



# Campus Compact

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## Summer VISTA

**2020 Summer VISTA**

### **Host Site Application Instructions**

Deadline: 2/10/2020

[Online Application](#)



# Overview

## **PURPOSE**

Iowa & Minnesota Campus Compact (IAMNCC) is seeking interested higher education, nonprofit, or government agencies to serve as host sites for our Campus Compact Summer VISTA program. [AmeriCorps VISTA](#) (Volunteers in Service to America) is a program through the [Corporation for National and Community Service \(CNCS\)](#) that seeks to build capacity for organizations that alleviate poverty in our communities. Host sites are required to pay a cost share of \$600 for each member they enroll into the program.

## **MAIN COMPONENTS**

- Selected sites will receive an AmeriCorps Summer VISTA position for 10 weeks.
- Host sites are required to pay a Cost Share of \$600 (each year) for each member they enroll into the program.
- IAMNCC is especially interested in awarding projects that provide academic or basic needs support to low-income college students in obtaining a post-secondary degree, or partnerships between higher education and community agencies that alleviate poverty in the local community.

## **ABOUT IOWA & MINNESOTA CAMPUS COMPACT**

Iowa & Minnesota Campus Compact (IAMNCC) strengthens the capacity of colleges and universities to fulfill the public purposes of higher education through its network of 58 campuses. This includes educating students through community and civic learning experiences and making an impact in communities through reciprocal partnerships that address community-identified goals. IAMNCC creates partnership opportunities, supports quality programming through professional development, and promotes the importance of the civic mission. IAMNCC is the intermediary organization between AmeriCorps VISTA and Campus Compact VISTA host sites. The IAMNCC VISTA program operated by Iowa Western Community College where all AmeriCorps VISTA financial, payroll, and human resource expenses are centralized.

## **ABOUT AMERICORPS VISTA**

VISTA stands for [Volunteers in Service to America](#) and was initially founded in 1964 to fight poverty. When AmeriCorps was founded in 1993, VISTA was brought under the AmeriCorps program umbrella. VISTA is distinguished from other AmeriCorps programs by its unique focus on supporting capacity-building projects that bring people out of poverty.

## **AMERICORPS VISTA BENEFITS**

Campus Compact VISTA members receive:

- A living stipend paid out bi-weekly from Iowa Western Community College over 10 calendar weeks.
  - Iowa living allowance rate: \$34.22 daily, \$479.08 bi-weekly, \$2,395.40 Total

- St. Paul/Minneapolis metro area living allowance rate: \$35.14 daily, \$491.96 bi-weekly, \$2,459.80 Total
- Greater Minnesota living allowance rate: \$34.22 daily, \$479.08 bi-weekly, \$2,395.40 Total
- Mental health and legal counseling benefits through the Member Assistance Program
- Professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$1,311.11 or \$275 post-service stipend, from the National Service Trust.
  - If the member chooses the education award they put federally qualified student loans into forbearance during the member's service year.
  - If the VISTA 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.

### Additional Benefits

- **Holidays:** Summer VISTA members 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 VISTA member from serving, sponsors and CNCS staff may assist the Member in meeting the required number of service days. CNCS staff must balance Member support against project support, avoiding excessive leave while supporting the Member through an emergency or illness.
- **Jury Duty:** Summer VISTA members are subject to jury duty; if called, the time spent on jury duty will not be counted against the term of service or education award.
- **Worker's Compensation:** Summer VISTA members are eligible for Worker's Compensation under the Federal Employee Compensation and Federal Tort Claims Acts.
- More information can be found online in the [VISTA Member Handbook](#).

Summer VISTA members do not receive:

- Health care
- Life insurance
- Childcare allowances
- Relocation allowances

### **COST-SHARE**

IAMNCC host sites are required to pay cost share based on the successful recruitment of their AmeriCorps VISTA position(s). Cost share payments are due in advance of the start date of the Summer VISTA position(s). The cost for the host site is \$600 for each enrolled member. If the site fails to recruit a member or a member does not complete their term of service, **sites will not be reimbursed.**

## Program Goals

### **IAMNCC STRATEGIC PLAN**

IAMNCC launched new strategic initiatives when it announced the Strategic Alliance between Iowa and Minnesota Campus Compact. The alliance allows our states to operate more efficiently and effectively so that we can work with more of our member's students, staff, faculty, and partners to address the most pressing issues that face us all from political polarity to student food insecurity to workforce readiness. Together, we have identified four strategic priorities for the next three years.

