

## AmeriCorps\*VISTA Assignment Description (VAD)

*A VISTA Assignment Description (VAD) can be designed in many different ways; you can use any model that works well for your project. This sample VAD was developed by Project STAR and can be modified to meet your needs.*

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| <b>VISTA Project: First Things First</b>         | <b>VISTA Member Name:</b><br>Claire Louge               |
| <b>Site Name:</b><br>Yavapai Region/Prescott, AZ | <b>Assignment Area:</b><br>Family Support Collaborative |
|  | <b>Date:</b><br>August 11, 2009                         |

| <b>VISTA Member Activities and Steps Checklist</b>   | <b>Planned Period of Work</b>                |
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| <b>Goal (from VISTA Project Plan):</b> Build a Family Support Collaborative: Develop a sustainable infrastructure to increase coordination and collaboration among early childhood service providers.  |  |
| <b>Activity 1:</b> Facilitate formation of coalitions representing various Early Childhood Service sectors (e.g. parenting education, home visiting, child care).<br>Step 1: Identify key stakeholders & potential participants<br>Step 2: Identify meeting location, date and time<br>Step 3: Conduct initial introductory meetings<br>Step 4: Conduct follow-up planning meetings<br>Step 5: Identify Coalition Chairpersons<br>Step 6: Develop & adopt operating guidelines<br>Step 7: Identify goals and timelines   |  |
| <b>Activity 1 Comments/Summary of Accomplishments:</b>   | <b>Activity 1 Completed (date):</b><br>_____ |
| <b>Activity 2:</b> Support ongoing Coalition meetings operations.<br><br>Step 1: Establish schedule of Coalition meetings<br>Step 2: Make meeting arrangements (reserve rooms, arrange for video conferencing, etc.)<br>Step 3: Support Coalition meetings, as needed (prepare agendas, take minutes, make copies of materials).<br>Step 4: Maintain member distribution lists (email, phone and address)<br>Step 5: Establish communication methods, send reminders and follow-up to Coalition members.<br>Step 6: Conduct focus groups, facilitate / lead group processes (as requested)<br>Step 7: Provide networking opportunities<br>Step 8: Develop and implement plans to meet goals. |  |
| <b>Activity 2 Comments/Summary of Accomplishments:</b>   | <b>Activity 2 Completed (date):</b><br>_____ |
| <b>Activity 3:</b> Conduct an Early Childhood Provider Event   |  |

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| <p><b>Step 1:</b> Identify date and location for event</p> <p><b>Step 2:</b> Develop agenda – include opportunities for networking and workshops designed to identify and explore opportunities for collaboration</p> <p><b>Step 3:</b> Create flyers, informational documents</p> <p><b>Step 4:</b> Send “save the date” and event notices</p> <p><b>Step 5:</b> Conduct Event</p>   |  |
| <p><b>Activity 3 Comments/Summary of Accomplishments:</b></p>   | <p><b>Activity 3 Completed (date):</b><br/>_____</p> |
| <p><b>Activity 4:</b> Work with Regional Staff to conduct the First Things First Yavapai Diaper Drive.</p> <p><b>Step 1:</b> Establish potential donation collection sites and partners.</p> <p><b>Step 2:</b> Establish potential distribution sites.</p> <p><b>Step 3:</b> Develop public informational documents, public service announcements, and advertisements. Obtain approval.</p> <p><b>Step 4:</b> Invite coalition members to become involved, announce the Diaper Drive at meetings.</p> <p><b>Step 5:</b> Establish a system for the collection and distribution of diapers.</p> <p><b>Step 6:</b> Conduct Diaper Drive, partake in the transportation of diaper donations, and keep a count of Diapers collected.</p>  |  |
| <p><b>Activity 4 Comments/ Summary of Accomplishments:</b></p>  | <p><b>Activity 4 Completed (date):</b><br/>_____</p> |
| <p><b>Activity 5:</b> Support system coordination and collaboration.</p> <p><b>Step 1:</b> Provide data to Coalition members. This may include completion of an inventory of existing services, and identification of gaps in service.</p> <p><b>Step 2:</b> Work with Coalition members to develop recommendations to address unmet needs.</p> <p><b>Step 3:</b> Identify opportunities to coordinate services and share resources among Coalition members.</p> <p><b>Step 4:</b> Identify and implement service improvement measures, as identified by Coalition members. (Examples: Develop and distribute a consolidated parenting education calendar.)</p> <p><b>Step 5:</b> Research best practices, research funding opportunities</p> <p><b>Step 6:</b> Identify appropriate funding opportunities, and apply for funding to address unmet needs</p> <p><b>Step 7:</b> Write Coalition’s annual report documenting current system, gaps in service, service improvement measures accomplished, and recommendations to address unmet needs</p> <p><b>Step 8:</b> Identify opportunities for cross Coalition collaboration, create new linkages between service providers</p> <p><b>Step 9:</b> Plan and Conduct bi-annual FS Collaborative meeting</p> <p><b>Step 10:</b> Present annual report to the Yavapai RPC</p> |  |
| <p><b>Activity 5 Comments/Summary of Accomplishments:</b></p>   | <p><b>Activity 5 Completed (date):</b><br/>_____</p> |