

AmeriCorps*VISTA Member Assignment Description

VISTA Project:	VISTA Member Name:
Site Name:	Date:
At which step in the Community Building Process is this project?:	
What is the overall goal of the Project?: <i>To address community poverty related needs by strengthening community and the development of community infrastructure through a community building process. The process will engage individual citizens, citizen groups, and agencies to address community needs. The process will enable the community to develop and implement a strategic plan resulting in sustainable activities that meet community needs. To develop programs/systems that will address one of the legislated programming areas listed in the MTCC VISTA NOFO.</i>	

<i>Please review the VAD Guidance on the previous page and sign this document when it has been completed and as it is updated.</i>	
Site Supervisor Signature:	VISTA Member Signature:

VISTA Member Activities and Steps Checklist	Planned Period of Work
Project Goal <i>(from Proposal Narrative, section I-1):</i>	
Activity 1: Community Vision/Assessment- Step 1: Step 2: Step 3: Step 4:	
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date): _____
Activity 2: Develop Public Relations/Public Education Program- Step 1: Step 2: Step 3: Step 4: Step 5:	
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date): _____
Activity 3: Develop Groups, Boards, or support existing group to address community needs- Step 1: Step 2: Step 3: Step 4: Step 5: Step 6: Step 7:	

VISTA Member Activities and Steps Checklist	Planned Period of Work
Activity 3 Comments/Summary of Accomplishments:	Activity 3 Completed (date): _____
Activity 4: Develop sustainable Strategic Planning through inclusive collaborative efforts- Step 1: Step 2: Step 3: Step 4: Step 5: Step 6: Step 7:	
Activity 4 Comments/Summary of Accomplishments:	Activity 4 Completed (date): _____
Activity 5: : Implement Plans and Strategies and generate necessary resources (people, places, and things)- Step 1: Step 2: Step 3: Step 4: Step 5: Step 6: Step 7:	
Activity 5 Comments/Summary of Accomplishments:	Activity 5 Completed (date): _____
Activity 6: Evaluate success and measure results - Step 1: Step 2: Step 3: Step 4: Step 5: Step 6: Step 7:	
Activity 6 Comments/Summary of Accomplishments:	Activity 6 Completed (date): _____
Activity 7: Sustainability- Step 1: Step 2: Step 3: Step 4: Step 5:	

VISTA Member Activities and Steps Checklist	Planned Period of Work
Step 6: Step 7:	
Activity 7 Comments/Summary of Accomplishments:	Activity 7 Completed (date): _____