- (1) Inspire and support action on campuses for social change.
- (2) Connect people across higher education sectors for collaboration.
- (3) Co-create solutions to address community challenges.
- (4) Give voice to higher education's critical role in communities and democracy.

You can learn more about [our strategic priorities on our website](#).

### **CAMPUS COMPACT SUMMER VISTA STRATEGIC GOALS**

The Campus Compact VISTA program is guided by the Corporation for National and Community Service's (CNCS) statutory mandate to improve the capacity of public organizations to eliminate poverty. IAMNCC has selected one capacity building focus area and three anti-poverty focus areas for the Campus Compact VISTA program.

IAMNCC will not support a project that duplicates or displaces current staff, volunteers, or other personnel of the host site under any circumstances.

#### [Expand Program Reach](#)

Summer VISTA projects can expand an organization's capacity to reach more or new beneficiaries through direct or indirect service. Projects can leverage new volunteers, develop existing programming, deliver existing programming to new beneficiary groups, among other approaches. All Summer VISTA positions must work toward alleviating poverty in their local community.

#### [Campus-Community Partnerships](#)

IAMNCC is interested in supporting campus-community partnerships that fit within the Summer VISTA model. Partnerships can take a variety of shapes and sizes, but they must include at least one Iowa or Minnesota Campus Compact member institution and one eligible public organization (see eligibility section for more detail).

#### [Alleviate Poverty](#)

All Summer VISTA members must work toward alleviating poverty in their community. Members can do this through direct or indirect service. IAMNCC will consider all interventions and approaches to alleviating poverty so long as the intervention clearly supports the beneficiary group.

## PROGRAM PERFORMANCE MEASURES

The fundamental purpose behind the Campus Compact VISTA program is to improve the capacity of our partners to develop partnerships between higher education and community organizations. To that end, we are using the following measures to assess a VISTA project's ability to improve the capacity of the host agency.

**OUTPUT:** Number of Campus Compact Summer VISTA host sites that receive capacity building support from their AmeriCorps VISTA member

**OUTCOME:** The number of Campus Compact Summer VISTA host sites that increase their efficiency, effectiveness, and/or program reach as a result of the AmeriCorps VISTA member's service.

**MEASUREMENT TOOL:** The host site will complete an assessment tool in the last month of their AmeriCorps VISTA member's term of service. The host site identifies the specific capacity-building outcomes the member worked toward completing and describes any projects or accomplishments. Iowa Campus Compact will count the host site for this measure if the host site demonstrates in their assessment that the VISTA member's activities have already or will likely lead to increased capacity in the near future.

## OTHER PERFORMANCE MEASURES

In addition, the CNCS performance measures listed above, IAMNCC will also ask all partners about the following measures. IAMNCC uses this information to better understand the effects VISTA projects are having on meeting student basic needs, partnerships, and student learning.

- Number of students served to meet basic needs as a result of the VISTA project.
- Number of campus-community partnerships created, sustained, or strengthened as a result of the VISTA project.
- Number of students involved in an experiential learning opportunity as a result of the VISTA project.

## DEADLINES

The following deadlines are based on the Summer VISTA member's first day of service. Host sites who are unable to meet the selection deadline will not be given an alternative option.

[Online Applications](#) are due February 10, 2020

Notifications Sent out: Week of February 17, 2020

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### SUMMER VISTA TERM 5/29/2020 to 8/7/2020

#### TIMELINE

- ✓ March 2020 – Recruitment begins
- ✓ April 28, 2020 – Selection deadline
- ✓ May 29, 2020 – Program Orientation

## ELIGIBILITY

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

- Iowa & Minnesota Campus Compact member higher education institutions
- Iowa & Minnesota Campus Compact member affiliates
- State and local government organizations
- Indian Tribes
- Nonprofit private organizations

Priority will be given to community organizations that have existing partnerships with Iowa & Minnesota Campus Compact member higher education institutions. Nonprofit sites should only apply if they have a demonstrated interest in building and expanding these partnerships. 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.

## OTHER CONSIDERATIONS

- Organizations that focus solely on **ADVOCACY** and **LOBBYING** are not eligible.
- Organizations that have **PREVIOUSLY SPONSORED VISTA PROJECTS** for more than three (3) years may apply with a new project and program emphasis. They must demonstrate a prior successful record in project management and achieving results.

## PROGRAM ORIENTATION

### Host Sites

Iowa & Minnesota Campus Compact will host an online orientation to review fundamental program requirements at 10 AM on March 4, 2020. Host Site applicants should plan on attending this orientation.

