

# DESIGNING AND IMPLEMENTING AN IMPACTFUL SUMMER ASSOCIATE PROGRAM

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## Introduction

VISTA Summer Associates (hereinafter referred to as Summer Associates) bring more capacity to an organization by helping to run and manage effective summer projects. The work of a Summer Associate can have positive impacts on the organization, the community members they serve, and even the Summer Associate themselves. Having a Summer Associate at your organization can have drastic impacts. A group of 5 VISTA Leaders came together to participate in an Action Learning Challenge to create a toolkit focusing on VISTA Summer Associate Programs. It is our hope that this toolkit will help organizations to understand the difference between Summer Associates and Full-Term VISTA members (hereinafter referred to as Full-Term Members), the application process for a Summer Associate Program, the resources available to a Summer Associate Program, and more!

Summer Associates, while only serving for 8 to 10 weeks, make a lasting impact on their community. Becoming a Summer Associate is not just another summer job, it is a chance to make a difference in the community and create positive changes.

As we created this toolkit we considered the following factors to be important in creating, managing, and maintaining a great Summer Associate program. As such, we wanted to share some of the advice we learned along the way.

[Chapter 11](#) of the VISTA Handbook has lots of valuable information about the Summer Associate Program.

Reach out to your local program officer for more information about the Summer Associate Program, including exact program dates. They will know the details about your state's requirements.

### Vision Statement:

Our Action Learning Challenge team vision is that sponsoring organizations will design impactful and sustainable projects that address needs as expressed by the community it serves, and that are meaningful to participating service members and the sponsoring organizations.

### Mission Statement:

The mission of our Action Learning Challenge team is to provide current and new sponsoring organizations the guidance and tools needed to recruit, train, manage, and retain summer VISTA associates for their service terms.

### Goal Statement:

By the end of April 2018, the Action Learning Challenge team will produce a toolkit consisting of resources for the creation and implementation of a VISTA Summer Associate program that will illustrate procedures on how to effectively recruit, train, manage, and retain VISTA Summer Associates.

## Meet the Team

### Acknowledgements

Five VISTA leaders came together to create this toolkit, but it could not have been done without those that guided and supported them. They would like to take this opportunity to recognize them, and thank them for all that they have done:

- ❖ CNCS for allowing us the opportunity to create this toolkit
- ❖ Kapila Wewegama, our product coach, for all your guidance and support. Your early guidance allowed us to function as a team efficiently and effectively going forward.
- ❖ Andy King, for his guidance during the creation of the vision, mission, and goal of the project.
- ❖ Their fellow VISTA leaders who took time to respond to our survey
- ❖ Their sponsoring organizations and supervisors, for support and allowing them to participate in this project.



Andy King



Kapila Wewegama



Michael Masto



The Alliance for Multicultural  
Community Services Leadership Team



VERMONT HIGHER  
EDUCATION COUNCIL

Kevin Kenneally



Equal justice starts here.

Dan Kresse



Jenny McArdle



Laura

After graduating from Walsh University with a BS in Biology and a minor in Entrepreneurship, Laura Kozuszek began her AmeriCorps VISTA career. Her first AmeriCorps VISTA term was in Colorado Springs with the Colorado and Wyoming Region of the American Red Cross where she built partnerships within the community to bring preparedness programs to vulnerable populations; she also worked to increase and build the volunteer base to execute those programs. After a year and a half as a VISTA member, Laura became the Regional VISTA Leader. In this position, she leads 11 VISTAs on building partnerships in their respective locations to serve vulnerable populations with American Red Cross disaster programs. Laura decided to join the Action Learning Challenge team because she wanted to help create a helpful resource for current and future VISTAs interested in beginning or strengthening a VISTA Summer Associates Program. After AmeriCorps VISTA, Laura plans to get a Master's in Public Health with a focus in International Disaster Emergency Management.

Fun Fact: Laura was a NCAA Division II athlete at Walsh University, where she played soccer and threw javelin.

## SPK

Sarah Perez-Klausner graduated from Rider University in Lawrenceville, New Jersey with a BA in Psychology. While at Rider University, Sarah started her service as a Bonner Scholar, where she was a lead volunteer for an ESL program. As the team leader, she was given the opportunity to facilitate conversation nights, and develop a new youth program. She continued her dedication to service by becoming an AmeriCorps VISTA member. Sarah served one VISTA term, followed by a VISTA Leader term with the Bonner Foundation in Princeton. She is currently serving a third and final term as the very first VISTA Leader at The Alliance for Multicultural Community Services, a nonprofit refugee resettlement agency in Houston, TX. Sarah is extremely passionate about service, and VISTA; and hopes to pursue a career in higher education, specifically promoting service learning opportunities among college students. She enjoys the mentor role as a VISTA Leader and is extremely excited and thankful to be a part of this Action Learning Challenge, contributing to VISTA campus in her final year serving as VISTA.

Fun Fact: In 2009, Sarah Perez-Klausner was featured on a MTV True Life episode entitled "I'm Looking for My Sibling."



## Sarah

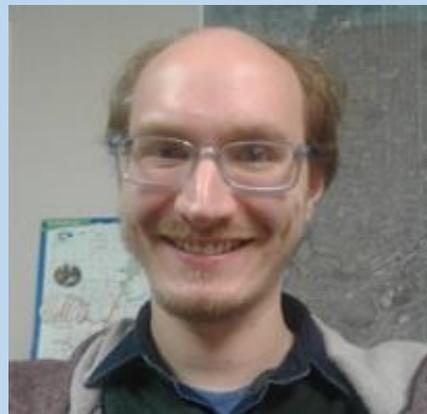
Sarah Petrokonis began her AmeriCorps service after graduating from college with a degree in Women's & Gender Studies from West Chester University. She served her first AmeriCorps term in Alabama at the Coleman Center for the Arts and Bridge Builders Alabama. She then went on to serve a second year of service in Vermont with the Winooski Teen Center. After working the past few years at non-profits and in higher education, she returned to AmeriCorps as a VISTA Leader at Vermont Higher Education Council. Sarah is dedicated to supporting her fellow VISTA members, and aims to do her part in helping to facilitate a positive, meaningful, and story-worthy service term. Her hope is that this toolkit will help sponsoring organizations provide a great experience for their service members! After completing her service, Sarah plans to earn a master's degree in counseling.

Fun fact: In her spare time, Sarah is an avid houseplant collector.

## Samantha

Samantha Cripe is a graduate of Ithaca College in New York, earning a dual degree in Legal Studies and History. She began her AmeriCorps career by serving with City Year in Boston, where she was a tutor and mentor in a 6th/7th grade English Language Arts classroom. While at City Year she additionally served as a Corps Council Member, and a Service Reserve Project Coordinator. After moving to Chicago to serve as a VISTA member, she continued her involvement with City Year and volunteers for service projects hosted by Chicago's Civic Engagement team. Samantha began her second year of AmeriCorps service by becoming a VISTA Leader with LAF (Legal Assistance Foundation) in Chicago. As a VISTA Leader she serves alongside 45 VISTA members at legal aid organizations across the state of Illinois. Samantha was excited to work with other VISTA Leaders to create this toolkit and hopes that it will help the VISTA program grow and evolve.

Fun fact: She has lived in 3 different cities in the past 3 years, but her professional sport loyalties have remained with Denver and Colorado teams.



