

Iowa Campus Compact Summer VISTA Request for Host Sites

PURPOSE

Iowa Campus Compact is seeking host sites for its summer of service program. Applicants can request to host one or more AmeriCorps VISTA Summer Associate (“Summer VISTA”). Summer VISTAs provide near full-time support to build the capacity of Iowa nonprofits or government agencies. Host sites are required to pay a cost share of \$250 for each member they enroll into the program.

DEADLINES

Applications must be submitted electronically using an online form:

https://iacampuscompact.formstack.com/forms/summer_vista_host_site_application An outline of the application with instructions is listed at the very bottom of this document.

The priority deadline to submit an application is 5 PM Friday, November 17, 2017. Applications will be reviewed and awarded on a rolling timeline through 5 PM Friday, March 2, 2018.

TIMELINE

10/13/2017	Application Opens
10/27/2017	10 AM Technical Assistance Webinar (register here)
11/17/2017	5 PM Priority Application Deadline
12/15/2017	Award notifications to priority deadline
1/10/2018	12 PM Online Program Orientation
3/2/2018	5 PM Final Applicant Deadline
3/9/2018	Award notifications to final applicants
3/14/2018	12 PM Online Program Orientation
5/11/2018	Recruitment deadline
	Members apply via my.americorps.gov , complete online course work, IWCC payroll paperwork
6/4/2018	Summer VISTA members start
	Required in-person orientation in Des Moines (members only)
7/27/2018	Summer VISTA member end date
8/3/2018	Final Report Due

TECHNICAL ASSISTANCE

Questions can be directed to Iowa Campus Compact Assistant Director Justin Ellis at (515) 235-4681 or jellis@iwcc.edu. A technical assistance webinar will be held on October 27, 2017 at 10 AM ([register here](#)). A recording will be made available on the [IACC VISTA webpage](#) shortly after.

HOST SITE ELIGIBILITY

This application is open to the following types of public organizations;

- Iowa Campus Compact higher education member institutions
- State and local government organizations

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- Indian Tribes
- Nonprofit private organizations

Please note that eligible nonprofit private organizations are not limited to those with IRS 501(c) (3) status, but rather all organizations with IRS 501(c) status that focus on anti-poverty community development.

Organizations that focus solely on advocacy and lobbying are not eligible.

PRIORITY

Iowa Campus Compact is seeking host sites to either (1) serve youth in programs to prevent summer learning loss and/or enhance STEM components, or (2) need capacity building support such as volunteer recruitment, program evaluation, marketing support, etc.

VISTA Activities may include, but are not limited to;

1. Serve youth in programs to prevent summer learning loss and/or enhance STEM components:
 - a. Develop curricula related to summer learning loss and/or STEM
 - b. Provide mentoring and one-on- one support
 - c. Plan and lead activities and lessons
2. Develop strategies for increased effectiveness:
 - a. Recruit new volunteers and develop strategies to overall recruitment
 - b. Work with volunteers to improve their retention and develop overall retention strategies
 - c. Train staff and volunteers
 - d. Establish and strengthen community partnerships
 - e. Create strategies for developing and sustaining new youth/mentor matches
 - f. Create marketing materials and other strategies to attract new beneficiaries
 - g. Develop and implement new strategies for parental involvement
 - h. Develop materials such as manuals and trainings
 - i. Research and implement best practices
 - j. Improve program assessment and evaluation

HOST SITE OBLIGATIONS

Host sites must be able to:

- Direct the project
- Recruit and supervise the VISTA member(s)
- Provide necessary administrative support to complete the goals of the project.
- Responsible for paying the cost share
- Leads recruiting efforts to find Summer VISTA member(s)
- Identifies a staff member to serve as a supervisor for the VISTA member, who will provide ongoing supervision, and assist the VISTA in completing monthly and quarterly progress reports to Iowa Campus Compact

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- Sets up and maintains a clear structure for regular contact with the higher education institution to build the partnership and support the VISTA member's efforts
- Provides a work station for the VISTA member that includes a computer and phone, as applicable

COST SHARE

The cost for the host site is \$250/member position. If the site fails to recruit a member or a member does not complete their year of service, **sites will not be reimbursed.**

PROGRAM ORIENTATION

Host Sites

Iowa Campus Compact will host an online orientation to review fundamental program requirements on January 10, 2018 and March 14, 2018 from 12pm to 1pm. Host Site applicants should plan on attending the orientation. Selected host sites will receive a meeting invitation for the orientation along with their notice of award.

