

2021-2022 VISTA Assignment Description (VAD) Template

Title of Project: Campus Compact AmeriCorps VISTA
Sponsoring Organization: Campus Compact Project Period:
Host Site:
Focus Area (please select one): <ul style="list-style-type: none"><input type="checkbox"/> Education<input type="checkbox"/> Economic Development<input type="checkbox"/> Healthy Futures<input type="checkbox"/> Veterans and Military Families

VISTA Assignment Objectives and Member Activities

Directions: Break down the service year into a work-plan of time-delineated objectives and activities for the VISTA to accomplish. Add new boxes for additional objectives and delete any blank boxes leftover. There must be sufficient activities to cover the entire service-year.

- **Objective:** Describe the overall objective
- **Member Activities:** list the activities and sub-activities the VISTA will need to perform to accomplish the objective.
- **Performance Period:** Indicate the best guess time period for accomplishing EACH activity (mm/dd/yyyy – mm/dd/yyyy)
- **COVID Contingency Plan:** Please provide a contingency plan if continued remote work restrictions due to COVID-19 will alter how project goals, objectives, and/or activities would be accomplished
- **DO NOT USE:** Abbreviations or acronyms

Goal of the Project: (Describe the overall capacity building goal and anti-poverty objective of the project during this project year)

The AmeriCorps member would be responsible for strategically leveraging Year 1 and Year 2 VISTA resources to expand anti-poverty service learning projects through outreach to key stakeholders (pre-kindergarten teachers, faculty members, and community organizations), facilitating share out sessions to showcase current projects and recruit new faculty, and train interested partners alongside staff.

****COVID Contingency Plan:** All activities can be executed virtually. In the event, an objective or activity cannot be performed virtually, additional considerations will be made.

Objective I: Review and Complete OSOT Activities

Performance Measure Addressed: G3-3.4 (output) Number of organizations that received capacity building services

Member Activities:

1. **Performance Period (07/19/2021 - 07/30/2021):**
Activity Description: Meet with the director and other staff
2. **Performance Period (07/19/2021 - 07/30/2021):**
Activity Description: Participate in office 101 informational sessions to establish a keen understanding of the history, mission, operations, and goals of the office
3. **Performance Period (07/19/2021 - 07/23/2021):**
Activity Description: Hold one on one meetings with supervisor on the VAD and individual expectations
4. **Performance Period (07/19/2021 - 07/30/2021):**
Activity Description: Participate in a virtual tour of high poverty areas of community
5. **Performance Period (07/20/2021- 07/30/2021):**
Activity Description: Participate in workshops on poverty with community partners
6. **Performance Period (07/20/2021- 07/30/2021):**
Activity Description: Review VISTA Sustainability Binder (handbook)

****COVID-19 Contingency Plan:** All activities can be executed virtually.

Objective II: Review, familiarize self with, and prepare to strategically leverage VISTA Year 1 and 2 collaterals.

Performance Measure Addressed: G3-3.4 (output) Number of organizations that received capacity building services

Member Activities:

1. **Performance Period (08/02/2021 - 08/31/2021):**
Activity Description: Become familiar with anti-poverty comprehensive inventory, which includes resources for pre-kindergarten through 12th grade (P-12) teachers and administrators, faculty and community partners
2. **Performance Period (08/02/2021 - 08/31/2021):**
Activity Description: Review training modules for P-12 teachers and faculty on how to utilize the comprehensive inventory as a resource in their service learning course instruction focused on anti-poverty work
3. **Performance Period (08/02/2021- 08/31/2021):**
Activity Description: Review database of neighborhood associations, governmental organizations, small businesses, and/or nonprofit organizations in proximity to high poverty schools to create inroads for service learning partnerships with these schools
4. **Performance Period (08/02/2021 - 08/31/2021):**
Activity Description: Alongside team, develop plan on how to strategically utilize Year 1 and Year 2 resource materials to expand anti-poverty service learning projects

****COVID-19 Contingency Plan:** All activities can be executed virtually.

Objective III: Conduct initial outreach to key stakeholders representing community partner spaces (pre-kindergarten through 12th grade) P-12 teachers, P-12 administrators, faculty, administrators, community organizations) to identify role as Year 3 VISTA

Performance Measure Addressed: G3-3.4 (output) Number of organizations that received capacity building services

Member Activities:

1. **Performance Period (08/02/2021- 09/30/2021):**
Activity Description: Create updated AmeriCorps Member one-pager with information about the Campus Compact AmeriCorps VISTA project
2. **Performance Period (08/09/2021- 09/30/2021):**
Activity Description: Distribute one-pager, infographics, and relevant service learning materials to stakeholders
3. **Performance Period (08/09/2021 - 10/31/2021):**
Activity Description: Market AmeriCorps VISTA Project and related upcoming events to P-12 faculty and administrators, faculty and administrators, and community partners
4. **Performance Period (08/09/2021- 10/31/2021):**
Activity Description: Provide training sessions and materials to stakeholders about intersectional service learning, education, and poverty
5. **Performance Period (08/09/2021- 10/31/2021):**
Activity Description: Alongside staff, identify stakeholders to engage on an advisory Board of community members to engage in sustainable project development and implementation throughout the life of the project
6. **Performance Period (08/09/2021- 10/31/2021):**
Activity Description: Discuss the eight service learning project quality standards (as defined by National Youth Leadership Council (NYLC) <https://www.nylc.org/page/standards>) and asset-based community engagement with stakeholders in the context of developing quality service learning projects with an anti-poverty lens

****COVID-19 Contingency Plan:** All activities can be executed virtually.

Objective IV: Establish a campus and community presence to provide information about anti-poverty service learning.