## Josh

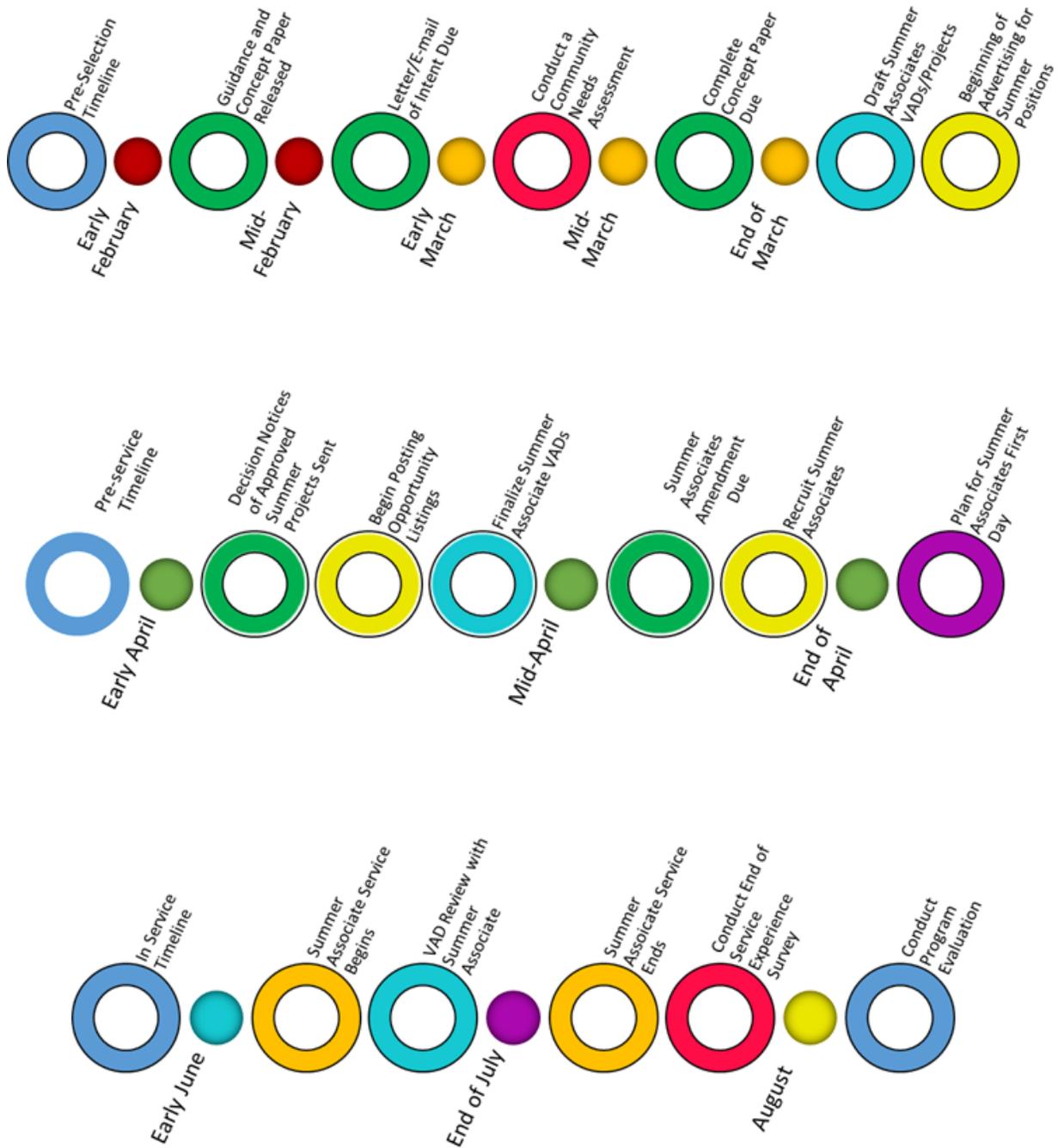
Josh Miller began his service as a Physical Activity Coordinator with the Flint Community School Corps in Flint, Michigan. There he helped bring mindfulness into the classroom to mitigate the effect lead exposure has on youth aggression. He currently serves as the VISTA leader for the City of Flint Master Plan Implementation program; he leads 10 VISTAs dedicated to the revitalization of the disaster stricken city. Having the opportunity to share insights with other VISTAs from around the country during the creation of this toolkit has been an amazing experience for him; and he urges everyone to pass along the knowledge it contains with anyone who could benefit. After his service term, he plans to further expand a youth martial arts program he's been developing for the past two years.

Fun fact: If you were to ask him his greatest accomplishment, he would tell you "Winning the 2014 Midwest Kendo Tournament Team Championship," although he would probably leave out that he retired from competitive martial arts immediately after the tournament.

| <b>Full Term VISTA vs Summer Associate</b>              |  |  |
|---|--|--|
|   | Full-Term VISTA Member   | Summer Associate VISTA   |
| <b>Eligibility</b>                                      | No prior service necessary   | No prior service necessary   |
| <b>Duration</b>   | 12 months  | 8-10 Weeks   |
| <b>End of Year Service Award</b>                        | Segal: \$5920<br>Stipend: \$1,800  | Segal: \$1,252<br>Stipend: \$276-345<br>*Cannot change selection       |
| <b>Perform Direct Service</b>                           | No   | Yes  |
| <b>Healthcare Benefits</b>                              | Yes  | No   |
| <b>Child care allowances</b>                            | Yes  | No   |
| <b>Relocation allowances</b>                            | Yes  | No   |
| <b>Non-competitive eligibility</b>                      | Yes  | No   |
| <b>Leave</b>  | 10 personal days<br>10 sick days<br>Sponsor organization observed holidays<br>Emergency Leave<br>Jury Duty | Sponsor organization observed holidays<br>Emergency Leave<br>Jury Duty |
| <b>Income disregard for government benefits</b>         | Yes  | Yes  |
| <b>Future Plans form</b>                                | Complete 60 days before end of service date  | Completed as soon as possible, Available first day of service          |
| <b>Citizenship verification and completion of NSOPW</b> | Yes  | Yes  |

## Summer Associates Project Timeline

Below is a general timeline for a summer associates project. It is broken down into three sections: Pre-Selection, Pre-Service, and In Service. Each color has a significance: green for documents due, red for surveys, light blue for VADs, yellow for Recruitment, orange for start and end dates, and blue for evaluation.



# Assessing Community and Organizational Needs

## What is a Needs Assessment

The purpose of the needs assessment is to identify areas of improvement that correspond to both community, and organizational needs: or “Gaps”. When identifying gaps in the community, asking for community member feedback ensures they are viewed as important to the organization. Asking for this feedback will also increase the chance that the project will leave a lasting impact, as they will feel more connected to the project. Organizational gaps can be identified from staff member feedback, but will be easier to identify once the project focus has been determined, as areas of improvement will be more readily apparent.

## Importance of Performing a Needs Assessment

Designing a needs assessment requires you first consider the population you intend to focus on, and the capacity of your organization. By understanding the important issues in a community, and which tools you have at your disposal, your Summer Associates project will be better equipped to effectively design a project with a lasting impact.

## Things to Consider when Designing a Needs Assessment

*\*This section of the toolkit contains information for you to consider **before**, **during**, and **after** performing a needs assessment.*

### Target Population

When starting a needs assessment, it is important to consider who the project will be targeting. Due to the shortened time frame of Summer Associates projects, the scope of the project should target a manageable group of people. Depending on your area, the community may or may not be familiar with the AmeriCorps program, so outreach efforts may be useful in building community support, and ultimately increasing the impact of the project.

### Project Focus

Your organization will need to decide what issue they would like to address with its Summer Associates program. If you conduct the needs assessment with an issue already in mind, be prepared to make changes based on community responses. Ideally, the organization’s and community’s expectations should match, but the needs assessment should inform necessary changes.

### Who, What, When, Where, Why, How

Once you have identified an issue, you should compile as much related information about the topic as possible. It may seem simple, but going through the who, what, when, where, why, and how of the issue can be very enlightening. Take time to further explore each question, delving deeper into the issue.

## Collecting the Data

There are two key points to remember when discussing the collection of data:

First: How will you collect the data? There are numerous methods for collecting data such as interviews, surveys, focus groups, etc., and finding the one(s) that will suit your target population is important. Should the data be qualitative or quantitative? Take into consideration the education level, time commitment, and subject matter when designing your method of data collection.

Second: Who are you expecting to collect data from? Will you specifically target them by canvassing their neighborhood, sending out mailings or personal invitations, use social media, etc.? Try to consider different ways to reach your target population, and increase exposure for the needs assessment.

## Who is performing the Needs Assessment?

It may seem straightforward, but be sure to choose the right service members to perform the needs assessment. Consider that someone from the area will be familiar with local issues, and better equipped to discuss them with the community. A concrete schedule for who and when members will be performing the needs assessment is important, as it will allow the assessment to be completed in the timeframe you need.

## Data Reporting Procedures

Determining the logistics of reporting the data will allow for a smoother process. Once the data is collected, ensure you have a system for where it will be stored and who will analyze it. Will it be submitted to someone, who will then condense it? Will members be expected to add the data to an online file themselves? Answering these questions is important to ensure that your needs assessment is done effectively and efficiently.

## Data Analysis

Once all the data has been organized, it will need to be analyzed. Depending on the type of data collected, it can be done using a variety of techniques. Will the final report be in the form of graphs and charts, or a narrative explaining the current situation?

### Resources:

- <https://www.vistacampus.gov/resources/5-steps-assessing-community-needs>
  - 1 hour webinar concerning needs assessment
- <http://www.ifrc.org/vca>
  - Red Cross Vulnerability and Capacity Assessment
- <https://ctb.ku.edu/en/assessing-community-needs-and-resources>
  - University of Kansas Community Toolbox
    - 5 prompts to think about when beginning a needs assessment
- On the following page is a “Things to Consider when designing a needs assessment” information sheet.

