

# VISTA Site Checklist

## Applying for a VISTA – October to February

- Complete the CIA Site Application
- Complete the Project Information Sheet
- Complete the VISTA Assignment Description (VAD)
- Receive preliminary approval from CIA

NOTE: Even if you currently have a VISTA, you still have to complete the application process if you would like a VISTA for the following year!

## Getting ready to host a VISTA – February to July

- Interview candidates and give feedback to CIA
- Select a VISTA candidate
- Create an On-Site Orientation Plan
- Arrange a workspace for your VISTA that includes a computer, desk, phone and any other tools they will need to complete their project
- Register for and attend Site Supervisor Training (even if you do not have a candidate selected)
- Help your VISTA secure housing and furnishings as necessary

## Training – August to September

- Attend Community Building Institute with your VISTA (Dates)
- Make sure your VISTA is available to attend In-Service Training (Dates)
- Arrange for any other training your VISTA will need to complete their job duties
- Inform CIA about the training you provide to your VISTA

## Weekly

- Meet with your VISTA to review their VAD, make adjustments and address any problems
- Collect and verify the accuracy of the VISTA's weekly time card – VISTAs must work at least 40 hours per week (averaged over the year) and they should be accountable to the site and CIA for how they spend their time. This is important for our grant reporting and so that you can make sure that your project is on track!
- Send a copy of time card to CIA by 4pm each Monday (the VISTA can do this, but the site is also responsible for ensuring that accurate time cards are turned in ON TIME)
- Allow your VISTA to take part in a weekly meeting with the VISTA Leader. In Sidney, these will be in-person, for the other communities, there will be conference calls or e-mails with occasional in-person meetings (these will probably match up with our site visit).

## Monthly

- Help your VISTA complete their monthly progress report and ensure that all numbers and activities reported are accurate. These reports are forwarded to the national CNCS office, used in preparing the CIA grant for the next year, and can be very valuable in helping you prepare grants for your organization, so take the time to be thorough.
- Take part in Supervisor meetings/check-ins in person, via conference call or e-mail – a schedule of supervisor meetings will be sent out in September
- Participate in site visits with the CIA Project Coordinator and VISTA Leader

## Twice a year - January and June

- Complete an evaluation of your VISTA and return it to CIA
- Make sure your VISTA completes an evaluation of their supervisor and returns it to CIA
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## Special Events

NOTE: Your VISTA will need to participate in several special events throughout the year to support initiatives sponsored by the Corporation for National and Community Service. We'll give more information to VISTAs and their sites as these events get closer, but they usually involve small projects/events that promote service or awareness of AmeriCorps\*VISTA.

- Martin Luther King, Jr. Day of Service – January 19
- AmeriCorps Week – early May
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## End of Year - Late May to June

- Complete a Future Plans form for your VISTA
- Allow your VISTA to attend Close of Service (this is optional, but highly recommended!)
- Help your VISTA prepare their sustainability file – this file is for you, so let them know how to make it useful!
- Plan a send-off to thank your VISTA for their year of service