Performance Measure Addressed: G3-3.4 (output) Number of organizations that received capacity building services

Member Activities:

1. **Performance Period (08/02/2021 - 07/15/2022):**
Activity Description: Attend and present alongside staff at campus-wide meetings and events to network with faculty and administrators.
2. **Performance Period (08/02/2021 - 07/15/2022):**
Activity Description: Attend and present alongside staff at community meetings to make

connections with community partners.

3. Performance Period (08/02/2021 - 07/15/2022):

Activity Description: Attend and present alongside staff at alongside staff P-12 school meetings to share resources about intersectional service learning, poverty, and education

4. Performance Period (08/02/2021 - 07/15/2022):

Activity Description: Attend and present alongside staff at events to disseminate anti-poverty service learning information to stakeholders

5. Performance Period (08/02/2021 - 07/15/2022):

Activity Description: Keep in contact with stakeholders by emailing them about upcoming anti-poverty service learning events and opportunities for collaboration

****COVID-19 Contingency Plan:** All activities can be executed virtually.

Objective V: Build sustainable evaluation measures to record anti-poverty service learning outcomes

Performance Measure Addressed: G3-3.4 (output) Number of organizations that received capacity building services

Member Activities:

1. Performance Period (08/02/2021 - 10/29/2021):

Activity Description: Work with Evaluation and Assessment Graduate Assistant to develop survey questions for P-12 students, university students, university and P-12 faculty, and community partners

2. Performance Period (08/02/2021 - 10/29/2021):

Activity Description: Submit survey questions for IRB and OPS District approval

3. Performance Period (08/02/2021 - 06/30/2022):

Activity Description: Create database of responses to survey questions

4. Performance Period (08/02/2021 - 06/30/2022):

Activity Description: Create infographics from responses and share survey data with participants and stakeholders

****COVID-19 Contingency Plan:** All activities can be executed virtually.

Objective VI: Conduct an evaluation of all anti-poverty resources and materials for process improvement.

Performance Measure Addressed: G3-3.10A (outcome) Number of organizations that increased their effectiveness, efficiency, and/or program scale/reach

Member Activities:

1. Performance Period (08/02/2021 - 09/30/2021):

Activity Description: Work with Evaluation and Assessment Graduate Assistant to

develop survey questions for stakeholders to measure their experiences and suggestions related to the anti-poverty comprehensive inventory

2. Performance Period (08/09/2021 - 01/31/2022):

Activity Description: Collect stakeholder feedback on anti-poverty resources through survey research and make changes based on their suggestions

3. Performance Period (08/02/2021 - 06/30/2022):

Activity Description: Identify any gaps in research, information, or resources in the anti-poverty materials and research content that could fill those gaps

****COVID-19 Contingency Plan:** All activities can be executed virtually.

Objective VII: Organize share out sessions and alongside P-16 Initiative Coordinator for recruited P-12 teachers and faculty members about how to leverage resources for anti-poverty service learning projects. Training coordinator to take over responsibilities along the way.

Performance Measure Addressed: G3-3.4 (output) Number of organizations that received capacity building services

Member Activities:

1. Performance Period (10/01/2021- 03/31/2022):

Activity Description: Create event flyer and promotional materials for and community platforms.

2. Performance Period (10/01/2021- 03/31/2022):

Activity Description: Invite P-12 teachers and administrators, faculty and administrators, and community partners to events

3. Performance Period (10/01/2021- 03/31/2022):

Activity Description: Reserve space for events and order necessary supplies, or create online space for event and plan virtual activities

4. Performance Period (10/01/2021- 03/31/2022):

Activity Description: Upload and share materials with event participants

****COVID-19 Contingency Plan:** All activities can be executed virtually.

Objective VIII: Train host site staff and partners to identify and support anti-poverty service learning.

Performance Measure Addressed: G3-3.4 (output) Number of organizations that received capacity building services

Member Activities:

1. Performance Period (12/01/2021- 05/27/2022):

Activity Description: Research and present frameworks and pedagogy that support anti-poverty work

2. Performance Period (12/01/2021- 05/27/2022):

Activity Description: Develop suggested learning outcomes, class goals, syllabi statements, and community partner agreements stakeholders can use as a template to implement their own anti-poverty service learning projects

3. Performance Period (12/01/2021 - 05/27/2022):

Activity Description: Develop an anti-poverty service learning training manual and virtual modules for host site staff and partners.

****COVID-19 Contingency Plan:** All activities can be executed virtually.

Objective IX: Support existing anti-poverty service learning projects led collaboratively by faculty members, P-12 teachers, and community partners, and seek to expand anti-poverty service learning opportunities.

Performance Measure Addressed: G3-3.4 (output) Number of organizations that received capacity building services, ED K-12

Member Activities:

1. Performance Period (08/16/2021 - 05/27/2022):

Activity Description: Meet with stakeholders to brainstorm how to incorporate anti-poverty frameworks into their course materials

2. Performance Period (08/16/2021 - 05/27/2022):

Activity Description: Direct stakeholders to resources that complement their anti-poverty service learning project

3. Performance Period (08/16/2021 - 05/27/2022):

Activity Description: Engage with educators to create anti-poverty service learning materials for their project

4. Performance Period (08/16/2021 - 06/30/2022):

Activity Description: Foster collaborative relationships with neighborhood organizations, governmental organizations, small businesses, and/or nonprofit organizations in proximity to high poverty schools to create anti-poverty service learning partnerships

****COVID-19 Contingency Plan:** All activities can be executed virtually.

Objective X: Update the sustainability binder (VISTA handbook).

Performance Measure Addressed: G3-3.4 (output) Number of organizations that received capacity building services

Member Activities:

1. Performance Period (01/03/2022 - 06/30/2022):

Activity Description: Chronicle Year 3 VISTA tasks into the handbook for the host site

****COVID-19 Contingency Plan:** All activities can be executed virtually.