## Things to consider when designing a needs assessment

### **Who is your target population?**

### **What issue do you plan to address?**

- How can the issue be classified: demographic, historical, political, civic participation, past concerns, geographic, assets.
- What issues do you know the community already care about, and how important are the issues to them?

### **What do you already know about the issue, and how it affects the target population?**

- Are there sufficient resources available to address the issue?
- Are there any groups currently involved with resolving the issue?
- How often does the issue arise, and in what ways does it impact the community?
- Which sources are you using for information, and are they credible?

### **What information do you still need to collect?**

- Who else cares about the issue?
- What barriers might interfere with achieving your goal?

### **How will you collect the data?**

- Interviews, focus groups, questionnaire/survey, observation, tests
- Is the data quantitative or qualitative?
- How many responses are you expecting?
- What barriers will interfere with collecting data?

### **Who will you collect data from?**

- Do the people you plan to collect data from represent the group you're targeting?
- What is the timeframe for the data collection?
- Is the sample size large enough?

### **How will you design the mechanism to collect data?**

- Multiple choice, short answer, rankings, 1-10 scale

### **Who will be performing the needs assessment?**

### **What are the procedures for reporting data?**

- Who is responsible for the data once it is collected?
- How will the data be stored?

### **How will the data be analyzed?**

- Which methods will you use to analyze quantitative and qualitative data?

### **Who will document and organize the findings?**

### **How will the finished report be designed?**

## Tips for Sponsoring a VISTA Summer Associates Program

Organizations that want to sponsor a VISTA Summer Associates Program must be a current sponsor of a year-long VISTA program. Prospective sponsors are selected, invited to apply, and approved by the State Program Officer(s) at CNCS via email notification.

Your State Program Officer will invite you to host a VISTA Summer Associates Program, which typically begins in May and ends in September. This notification will consist of a timeline of the application process and the Concept Paper. The Concept Paper is the application document completed by the program director that outlines what the Summer Associate Program will look like, and why this organization wants to host Summer Associates. For more information and detailed instructions on writing the Concept Paper, visit [this link](#). The sponsor organization should reach out to their respective [CNCS State Office](#) to obtain state-specific details about the Summer Associates Program and how it can be incorporated into their organization. These should be reviewed before submitting the Concept Paper.

Your VISTA Summer Associate Program must address one or more of CNCS's focus areas for the year. Review and approval of the Concept Paper will be made based on availability of VISTA resources, adherence to guidelines, and overall quality of the proposal. If accepted, the sponsor organization will be notified by email. The sponsor organization can then post opportunity listings, recruit members, and fill positions.

## Designing a Summer Associate VISTA Assignment Description

In order to ensure that your VISTA Summer Associates will have the best possible experience, and that your organization gets the most out of having a Summer Associate project, you'll want to take the time to carefully create a project that Summer Associates can do during their term of service. VADs are unique to the position, and you don't need one VAD for each member, but you do need one VAD for each unique position. VADS must be updated each service year.

### Differences between a Summer Associate's VAD and a Full Term VISTA's VAD

A Summer Associate's service time is 8 to 10 weeks, whereas a full-term VISTA serves for 365 days. Summer associates are allowed to participate in direct services activities, while both Summer Associates and full-term VISTAs engage in capacity building activities.

### Why focus on designing a VAD?

- Creating a great VAD allows the project to create measurable goals that an organization wants the Summer Associate to achieve in their time as a VISTA member. Once the project is complete the VAD can help the organization to determine the success of the Summer Associates project, and make adjustments as necessary.
- Thoughtfully designing a VAD allows an organization to recruit the best members for this position. By outlining the specific activities a Summer Associate will be involved in during their time of service, the organization will know what skills and experiences they want their Summer Associate candidates to come into the experience with.
- A strong VAD will help with onboarding and training. The VAD can be used as a guide to help supervisors know the specific tasks they need to prepare the VISTA for.
- A thorough VAD can allow for better feedback and professional development of VISTAs. The Summer Associate will have a written assignment that can help guide them in their work, as well as help establish expectations and responsibilities.

### Steps to designing a VAD



Conduct a project  
(and/or community)  
assessment

- In order to create a project that will be impactful for both the summer associate and the organization, it is important to assess the needs of the community and the services the organization already provides. By conducting this assessment the organization will be able to more clearly see where a Summer Associate can fill needs and make the biggest impact possible.



Ensure the VISTA's Supervisor knows the roles and responsibilities of the Summer Associate

- Depending on the size of an organization, the direct supervisor of the Summer Associate may or may not be the person who conducted the community assessment. As such, all those involved in the work of the Summer Associate should ensure that they know the roles and responsibilities of the VISTA. It is important to get insight from those involved in a project on the work that a VISTA member will be doing. That way, everyone can give suggestions or ideas about what work a summer associate can do during their service.



Draft the VAD

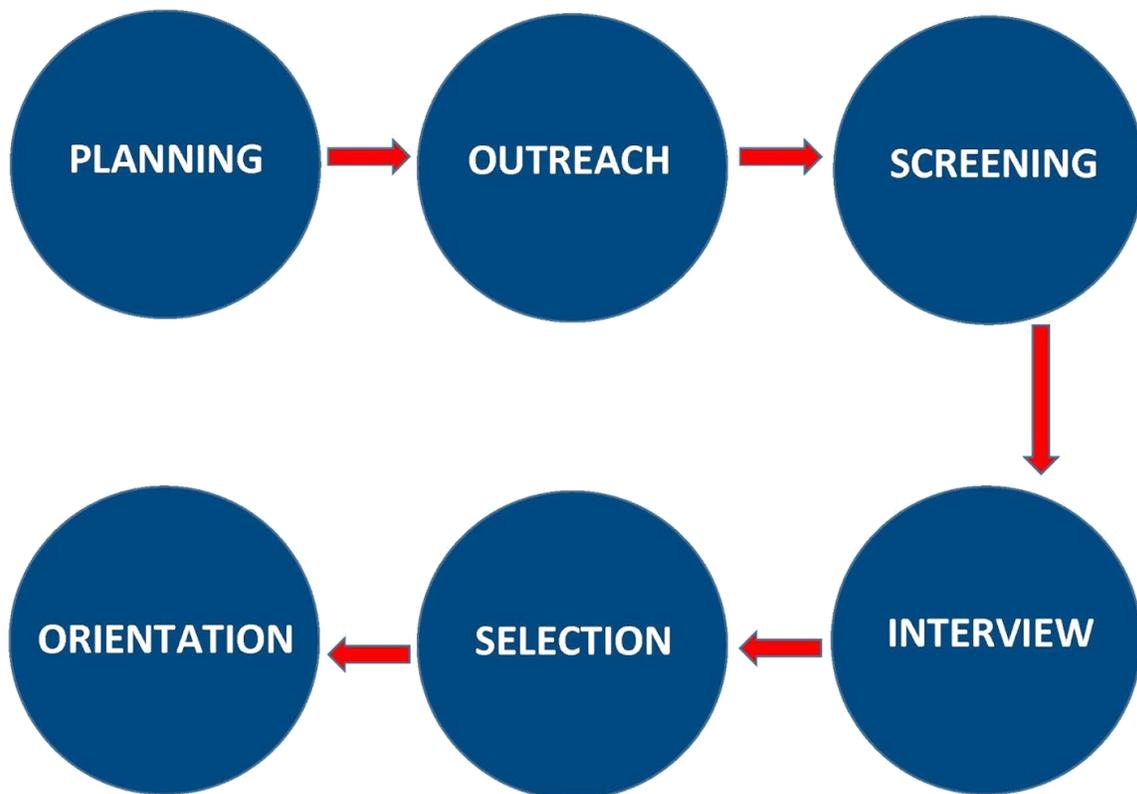
- Outline the objectives and goals that you wish the VISTA member to complete. Make sure to include the specific activities that the VISTA member will engage in while serving to ensure that they complete the goals and objectives of their task.
- The goal statement is what you expect your VISTA resources will achieve to increase your agency's capacity to better serve the community.
- The objectives are projects that your VISTA will engage in to reach the goal.
- The member activities are the specific actions that VISTA members will perform to meet the objective, and ultimately reach the goal.
- Use the resources below, found on the VISTA Campus website, to create a summer associate VAD. \*You must have an approved VAD before you can begin recruiting Summer Associates.

