT prepares members for their year of service by introducing them to the sponsor, the community, and the goals and operation of the VISTA project. It also provides the VISTA with the basic knowledge and skills he or she needs to get started on the project. If you have an OSOT Plan, please bring it with you.