### Summer VISTA Members

Summer VISTA members must attend an in-person orientation from 9 AM to 3 PM on Friday, May 29, 2020. They can either attend an orientation in Des Moines, Iowa or Minneapolis, Minnesota. 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.

## PROHIBITED ACTIVITIES

All Campus Compact VISTA positions must not violate any of the prohibited activities described below.

45 CFR §§ 2520.65 While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities associated with the AmeriCorps program or the Corporation for National and Community Service, members and volunteers recruited by members may not engage in the following activities:

1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts, or strikes.
3. Assisting, promoting or deterring union organizing.
4. Impairing existing contracts for services or collective bargaining agreements.

5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
7. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
8. Providing a direct benefit to
  - a. A business for profit;
  - b. A labor union
  - c. A partisan political organization
  - d. A non-profit entity that fails to comply with restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
  - e. An organization engaged in religious activities as described above (7), unless Corporation assistance is not used to support those religious activities.
9. Conducting voter registration drive or using CNCS funds to conduct a voter registration drive.
10. Providing abortion services or referrals for receipt of such services.
11. Other such activities as CNCS/ICVS may prohibit. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training or managing others for the primary purpose of engaging in one of the activities listed above.

## RIGHTS OF PRIVATE CITIZENS

Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

## FUNDRAISING

45 CFR§§ 2520.40 AmeriCorps members may raise resources directly in support of your program's service activities. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
4. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
5. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;

6. Seeking donations from alumni of the program for specific service projects being performed by current members.

## FUNDRAISING LIMITATIONS

AmeriCorps members may not:

1. Raising funds for his/her living allowance; raising funds for an organization's operating expenses or endowment;
2. Write a grant application for funding provided by a federal agency including Campus Compact Days of Service grants, AmeriCorps VISTA, Summer VISTA Associates, the Corporation for National Community Service grant proposals and AmeriCorps grants.

## NON-DUPLICATION

45 CFR §§ 2540.100

- A. Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) [non-displacement] of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

## NON-DISPLACEMENT

45 CFR §§ 2540.100

- A. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- B. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- C. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- D. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- E. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that— (i) Will supplant the hiring of employed workers; or (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- F. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any— (i) Presently employed worker; (ii) Employee who recently resigned or was discharged; (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or (v) Employee who is on strike or who is being locked out.

# APPLICATION INSTRUCTIONS

[Complete your application online](#). The following is a guide to help you prepare to complete the application.

## **RETURNING APPLICANT INSTRUCTIONS**

### **A. APPLICANT INFORMATION**

- a. Name
- b. Email
- c. Phone

### **B. SITE INFORMATION**

- a. Name of Organization
- b. Physical Address, including the full **ZIP CODE +4**
- c. Employer Identification Number (EIN)
- d. Organization Type (select one):
  - i. Iowa & Minnesota Campus Compact higher education member institution
  - ii. State and local government organizations
  - iii. Indian Tribes
  - iv. Nonprofit private organizations
  - v. Other (please describe)

### **C. YOUR VISTA PROJECT'S GOALS AND SUSTAINABILITY PLAN**

- a. Are you applying as a campus-community partnership model?
  - i. Yes
    1. If yes, please list each partner organizations and briefly describe their role in the partnership. 7500 character maximum
  - ii. No
- b. How is your organization trying to reduce poverty in the state of Iowa? How will your Summer VISTA positions (directly or indirectly) support this? 3500 character maximum
- c. How will your project expand your organization's reach to serve new or more beneficiaries? If not, please tell us why your project is so vital to your community? 3500 character maximum

### **D. PAST ACCOMPLISHMENTS**

- a. Please describe the previous accomplishments of your VISTA position. What did your organization accomplish that would not have been it would not have otherwise?
- b. Please describe the previous accomplishments of your VISTA position to create new or sustain existing campus-community partnerships. What did your organization accomplish that would not have been possible without the partnership?