## Suggestions for Recruiting VISTA Summer Associates

Recruiting Summer Associates is very similar to Recruiting Full-Term VISTA members. However, the biggest difference is the timeline. Summer Associates are restricted to the time of year that they can serve, and as such your organization needs to be cognizant of when you begin conducting outreach and posting service opportunities for summer positions. Our team has collected resources, and best practices to better support your recruitment of VISTA Summer Associates.

This section is adapted from the Spring 2017 Action Learning Challenge, [“Recruiting for Diversity”](#), created by Stevie Chilcote, Caitlin Esping, Rhea Johnson, and Kevin Kenneally.

### Stages of the VISTA Recruitment Process



*Stages of the VISTA Recruitment Process developed by summer 2013 Action Learning Challenge Team of Stanley Brajer, Kevin Gong, Andrea Grant, Regan Stark, and Sam Rigotti.*

## Goals for outreach tools and strategies

1. Use inclusive language
  - Make sure your messaging is inclusive, whether it be in-person or written.
  - Do not make any assumptions about candidate's social identities.
2. Use multiple avenues to recruit.
  - ❖ Consider the bias that exists within the locations that you are conducting outreach on behalf of your VISTA program. Who is seeing your messaging? Who is your messaging connecting with? Why?
    - Online
      - Consider who has access to the online content that you are posting. Strategically think about, and select organizations and Facebook groups, to post your outreach materials.
    - In-Person
      - Be honest about the benefits of AmeriCorps VISTA service. Consider recruiting through multicultural/diversity offices on college campuses. Consider partnering and recruiting at historically diverse colleges and universities in your area.
3. Connect with people on a personal and values-based level. Have open conversations with potential applicants and offer them a value-based connection.

## Inclusive language

Inclusive language is language that avoids the use of phrases and terms that devalue other people. Using inclusive language places value on all experiences and identities. By consciously using inclusive language you'll invite more people to apply for your position and encourage a more diverse pool of applicants to consider for your Summer Associate projects.

Using inclusive language helps us to reflect on our own unconscious biases surrounding what we perceive to be "normal." Language can reinforce inequity based on dominant cultural norms.

Inclusive language changes over time and it is important to acknowledge this. What is considered appropriate and inclusive language now could change.

Inclusive language resource: <http://www.hrcouncil.ca/hr-toolkit/diversity-language-guidelines.cfm>

## Pre-Recruitment

In order to recruit Summer Associates quickly, you should consider announcing the positions early, such as in March, in order to attract more potential candidates. Once you have a formal application posted, you can direct those candidates to formally apply to the posting on eGrants. This will allow your organization to be better prepared to handle the short turnaround time of recruiting and selecting candidates for the summer position.

## 5 tips for posting

- 1) List Minimum qualifications. Example: Some College vs. College Graduate. When higher than necessary requirements are listed applicants can be discouraged from apply, which limits the size of the applicant pool and leaves out potentially qualified applicants.
- 2) Use Inclusive Language. Inclusive language avoids the use of phrases and terms that devalue other people. Using inclusive language places value on all experiences and identities, and helps us to reflect on our own unconscious biases surrounding what we perceive to be “normal.” Language can reinforce inequity based on dominant cultural norms. An example of inclusive language is using the term “VISTA member” instead of “him/her”.
- 3) Write in terms easily understood by the general-public. Avoid unnecessarily long words, jargon, acronyms, clichés, colloquialisms, and regional or cultural terms. These terms are not inclusive and can deter qualified applicants from applying.
- 4) Explicitly mention a commitment to diversity, try one or more of the following methods.
  - Encouraging diverse applicants to apply.
  - Express a company value of diversity.
  - Look for experience working with diverse groups.
  - List experience working in a diverse environment as a preferred qualification.
- 5) Specifically mention benefits that are supportive of diverse workers. Ex: Flexible hours, accessible facilities and workplace environments, mentoring, training opportunities, inclusive restrooms, child care assistance, transportation reimbursement, etcetera. Only promise benefits you are able to provide.

## Creative Post Locations

### •Not an Exhaustive List

- Service Year: [www.serviceyear.org](http://www.serviceyear.org)
- Colleges
- Junior Colleges or Community Colleges
- Multicultural Student Unions or other culture based student organizations
- Nontraditional Student Organizations
- Offices of Disability and inclusion
- Historically Black Colleges
- Professional Organizations (Local and National Chapters)
- The United Way, Goodwill, other social service organizations with employment related missions
- Job Websites: Indeed, Idealist, LinkedIn Facebook, Twitter, other social media outlets
- Host site or sub-site’s Website, newsletter, or other communication outlets
- Local Libraries
- Community Centers
- Women’s Centers
- Handshake: A recruitment tool that allows you to post jobs to multiple universities at once on one website

## Planning for VISTA Summer Associates First Day & Beyond

### On-Site Orientation Tools (OSOT) and Resources

The resources listed below can all be found on VISTA Campus, and should be referred to during your orientation planning stage. However, be sure to keep in mind that these resources were created to be utilized for full term VISTA orientations that span a 3 week period. This portion of the toolkit will assist in planning a 3 day orientation for Summer VISTA Associates who will serve for approximately 8-10 weeks.

### Relevant Resources

- [OSOT Webinar](#)
- [On Site Orientation Training Guidebook](#)
- [OSOT Checklist](#)
- [OSOT Template](#)
- [OSOT Guidelines](#)
- [Community Entry Worksheet](#)
- [On-Site Orientation and Training Planning Worksheet](#)
- [Difference between VISTAs and Employees](#)
- [New-Site- Orientation Agenda Sample](#)
- [3 Week VISTA Agenda Plan](#)

***Please refer to chart for further clarification on Full Term VISTA Members vs. Summer VISTA Associates on page \_\_ of this Toolkit.***

### OSOT Preparation

As mentioned in the application portion of this handbook, grant application decisions are made in the first week of April for VISTA Summer Associate programs. While many programs begin as early as the first week of May, this may leave sites very limited time in planning for orientation, while simultaneously recruiting to fill allotted spots. We suggest that sites begin planning as early as possible. There are certain tasks that can be completed for planning orientation as early as mid-March when Concept Papers are due. Some tasks that can be completed while in the application process for Summer VISTA Associates include:

- Decide on tentative dates for OSOT, and share dates with potential supervisors and facilitators to gauge availability.
- Draft an early agenda and map out the critical pieces. (Your agenda may be full of holes at first, but this draft will serve as a guide in your process).
- Contact potential presenters to inquire about their availability and interest.
- Brainstorm topics and begin developing learning objectives

***It is in your best interest to have fewer sessions with outside facilitators (i.e. community experts, colleagues at other organizations) as your planning time is limited. It may also be useful to utilize facilitators who already assist in full term VISTA trainings.***

Throughout this toolkit, you will find that timing is a common challenge in many aspects of a VISTA Summer Associate Project. To ensure the quality and effectiveness of your OSOT Plan, refer to the chart below as your “Condensed OSOT Checklist.”

| On-Site Orientation given by Sponsor Organization  | Orientation that should be given by the CNCS State Office |
|--|---|
| <b>Preparation</b> <ul style="list-style-type: none"> <li>• Create or find a checklist to help with your OSOT Plan</li> <li>• Review and create outline of Concept Paper</li> <li>• Clarify goals and objectives with VISTA team</li> </ul>  | Review materials in My AmeriCorps Portal                  |
| <b>Overview of Summer Associate Project</b> <ul style="list-style-type: none"> <li>• Give a full overview of their commitment to the VISTA Summer Associates Program, what the project is, and what they will be working on specifically.</li> <li>• “Housekeeping” items</li> <li>• Meet supervisor(s)</li> <li>• Meet co-workers</li> <li>• Meet fellow VISTAs (Full-Time and other VISTA Summer Associates)</li> <li>• Get to know the community</li> </ul> | Term/Conditions/Benefits (TCB)                            |
| <b>Review of VISTA Summer Associate VAD</b> <ul style="list-style-type: none"> <li>• Make sure everyone is clear on roles, tasks, and details of the project</li> </ul>  | Do’s and Don’ts   |
| <b>Training Program for VISTA Summer Associates</b> <ul style="list-style-type: none"> <li>• What information do they need to learn, and how should they learn it?</li> <li>• Virtual, physical, or both?</li> <li>• Should include courses/classes/webinars/podcasts they need to take or listen to.</li> </ul>   | Oath/Swear In   |
| <b>Materials/Resources</b> <ul style="list-style-type: none"> <li>• Packet of materials for them to keep and refer back to throughout their service term.</li> </ul>   | Materials/Resources                                       |

## OSOT Plan and Objectives

While referring to the [OSOT Checklist](#) and other resources listed above, you will find standard topics that should be covered at any VISTA On-Site Orientation. These include, but are not limited to:

- Create an understanding of CNCS and AmeriCorps VISTA
- Create an understanding of Sponsor Site Structure, Mission and Values
- Clarify Summer VISTA Associate and Supervisor roles and expectations
- Clarify Summer VISTA Associate Project, Purpose and Objectives

The limited time allotted in planning and managing an effective Summer VISTA Project can prove to be a challenge, specifically in planning an On-Site Orientation to be held within a week.