Summer VISTA Members

Iowa Campus Compact will host an in-person orientation at its offices; Iowa Center for Higher Education, 2500 Fleur Drive, Des Moines, Iowa, 50312. The orientation is on Monday, June 4, 2018 and begins at 10 AM and ends at 3 PM. The orientation is required for all selected Summer VISTA members. Members who are unable to attend this orientation will not be allowed to participate in the Summer VISTA program. Host sites are responsible for all Summer VISTA member travel costs to and from the orientation, as applicable.

MEMBER RECRUITMENT AND PLACEMENT

Host sites are expected to recruit their own AmeriCorps member(s). IACC is committed to helping sites during recruitment where needed, but sites should market the position opening and follow their organization's human resources protocol in position announcements.

All members must be nominated and enrolled through the my.americorps portal by Friday, May 11, 2018.

No relocation allowances will be provided for Summer Associates. However, host sites may cover expenses related to a Summer Associate who relocates in order to serve. In addition, the VISTA housing policy encourages sponsors to find ways to provide free or low-cost housing for VISTAs. This practice is acceptable for the Summer Associates programs as well, and it might yield a larger and more diverse applicant pool.

Once approved, host sites should be encouraged to secure commitments from Associate candidates as soon as possible. Delays in obtaining commitments may result in fewer candidates for these positions. Final selection of Summer Associate candidates rests with the CNCS State Office.

Mandatory Online Coursework: Prior to starting, sponsor directs candidates to the VISTA Campus, "Life as a VISTA" section. There candidates select "Pre-Service / Starting Service". They are required to complete "[Terms, Conditions, and Benefits of](#)

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[AmeriCorps VISTA Service](#)” course, and they are encouraged to take the [“Education Award”](#) course to learn more about the Segal AmeriCorps Education Award and strategies on how to use it.

Training: Training plans for the Summer VISTA must be specific to the assignment(s), including any skill training that is needed. **All Summer Associates must attend the program orientation in Des Moines prior to beginning service.** When appropriate, training should reflect collaboration with other Corporation programs involved in the same or similar activities. Host sites are encouraged to hold an end-of-summer assessment/recognition event for their Associates.

Site Supervisor

- Site Supervisors must be currently employed at a part time (full time preferred) by the host site.
- Site Supervisors must not be a currently enrolled AmeriCorps member.

MEMBER ELIGIBILITY REQUIREMENTS

Individuals must meet the following eligibility requirements:

- Members must be at least 17 years of age or older
- Members must have a High school diploma or equivalent
- Members must be a U.S. Citizens, U.S. Nationals, Lawful Permanent Resident Aliens, and persons legally residing in a state that have the following legal residency classifications: refugee, asylum or asylee, temporary protected status or deferred action for childhood arrivals (DACA) status. (By law, only VISTA members who are either: U.S. Citizens; U.S. Nationals; or Lawful Permanent Resident Aliens (sometimes referred to as “Lawful Permanent Residents”), are eligible to receive an AmeriCorps Segal Education Award in lieu of a cash stipend.)
- Members must not be listed on the National Sex Offender Public Registry
- Members should be currently enrolled as a college student at an Iowa institution of Higher Education
 - Priority should go to currently enrolled college students at an Iowa Campus Compact member institution. A list of member institutions can be found on [the Iowa Campus Compact website](#)

Conducting Department of Justice NSOPR Database Search

The CNCS Iowa State Office administering the related project conducts a database search on the Department of Justice’s National Sex Offender Public Registry for each Summer Associate before that person’s application is approved. This search is conducted upon receiving the application from the sponsoring agency that has recommended the applicant.

Summer Associates DO NOT receive additional Criminal History Background checks / Finger Printing Checks conducted by CNCS or Iowa Campus Compact.

Citizenship Verification

Similar to full-time, regular VISTA members, a Summer VISTA candidate’s Social Security number and citizenship status must have a “Verified” status by the Social Security Administration (SSA) prior to the candidate’s placement. Verification by SSA is an automated process in the My AmeriCorps portal that takes place immediately after a sponsor selects a candidate. If the Social Security Administration rejects or does not verify a candidate’s status (indicated as “Returned” status in the portal), the system notifies the CSO and requests additional documentation. The CSO follows up with the sponsor to notify the candidate.