### **E. SUMMER VISTA POSITION INFORMATION**

- a. Number of requested positions (complete for each requested position)
  - i. Title of position
  - ii. Goal of position (350 character maximum)
  - iii. Will this position serve at the same physical location as the address listed above?
    1. Yes
    2. No
- a. If no, please list the address

- iv. Who will supervisor this VISTA member?
  - 1. Name
  - 2. Email
  - 3. Phone

## **NEW APPLICANT INSTRUCTIONS**

### **A. APPLICANT INFORMATION**

- a. Name
- b. Email
- c. Phone

### **B. SITE INFORMATION**

- a. Name of Organization
- b. Physical Address, including the full **ZIP CODE +4**
- c. Employer Identification Number (EIN)
- d. Organization Type (select one):
  - i. Iowa & Minnesota Campus Compact higher education member institution
  - ii. State and local government organizations
  - iii. Indian Tribes
  - iv. Nonprofit private organizations
  - v. Other (please describe)

### **C. YOUR VISTA PROJECT'S GOALS AND SUSTAINABILITY PLAN**

- a. Are you applying as a campus-community partnership model?
  - i. Yes
    - 1. If yes, please list each partner organizations and briefly describe their role in the partnership. 7500 character maximum
  - ii. No
- b. How is your organization trying to reduce poverty in the state of Iowa? How will your Summer VISTA positions (directly or indirectly) support this? 3500 character maximum
- c. How will your project expand your organization's reach to serve new or more beneficiaries? If not, please tell us why your project is so vital to your community? 3500 character maximum

### **D. VISTA SUPERVISION AND SUPPORT**

- a. Describe how and by whom the Summer VISTA(s) will be supervised. How will the supervisor and host site contribute to a successful year for the VISTA (i.e., frequency and consistence of meetings, coaching, etc.)? What professional and/or education opportunities will be offered? Are you able to provide any additional support, such as housing subsidy?

### **E. VISTA POSITION INFORMATION**

- a. Number of requested positions (complete for each requested position)
  - i. Title of position
  - ii. Goal of position (350 character maximum)
  - iii. Will this position serve at the same physical location as the address listed above?
    - 1. Yes
    - 2. No
- a. If no, please list the address

- iv. Who will supervisor this VISTA member?
  1. Name
  2. Email
  3. Phone

## Post Award Responsibilities

### **BASIC REQUIREMENTS**

Host sites develop and manage projects with the involvement of the communities that will be served. The beneficiary of any VISTA initiative are those living in poverty. The goal for every VISTA program is for the host site to sustain the VISTA member's outcomes beyond the service term. Host sites must be able to:

- Direct the project
- Recruit, interview, and select the Summer VISTA member(s)
- Supervise the Summer VISTA member(s) by providing an orientation, holding regular meetings, and providing a performance evaluation
- Provide necessary administrative support to complete the goals of the project.

### **FINANCIAL CONTRIBUTION**

#### **A. Cost Share**

IAMNCC host sites are required to pay cost share based on the successful recruitment of their AmeriCorps VISTA position(s). Cost share payments are due in advance of the start date of their Summer VISTA position(s). The cost for the host site is \$600 for each enrolled member. If the site fails to recruit a member or a member does not complete their year of service, **sites will not be reimbursed.**

#### **B. Project Costs**

In addition to supervision and training, host sites are required to provide their VISTA with:

- a personal workstation/desk and office supplies
- access to a computer with current software and an individual internet account
- technical support for computer
- a telephone with personal voicemail
- at least one professional development opportunity
- reimbursement for local travel necessary for the position
- parking permit or bus pass if necessary

#### **C. Member Support**

Host sites are encouraged, but not required to provide any of the following to their AmeriCorps VISTA members.

- Sites may choose to provide a housing subsidy. Funds must be paid directly to a landlord, not to the VISTA. Sites who have housing options, may also provide free housing to the member.
- Grocery store and gas cards are allowed.

### **HOST SITE RESPONSIBILITIES**

### **A. Campus Partners**

Iowa & Minnesota colleges and universities participating in the Campus Compact VISTA program must be members of Campus Compact. The recruited VISTA(s) will spend the majority of their time on campus working to strengthen partnerships between your institution and multiple community partner organizations that focus on issues related to either education or economic opportunity.

- ✓ Responsible for paying the cost share
- ✓ Identify community partner organization(s)
- ✓ Lead recruiting efforts to find a VISTA member
- ✓ Draft a VISTA Assignment Description (VAD) to include VISTA member activities, goals, and outcomes
- ✓ Provide housing support and/or meal assistance, if possible, for the VISTA member
- ✓ Identify 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 IAMNCC
- ✓ Provide a work station for the VISTA member that includes a computer and phone

### **B. Community Partners**

Iowa or Minnesota public organizations participating in the Campus Compact VISTA program will have their VISTA member(s) spend the majority of their time serving at the public organization (nonprofit or government agency) in order to expand capacity for the public organization. We also expect that the organizations we support have existing partnerships with one or more of our higher education institution members and are seeking to strengthen those partnerships through the VISTA position.