One must clarify objectives and decide on topics and talking points as the first step in planning a VISTA On-Site Orientation. While there will be standard objectives as listed above, VISTA On-Site Orientations should cover project specific topics and trainings. To determine objectives for your VISTA Summer Associate OSOT you should begin with the following questions:

1. **What does the VISTA need to know?**
2. **How is that information to be delivered?**
3. **Who needs to be involved?**
4. **Are there additional considerations?**

1. **What does the VISTA need to know?**

When planning a VISTA Summer Associate orientation, one should consider all the information that is absolutely imperative to relay to VISTA Summer Associates to ensure that they can successfully complete the project and tasks assigned to them. It will be beneficial to refer to current full-term VISTAs and site supervisors. If your program is a new program, perhaps it would be in your best interest to also survey other volunteers or staff members of the organization in determining vital information and tips for incoming VISTA Summer Associates. Refer to the guidelines below in determining your site specific OSOT objectives.

| Member expectations and roles   | Culture and mission of the organization   | Bigger picture related to the VISTA project and the community  | The VISTA Assignment Description (VAD)   |
|---|---|--|--|
| <ul style="list-style-type: none"> <li>•Organization Policies and Procedures (i.e. dress code, timesheets, etc.)</li> <li>•Full-Term VISTA vs. VISTA Summer Associates</li> <li>•Who to report to? Who to refer to with questions?</li> <li>•How can Full-Term VISTA Members and VISTA Summer Associates support each other?</li> </ul> | <ul style="list-style-type: none"> <li>•Who do you serve?</li> <li>•Key people to know</li> <li>•How do VISTAs assist with your mission?</li> </ul> | <ul style="list-style-type: none"> <li>•Who will VISTAs serve? Demographics?</li> <li>•What importation information about the community should be covered?</li> <li>•What impact will VISTAs make?</li> <li>•How will the VISTAs work as a team? **</li> </ul> | <ul style="list-style-type: none"> <li>•Clarify project and all VISTA Summer Associate roles</li> <li>•Review skills and knowledge needed to accomplish the VAD</li> <li>•Assess VISTA’s current skills and necessary trainings to complete project</li> </ul> |

**\*\* IT IS HIGHLY SUGGESTED TO TEAM BUILDING ACTIVITIES AMONG SUMMER VISTA ASSOCIATES IN THE VERY EARLY STAGES OF THE PROJECT**

## 2. How is that information to be delivered?

Timing again is an important factor in determining the best approach in sharing necessary information with your VISTA Summer Associates. It is suggested to have a balance of handout materials and in-person contact. Some possible approaches to effectively delivering information include, but are not limited to:

- Emailing guides, newsletters or other project information to review in advance
- Inviting Full-Term VISTAs to facilitate sessions or assist during OSOT
- Consider involving key community leaders or beneficiaries
- Consider utilizing and scheduling webinars
- Creating a system to check-in with VISTA Summer Associates throughout OSOT
- Creating a Summer OSOT guide and handouts that can be referred to at a later time
- Creating a calendar of weekly tasks and objectives for the summer term

## 3. Who needs to be involved?

As with any VISTA Project, it is extremely beneficial for the organizational leadership and staff members at a VISTA site to have an understanding of the VISTA Program, and the objective of the site's specific project involving the VISTA members. Full-Term VISTAs at sites will serve as an asset for VISTA Summer Associates, as they will have already had exposure to the VISTA Program. It is highly suggested for Full-Term VISTAs to assist in training VISTA Summer Associates, and they may even serve as mentors throughout their term. However, be sure to make roles clear as Full-Term VISTAs should never serve in a supervisory role for VISTA Summer Associates. Other individuals who may be included in On-Site Orientation and Training include experienced volunteers, donors, community members, site supervisors, and anyone involved in the planning of the Summer Project.

## 4. Are there additional considerations?

When planning an On-Site Orientation and Training, sites will have to evaluate special considerations specific to their project and the VISTA members involved. However, there are some common factors among VISTA Summer Projects that often come up, specifically involving VISTA Summer Associates' backgrounds as well as the project and planning timeline. Refer to this toolkit and VISTA Campus for ideas on activities you can include in an OSOT Agenda that will address these special considerations.

- **Considering Summer VISTA Associates' Backgrounds**

It is usually suggested that VISTA Summer Associates be recruited locally. However, this does not guarantee that the VISTA member is familiar with the specific community or demographic you are serving. It may be in your best interest to share some educational materials with your VISTA Summer Associate before their start date. It may also be beneficial to refer to the [Community Entry Worksheet](#), and incorporate it into your OSOT Agenda Plan as well. You may want to brainstorm activities that can be done to share specific information about your community, or explore VISTA Campus for more ideas. There are a variety of approaches that can be taken as it is absolutely imperative that all VISTA members are educated on cultural considerations, demographic information, and other relevant information about the community being served.

There may also be some clear differences between Full-Term VISTAs and VISTA Summer Associates in regards to their educational backgrounds and professionalism, as it is not uncommon for VISTA Summer Associates to be currently enrolled in college and completing their term during their summer break.

Guidelines on dress codes and professionalism at each organization should be clarified, and Full-Term VISTA members should serve as an example by following these policies. Leadership and professional development should be ongoing during a VISTA term, and should also be provided for a VISTA Summer Associate. All OSOT plans should include at least one or two sessions focused on VISTA members' professional development. The [Self-Assessment Question Bank](#) that can be found on VISTA Campus is a great tool that can be utilized to not only evaluate VISTA Summer Associate skills and strengths, but to also identify what trainings or tools may be useful to further their professional development.

While it is important to address and incorporate individual professional development during your OSOT, it is not uncommon for VISTA Summer Associates to work together to complete their assigned project. Therefore, it may be beneficial to plan at least one or two sessions focused on team building and leadership development. There are a variety of activities that can be found on VISTA Campus, such as the [Leadership Compass](#) activity and the [Life Maps](#) activity. The limited time can affect the team dynamics. However, one can effectively address this challenge if you plan to include these activities during your OSOT, or perhaps during additional sessions throughout the summer. For more ideas, please refer to the [Leadership Training Module](#) on VISTA Campus.

- **Considering the Timeline**

The [On Site Orientation Training Guidebook](#), which can be found on VISTA Campus, includes a timeline of tasks to be completed starting as early as 6 weeks before the OSOT date. However, it is not uncommon for there to be a 4 week period between grant application decisions and VISTA Summer Associate start dates. Recruitment challenges will also need to be considered at this time. As mentioned in the OSOT Preparation section, there are some tasks that can be started ahead of time--such as researching available meeting spaces, presenters, and tentative dates. For a VISTA Summer Associate Project OSOT, the following tasks should be completed no later than 3 weeks before the OSOT date:

- Set date(s) for your OSOT and share with your incoming VISTAs and project supervisors.
- Reserve a meeting space (If members are not all local, utilize services like Google Classroom to create virtual meeting spaces)
- Set an agenda and learning objectives.
- Map out critical pieces first (for example, if key presenters are available only on certain dates, the rest of the schedule must work around them).
- Send agenda to CNCS State Director for review.

Timing will also need to be considered for the OSOT Agenda and Plan. It is suggested that OSOT be three days or less for VISTA Summer Associates, as projects will fall over an 8-10 week span. Please refer to the first page of the [OSOT Template](#) to plan a three day orientation. Below is an example of a Plan. Many of these considerations may play a factor in trainings and project objectives as well.

## Resources for Supervisors

Proper training is vital to the implementation of a successful VISTA project. With the limited time frame of VISTA Summer Associate projects, this may prove to be a challenge. Condensing the required information,--while still providing quality training--is important.

### New VISTA Summer Associate projects

If the project will be located at a new site, and will involve new site supervisors, then it will be important to go over the VISTA supervisors' manual:

#### VISTA Supervisors Manual

This document addresses the roles, responsibilities and expectations of VISTA supervisors. The manual is comprehensive, but also provides links to further pertinent information when available. A full overview is included in this toolkit, directly after this section. It may be useful to provide a copy to supervisors for quick reference.