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The Summer Associate candidate then submits the additional required documents to the National Service Hotline for verification by the VISTA Member Support Unit. Summer Associates members cannot be activated without verification of their Social Security number and citizenship status by the SSA.

MEMBER BENEFITS

Summer VISTA members receive:

- A living stipend paid out bi-weekly from Iowa Western Community College totaling \$2052 over 2 calendar months.
- Professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$1212 or \$275 post-service stipend, from the National Service Trust.
- If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay a portion of the interest that accrued on the loan during the term of service according to hours served.

Summer VISTA members do not receive:

- Health care
- Life insurance
- Child care allowances
- Relocation allowances

Holidays: Summer Associates receive leave on holidays observed by their sponsor, and have weekends free, depending on the sponsor's needs, policies, and regular work schedule. Sponsors may also adjust schedules for Summer Associates, as they would for a VISTA member, to compensate for service during weekends or holidays.

Emergency Leave: When an emergency or illness prevents a Summer Associate from serving, sponsors and CNCS staff may assist the Summer Associate in meeting the required number of service days. CNCS staff must balance associate support against project support, avoiding excessive leave while supporting the associate through an emergency or illness.

Jury Duty: Summer Associates are subject to jury duty; if called, the time spent on jury duty will not be counted against the term of service or educational award

Worker's Compensation: Associates are eligible for Worker's Compensation under the Federal Employee Compensation and Federal Tort Claims Acts.

APPLICATION INSTRUCTIONS

Applications must be submitted electronically using this form:

https://iacampuscompact.formstack.com/forms/summer_vista_host_site_application An outline of the application is listed below.

SITE INFORMATION

- NAME OF ORGANIZATION:
- PHYSICAL ADDRESS:

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- EMPLOYER IDENTIFICATION NUMBER (EIN):
- ORGANIZATION TYPE (Select one):
 - Iowa Campus Compact higher education member institutions
 - State and local government organizations
 - Indian Tribes
 - Nonprofit private organizations
 - Other (please describe)
- NUMBER OF SUMMER VISTAS REQUESTED:
- THIS ORGANIZATION WAS AWARDED IN 2017:
 - **Instruction:** Check if true. Previous awardees listed below.
 - Buy Fresh Buy Local - Siouxland, Inc.
 - Buena Vista University
 - Cedar Rapids Public Library
 - Dubuque Dream Center
 - Grand View University
 - Habitat for Humanity of Buena Vista County
 - Iowa Association for the Education of Young Children
 - Lutheran Services of Iowa
 - Red Rock Lake Association
 - The Bridge of Storm Lake
 - Willis Dady Homeless Services

APPLICANT INFORMATION

Instruction: The applicant cannot be an AmeriCorps member.

- Applicant Name:
- Email:
- Phone:
- Will the applicant also act as the AmeriCorps VISTA member's supervisor?
 1. Yes
 2. No

SUPERVISOR INFORMATION

Instruction: You must provide a supervisor for your Summer VISTA member(s). The supervisor cannot be an AmeriCorps member.

- SUPERVISOR NAME:
- SUPERVISOR EMAIL:
- SUPERVISOR PHONE NUMBER:

NARRATIVES (New applicants only)

- **Project Description:** How will an AmeriCorps member at your organization ensure community empowerment, assist with capacity building, and ensure sustainability of their work? Is this work realistic for a summer of service position?
 - **Instruction:** We suggest 3 to 5 sentences.
- **Recruitment:** What steps will you take to recruit members? What support do you need to recruit members?
 - **Instruction:** We suggest 3 to 5 sentences.

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- **Service Experience & Training:** How will your organization ensure a meaningful service experience for a Summer of Service AmeriCorps member? What training and on-site orientation will you offer?
 - **Instruction:** We suggest 3 to 5 sentences.
- **Monitoring:** How will your AmeriCorps member be supervised on-site? How will you monitor the AmeriCorps member's progress toward the targets identified in their position description? (You will be required to submit a final report on the targets after your members have completed their term of service).
 - **Instruction:** We suggest 3 to 5 sentences.

PERFORMANCE MEASURE GOALS

Instruction: Applicants must contribute to at least one of the following performance measure goals. Click each measure to see definitions and suggested data collection methods.

- [G3-3.1: Number of community volunteers recruited by organizations or participants](#)
- [G3-3.7: Hours of service contributed by community volunteers who were recruited](#)
- [G3-3.18: Number of new beneficiaries that received services](#)