- ✓ Responsible for paying the cost share
- ✓ Lead recruiting efforts to find a VISTA member
- ✓ Draft a VISTA Assignment Description (VAD) in consultation with the higher education partner
- ✓ Provide housing support and/or meal assistance, if possible, for the VISTA member
- ✓ Identify 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
- ✓ Set 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
- ✓ Provide a work station for the VISTA member that includes a computer and phone

## **VISTA MEMBER RECRUITMENT & PLACEMENT**

### **A. Recruitment**

Host sites are expected to recruit their own AmeriCorps member(s). IAMNCC 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.

### **B. Member Eligibility**

Individuals must meet the following eligibility requirements:

- Members must be at least 18 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 institution of Higher Education
  - Priority should go to currently enrolled college students at an Iowa Campus Compact or Minnesota Campus Compact member institution.

### **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. 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.

### **C. Enrollment**

**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 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.

**Orientation:** Orientation 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 in-person program orientation 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.

## REPORTING

Host Sites are expected to complete the following reports on the success of their VISTA project.

**Bi-Weekly Attendance Certifications** – Each supervisor must certify that their AmeriCorps VISTA member is actively serving the site every two weeks.

**Final Reports** – The host site completes a final report that updates IAMNCC on performance measure data and project updates. In addition to the measures described above, CNCS has identified the following numeric and narrative measures as items they are particularly interested in learning about. Host sites are expected to report, to the best of their ability, on the following.

### 1) Numeric Information collected

- i. Number of new volunteers recruited since last reporting period.
- ii. Number of new volunteers managed since last reporting period.
- iii. Number of service hours from managed volunteers since last reporting period.
- iv. Number of new veterans & military family members engaged in providing services since last reporting period.
- v. Number of service hours from new veterans & military family members engaged in providing services since last reporting period.
- vi. Dollar value of new cash resources leveraged for the VISTA project since last reporting period.
- vii. Please list all specific cash resources below. Include the specific amount, purpose of resource, and donor.
- viii. Dollar value of new in-kind resources leveraged for the VISTA project since last reporting period.
- ix. Please list all specific in-kind resources below. Include the specific amount, purpose of resource, and donor.
- x. Number of new organizations reporting that activities helped make the organizations more EFFICIENT since last reporting period.
- xi. Number of new organizations reporting that activities helped make the organizations more EFFECTIVE since last reporting period.
- xii. Number of new youth supported since last reporting period.
- xiii. Number of new adults served by opioid programming since last reporting period.
- xiv. Number of youth in opioid programming since last reporting period.
- xv. Number of adults in job training/placement programs since last reporting period.

### 2) Narrative Information Collected

- i. Challenges: What challenges has your organization or VISTA project encountered during this reporting period? Include whether challenges have been resolved or what your plan is to address any unresolved issues.
- ii. Partnership/Collaboration Development: How has your AmeriCorps VISTA project improved your partnership/collaboration with other organizations? Were any new partnerships developed as a result of your AmeriCorps VISTA project?
- iii. Sustainability: What efforts has your AmeriCorps VISTA project taken to develop sustainability? How do you anticipate your organization moving away from needing AmeriCorps VISTA support, for this project, in the future?
- iv. Other Accomplishments: Please highlight any accomplishments that occurred as a result of your AmeriCorps VISTA project that you would like to share with the Corporation for National and Community Service.
- v. Stories: Please share any stories from program beneficiaries, volunteers, or others that you would like to share with the Corporation for National and Community Service.
- vi. Attachments and Links: Please attach any resources (e.g. presentations, documents created, etc.) that your AmeriCorps VISTA member created to support your VISTA project. Also, please provide any links or newspaper clippings from news stations or newspapers that highlight your VISTA project (directly or indirectly).

**Member Reports** – AmeriCorps VISTA members complete monthly reports on the support, training, and professional development they are receiving by the Host Site.

### **VISTA MEMBER TRAINING**

AmeriCorps VISTA members serving in the Campus Compact VISTA program receive the following training opportunities.

<b>Training</b>	<b>Timing</b>	<b>Location</b>
<b>Program Orientation (required)</b>	Friday, May 29, 2020	Des Moines, Iowa or Minneapolis, MN
<b>Virtual Network Meetings</b>	June	Online
<b>Virtual Network Meetings</b>	July	Online
<b>Virtual Network Meetings</b>	August	Online