### Pre-service requirements

VISTA Summer Associates are required to complete onboarding forms and online courses before they begin service.

#### On-Site Orientation and Training

All VISTA members will need to go through on-site orientation and training (OSOT). Each site's training will differ slightly, but should cover an introduction to the service site and co-workers, clarify expectations and responsibilities, explain the purpose and mission of the project, and outline the member's assignment. An OSOT checklist is available for to make sure all areas are covered during training. Due to the nature of VISTA Summer Associate projects and service sites, editing the document to reflect your project is recommended.

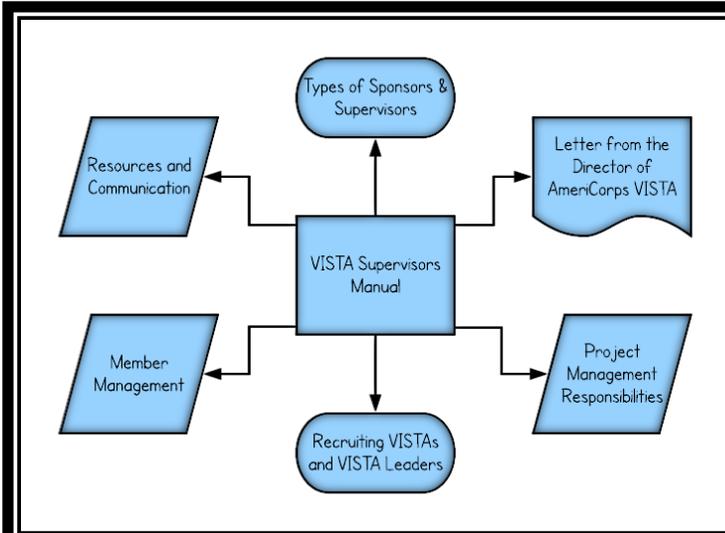
[OSOT Training Guidebook](#)  
[Example OSOT Checklist](#)

#### Project Sustainability

VISTA Summer Associate projects may have a limited time frame, but their impact does not. Creating projects that the organization and local community can adopt once the VISTA Summer Associate transitions out of their service will assist in building overall capacity for the VISTA program.

[Beyond your year of service: Project Sustainability Strategies](#)  
[Making everything you do sustainable](#)

# Supervisor's Manual Guide



The VISTA Supervisor Manual covers:

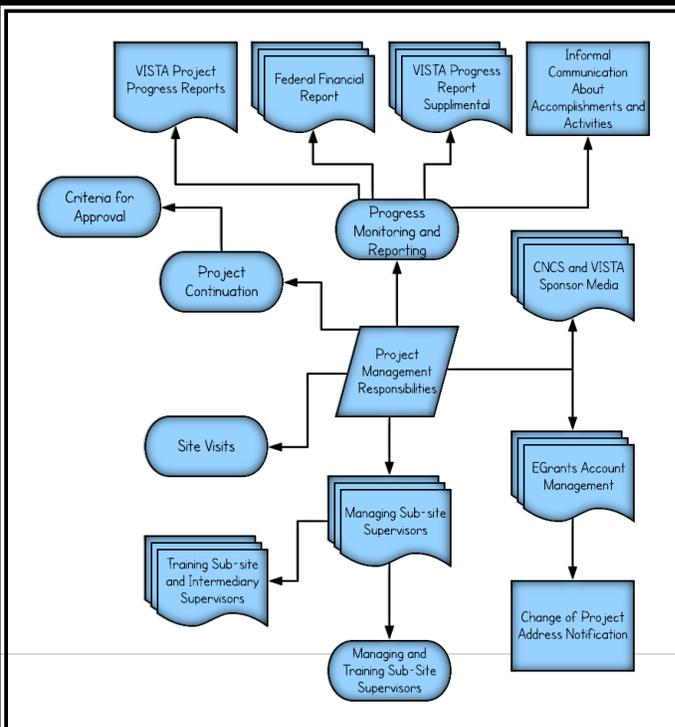
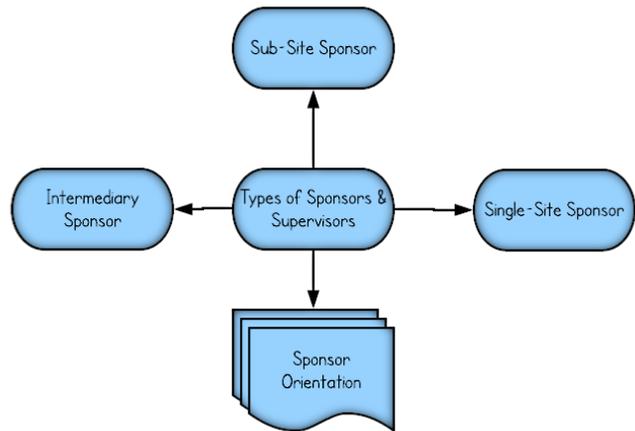
- Types of Sponsors
- Project Management Responsibilities
- Member Management
- Recruiting VISTAs and VISTA Leaders
- Resources and Communication

A brief explanation of each section can be found below.

Types of Sponsors & Supervisors covers:

- Single Site Sponsors
- Intermediary Sponsors
- Sub-Site Sponsors
- Sponsor Organizations

This section is a great resource for explaining the hierarchy of the VISTA program, and provides additional resources for supervisor orientation

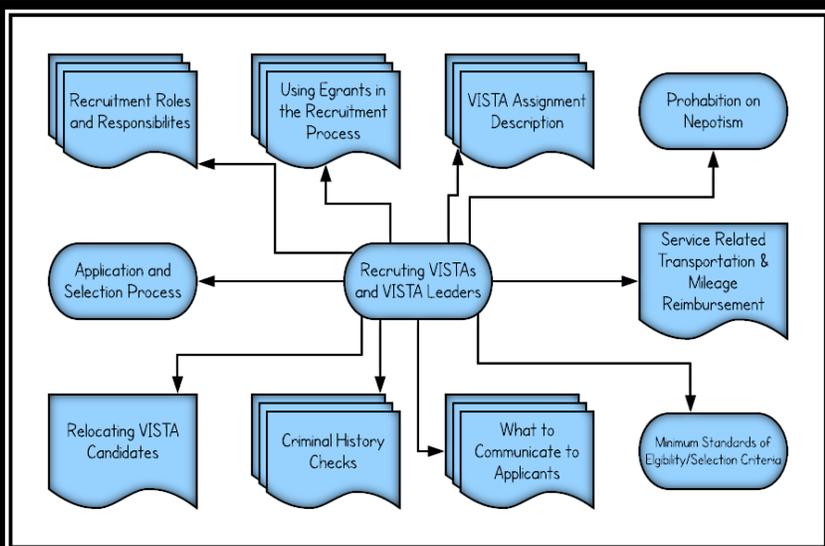


Project Management Responsibilities covers:

- Progress and Monitoring
- Project Continuation
- Site Visits
- Managing Sub-Site Supervisors
- EGrants Account Management
- CNCS and VISTA Sponsor Media

This section includes instructions for completing required reports, explanations of CNCS site visits, how to apply for project continuation, criteria CNCS uses to judge programs, explanation of EGrants, how sponsors can acknowledge VISTA and CNCS through their organization, examples of a sub-site Memorandum of Understanding, and a syllabus for sub-site supervisor trainings

# Supervisor's Manual Guide



**Recruiting VISTAs and VISTA Leaders covers:**

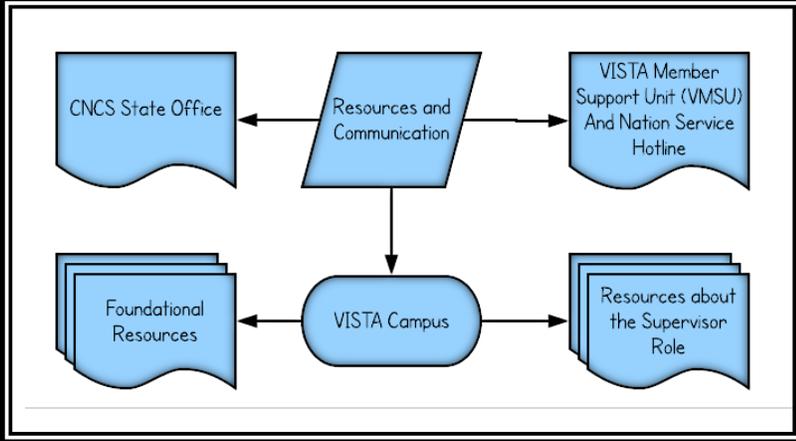
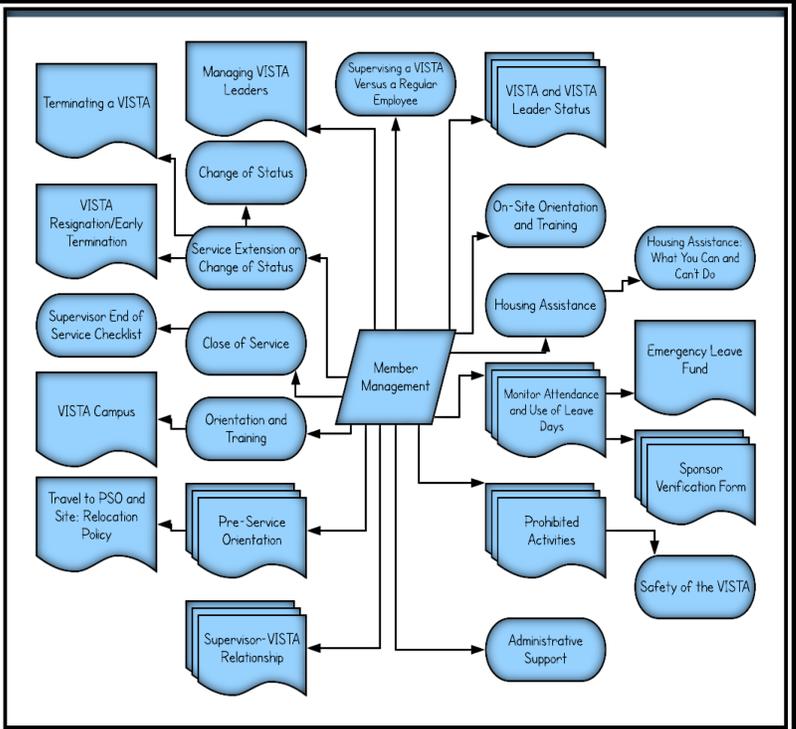
- Application and Selection Process
- Minimum Standards of Eligibility/Selection Criteria
- Recruitment Roles and Responsibilities
- Using EGrants in the Recruitment Process
- VISTA Assignment Description
- Prohibition on Nepotism
- Criminal History Checks

This section includes vital recruitment information, and assistance when creating VADS.

**Member Management covers:**

- Supervising a VISTA versus a Regular Employee
- Pre-service Orientation
- Orientation and Training
- On-Site Orientation and Training
- Prohibited Activities
- Monitor Attendance and Use of Leave Days
- Housing Assistance
- Service Extension or Change of Service
- Close of Service

This section discusses how the roles of VISTAs and VISTA leaders, how to support them when it comes to materials, housing, and training, explanation of pre-service orientation and on-site orientation and training, monitoring use of leave days, how to use the sponsor verification form, when use of an emergency leave fund is appropriate, the supervisor-VISTA member relationship, prohibited activities, Service extensions or changes in service, and a close of service checklist



**Resources and Communication covers:**

- CNCS State Office
- VISTA Member Support Unit (VMSU) and National Service Hotline
- VISTA Campus

This section includes ways to contact your state office, the VISTA member support unit, and the national Service hotline, and a collection of resources available on VISTA campus

## Preparing for Summer Associates Last Day & Life after Service

The shortened term of a VISTA Summer Associate means that it is important to start thinking about transitioning members out as soon as possible, potentially even before they begin their service. The typical Summer Associate project lasts only 10 weeks, which will be over before you realize. Having some mechanisms in place before the program starts will be beneficial for both the VISTA Summer Associate and your organization. This is an important thing to consider, because sustainability of the Summer Associate's project is important to remember and even build into the entire duration of their service.

### Segal Education Award or End of Service Stipend

VISTA Summer Associates have the choice to receive the Segal Education Award or cash stipend at the end of their service.

#### Segal Education Award

As of 10/1/2017, the value of the education award is \$1,252.91. It can be used as followed:

- To repay qualified student loans.
- To pay all or part of the current education expenses to attend eligible institutions of higher education (including certain vocational schools) and educational programs approved under the G.I. Bills.

Further information concerning the Segal Education award and its usage can be found at the following link:

<https://www.nationalservice.gov/programs/amicorps/alumni/segal-amicorps-education-award/education-award-faqs>

#### Education Award Tax Implications:

Be aware that when you use your education award, the amount applied is subject to federal income taxes for the year it is used. Any unused portion will not be taxed, and is not considered income. More information can be found at the following link:

<https://www.nationalservice.gov/programs/amicorps/alumni-resources/segal-amicorps-education-award/tax-implications>

#### Matching Institutions:

As a way to acknowledge members for their service, some colleges offer to match the value of the education award. Some schools will match some or all of the award, so be sure to reach out to your school's financial aid office to see what they will offer. A full list of schools who match the education award can be found at the following link:

<https://www.nationalservice.gov/programs/amicorps/segal-amicorps-education-award/matching-institutions>

## End of Service Stipend

Members may forgo the Education Award, and instead receive a cash stipend at the end of their service. Depending on the length of the program, the value of the cash stipend will differ. The chart below shows the value of the stipend as of April 2018.

|          |       |
|----------|-------|
| 8 Weeks  | \$276 |
| 9 Weeks  | \$311 |
| 10 Weeks | \$345 |

## Project Sustainability

When the summer ends, it will seem like it was just yesterday that the VISTA Summer Associates started. Before you know it they will be gone. Fortunately, their project won't be. Determining who would be best suited to continue or maintain the project is key to its sustainability. Full-Term VISTAs or State/National members might be an option if the project is located at a site where they serve. Some VISTA Summer Associate projects are hosted at sites where there are no AmeriCorps members serving. In this situation, finding local community volunteers may be the better option. Utilizing the VISTA Summer Associates to locate and train community volunteers as a part of their service is a fantastic way to provide a meaningful experience to the VISTAs, while building capacity for your program. Also, consider what Summer Associates can do during their term of service to ensure that the project will be continued or maintained once the summer is over. Legacy binders are a great way for Summer Associates to leave behind work that can easily be continued by someone else.

### Legacy Binders

A legacy binder is a way to collect and catalogue a member's service into one place, so it can be passed on to future members, or staff members. It should include as much detail of a project as possible, specifically what worked and what did not, so anyone can use it as a reference. They should make note of who partnered with the project, and any applicable contact information. It's recommended that you keep both digital and hard copies, due to the ephemeral nature of AmeriCorps programs and how access account can be lost or information misplaced.

## Career Development/Future Plans

### Hiring Summer Associates as Full Term VISTAs

VISTA Summer Associates make ideal candidates for Full-Term VISTA positions. They will have already experienced some of what the organization has to offer, became familiar with the local community and the issues the program is trying to address, and understand what it means to be an AmeriCorps member. Whenever possible, you should attempt to link ending VISTA Summer Associates with open AmeriCorps positions.

### “Everything you need to know about getting a job” Toolkit:

Consider sharing this toolkit created by CNCS with your Summer Associates. It includes worksheets covering: completing a career development assessment, creating a five-year career plan, translating AmeriCorps or VISTA service, and crafting a resume. Members can complete the worksheets on their own, or you can use these resources in a larger career development training. The worksheets will allow both the VISTA and supervisor to gain a deeper understanding of the VISTA’s abilities and interests, and how to best showcase their service to future employers. The toolkit and a sample training agenda can be found at the following links:

<https://www.nationalservice.gov/resources/member-and-volunteer-development/encorps/everything-know-about-getting-job>

<https://www.nationalservice.gov/sites/default/files/resource/careerdevelopmenttraining.pdf>

### Employers of National Service

There are over 500 employers in the United States that understand the value a National Service alum can bring to their organization. These organizations and companies actively recruit former AmeriCorps members. A full list of employers can be found at the following link:

<https://www.nationalservice.gov/special-initiatives/employers-national-service/search-network>

### AmeriCorps Alums

AmeriCorps Alums is a national network connecting over 1 million AmeriCorps alumni; this network is a place where members can share ideas, resources and opportunities. AmeriCorps Alums host yearly virtual career and graduate school fairs only available to alum. There are job resources, such as a job posting board, and career center that offers resume building tips. This network links members to an alumni chapter in their area, where they can connect with other local alums. Members can also use this network to find service opportunities after their term ends, so they can continue a “lifetime of service”. There are also AmeriCorps alums discounts for health insurance, car insurance, boardsource (service which links you to open board positions at nonprofits), and free tax returns through H&R block. It is an amazing resource, which all AmeriCorps Alums should take full advantage of!

<http://www.americorpsalums.org/>

### Life after VISTA

VISTA Summer Associates may be interested in further service opportunities, continuing their education, or starting their careers. Advising members on how best to utilize their service will ensure they get the most out of their service term.

[Ace your next job interview](#)

[Translating VISTA service to your resume and career](#)

# Assessing VISTA Summer Associates Projects and Experiences

## Plan for Evaluation

A program evaluation is a process to help determine what went well and what could be improved upon during an event or program. Evaluating the VISTA Summer Associate Program should include examining the goals that were set at the beginning of the program, as stated in the Concept Paper.

### Follow this 6-step process for an effective program evaluation:

- 1. Determine what is being evaluated**  
What are the outputs? (Ex: how many youths were engaged with nonprofit A during the time period of July, 2015 to August, 2015). What are the outcomes? (Ex: improvement in youth literacy) You can always evaluate more than one output and/ or outcome.
- 2. Gather needed information**  
Consider all the components leading up to the development of your program. Refer back to your community assessment. Determine when and how to assess the four standard levels of evaluation referred to in the chart below. Consider ongoing surveys, evaluations or after- action reports. Collaborate with team members in your feedback.
- 3. Determine if this information is correct**  
To ensure accuracy, clarify performance measures early in the start of your project and determine the best method of assessment. We suggest including assessments before and after your VISTA Summer Associate Project, as well as throughout.
- 4. Analyze Data**  
Gather with team members to analyze feedback and data.
- 5. Determine next steps**  
As a team, consider what steps can be taken to make changes or build more programs based off the data gathered.
- 6. Implement changes**  
Be sure to consider and assess your original output, outcomes and objectives when implementing changes to your program.

Use this chart to determine the best method of evaluation for your outcomes and outputs, and who should be surveyed or included in feedback. *Note that row 1 and row 2 include some possible examples in italics.*

## Terms to Know

• **Be sure to understand the following terms and concepts for your program evaluation:**

- **After-Action Report-** A report used to document lessons learned during an event, usually a disaster. The report is distributed after the conclusion of the event or program.
- **Inputs-** Resources needed to run the program. For example: money, facilities, customers, clients, program staff, etc.
- **Process-** How the program is conducted. For example: How are customers served, clients are instructed or counseled, or children receive care, etc.
- **Outputs-** Units of service often expressed in numbers. For example: number of customers served, number of clients instructed or counseled, number of children cared for, etc.
- **Outcomes-** Impact and/or benefit to clients receiving services through the program.

For example: increased mental health, increased capacity to find employment, etc. 29 | Page

| <b>Levels of Evaluation</b>  | <b>Method of Evaluation</b>                    | <b>Who? What?*</b>   |
|--|--|--|
| <b>1. Reactions and Feelings<br/>(not for determining lasting impact)</b>      | <i>Skills Assessment</i>                       | <i>VISTA Member/ Professional Development</i>                      |
|  | <i>Midterm Evaluation<br/>Final Evaluation</i> | <i>Site Supervisors/ Satisfaction with program and performance</i> |
| <b>2. Learning<br/>(increase knowledge, skills, and attitudes)</b>             | <i>Skills Assessment</i>                       | <i>VISTA Member</i>  |
|  | <i>Reading Assignments and Assessments</i>     | <i>Community Members/ Youth literacy</i>                           |
| <b>3. Change in behavior or performance<br/>(applied learning to behavior)</b> |  |  |
| <b>4. Effectiveness<br/>(enhanced quality of life due to behavior change)</b>  |  |  |

(\*is being evaluated?)

## Gathering Feedback

In addition to program evaluation based on project goals, we suggest getting feedback from all team members involved in the development or facilitation of your VISTA Summer Associate Program. This includes VISTA Summer Associates, Site Supervisors and community members. Below are some templates that can be found on VISTA Campus. These evaluations will allow you to:

[Get feedback from members about their sites \(DOC\), \(PDF\)](#)

[Get feedback from members about their supervisors \(DOC\), \(PDF\)](#)

[Get feedback from supervisors about the program \(DOC\), \(PDF\)\\*\\*](#)

*\*\*Please note "End of Year" should be replaced with "End of Summer"*

Consider using these tools and others on VISTA Campus to assess programs and events on an ongoing basis, as well. This can include, but is not limited to: community member feedback surveys, debriefs after events and programs, or after action reports. Be sure to record this information so that it can be analyzed at the conclusion of your program. Consider editing one of the "Get feedback from supervisors about the program" template to create a community member feedback survey about the program. Below are some reflection questions directly from VISTA Campus. Use these questions to guide your team to create effective feedback surveys and reflections.

## What

- What Issues are being addressed?
- What did you notice happening around you during the project?
- What were the results/outcomes of the project?

## So What?

- What did you think about during the project?
- What effect do you think this activity has had on those intended to benefit from it?
- How has today's service affected you personally?

## Now What?

- What are the larger issues that caused the need for you to participate in this service activity?
- How did your efforts help?
- What more needs to be done to improve there problems?
- How will you apply what you learned here in the future?

### VISTA Evaluations

If you refer back to the “Prep for VISTA Summer Associates’ First Day” portion of the toolkit, you may recall the Skills Assessment that was used to evaluate VISTA Summer Associates’ strengths and weaknesses. Whether you utilize this tool or another one, an evaluation of VISTA Summer Associates’ professional development should be included in your program evaluation. We suggest a pre and post assessment that cover various topic areas, such as in the [Self- Assessment Question Bank](#), which includes questions regarding **professional and personal skills, training evaluation, member development, planning for life after VISTA/AmeriCorps training and program evaluation.**

While this is an excellent tool, be sure to address the skills, strengths and objectives relevant to your VISTA Summer Associates’ roles and projects. Refer to this feedback when implementing changes to better support VISTA Summer Associates’ personal and professional growth. For example, if the feedback indicates there was a lack of teamwork, perhaps you want to consider adding more team building activities into next year’s orientation plan, or throughout the program.

Summer VISTA Associates should also receive a chance to be evaluated by their supervisors as well, as a way to continue to support their professional development. This can be done through weekly meetings or even mid-term and final evaluations. Here is a template from VISTA Campus that can be used to create a quick, efficient mid-term evaluation:

<https://www.vistacampus.gov/resources/vista-member-performance-review-template>

You can also find an example of a more detailed final evaluation here:

[https://www.vistacampus.gov/sites/default/files/legacy/87/moddata/data/14/85/516/MLSA\\_VISTA\\_Member\\_Evaluation\\_Form.pdf](https://www.vistacampus.gov/sites/default/files/legacy/87/moddata/data/14/85/516/MLSA_VISTA_Member_Evaluation_Form.pdf)

This template and example can be used to create a mid-term and final evaluation tailored to your VISTA Summer Associate Program. While final evaluations take place during the conclusion of your program, midterm evaluations should be completed after 4 or 5 weeks of active programming, depending on the length of your VISTA Summer Associate Program.

These evaluations allow your VISTA Summer Associates to reflect on their own development, ensure they are receiving effective trainings, and provides the learning experience that will help them determine their future career and educational goals. Ensuring VISTA Summer Associates are receiving an impactful experience in your program will strengthen your overall program, as well as VISTA retention and recruitment efforts. Furthermore, including feedback and evaluations from all team members including your VISTA Summer Associates, Site Supervisors and community members involved in your program will ensure an inclusive, collaborative program evaluation.

## VISTA Campus Resources

### **Evaluating Programs:**

[https://www.vistacampus.gov/sites/default/files/legacy/37/ProjectManagement/Evaluating\\_Programs\\_and\\_Measuring\\_Outcomes.pdf](https://www.vistacampus.gov/sites/default/files/legacy/37/ProjectManagement/Evaluating_Programs_and_Measuring_Outcomes.pdf)

### **Evaluation**

<https://www.vistacampus.gov/evaluation>

### **VISTA Program Assessment**

[https://www.vistacampus.gov/sites/default/files/legacy/37/VISTA\\_Sustainability\\_Report.pdf](https://www.vistacampus.gov/sites/default/files/legacy/37/VISTA_Sustainability_Report.pdf)

### **Self- Assessment Question Bank**

[https://view.officeapps.live.com/op/view.aspx?src=https://www.vistacampus.gov/sites/default/files/legacy/50/Transitioning/GatheringFeedback/self\\_assessment\\_question\\_bank.doc](https://view.officeapps.live.com/op/view.aspx?src=https://www.vistacampus.gov/sites/default/files/legacy/50/Transitioning/GatheringFeedback/self_assessment_question_bank.doc)

### **Reflection Questions:**

<https://www.vistacampus.gov/reflection-questions>