

HUNGER CORPS VAD GUIDANCE

VAD = VISTA Assignment Description

- Provides a broad outline of what a VISTA will work on during the year of service. Similar to a position description, it's valuable in recruiting members and as the basis of a detailed work plan.
- Breaks down the goals identified in the Host Site Application into a realistic set of activities to reach those goals.
- Is written yearly, per assignment. A unique VAD is required for each VISTA member each year.
- During the service year, tasks assigned to the VISTA should clearly relate to the objectives and activities in the VAD.
- Can be adapted as the project evolves and the unique strengths of the VISTA become apparent. (*Significant changes to tasks and timelines must be approved by the CNCS state office.*)
- Please note character limits for each section.

VISTA members cannot perform “direct service” as a regular or significant portion of their assignment. Instead, VISTA’s serve a capacity-building role. Capacity-building is defined as “tasks and activities to create, expand or strengthen systems or processes in order to increase an organization’s ability to function effectively and meet its mission.” The VISTA Member Activities chart above illustrates a range of acceptable tasks. Some are more likely to help achieve project sustainability.

VISTA Member Activities

Indirect Service	Capacity Building	Sustainable Endeavors
Recruit volunteers	Develop forms, volunteer assignments	Develop volunteer handbook
Train direct service providers	Write training curriculum or manual; train trainers	Develop training manual and train the trainer curriculum
Coordinate project	Develop procedures and systems	Develop volunteer management system and procedural guide
Public speaking	Develop speakers' bureau	Develop community partnerships
Write press releases	Develop press kits, media database	Secure media partners
Organize fundraising events	Grant writing; develop database	Secure project staffing
Organize task forces/coalitions	Develop leadership structure of task force/coalition	Create infrastructure
Conduct outreach	Design brochures, posters	Create mechanism for project evaluation

VAD MENU

The chart on page 2 is your VAD Menu. The menu offers suggestions for typical areas of VISTA work, as well as associated activities, objectives, and performance measures. On page 3, you will write your own VAD. Your VAD should include at least 1 area of work (and 1 related objective) and at least 2 activities. You are not limited to the items on this menu; you can mix and match or create your own. You must provide details about what selected activities mean in the context of your project. Finally, choose at least 1 measure to capture progress toward related objectives.

Areas of work	Activities (What specifically will the VISTA member do?)	Objective (Why is the VISTA doing this? How will this work change the org, project, or services?)	Performance Measures (What will you track to measure progress?)
Volunteer Mobilization	<ul style="list-style-type: none"> * recruit volunteers * manage volunteers (coordinating schedules and assignments, advising, etc.) *train volunteers * create/improve volunteer-related processes (which ones?) * create/improve volunteer-related materials (which ones?) 	<ul style="list-style-type: none"> * increase volunteer base * improve volunteer retention * improve quality of volunteer service * improve volunteer satisfaction 	<ul style="list-style-type: none"> # of volunteers recruited (by member/ by project) # of volunteers managed (by member/ by project) # of volunteer hours Key deliverables (list & describe) Other?
Resource Development	<ul style="list-style-type: none"> * research grant opportunities * draft/write/submit grant applications * donor research/outreach * create/improve fundraising systems/ practices * create/improve fundraising materials * create/improve systems/ practices to support in-kind donations * plan/support fundraising events 	<ul style="list-style-type: none"> * expand donor base * develop new revenue source * in order to support _____ 	<ul style="list-style-type: none"> \$ value of cash generated, including from grants and donations (by member/ by project) \$ value of in-kind resources generated Key deliverables (list & describe) Other?
Program Development	<ul style="list-style-type: none"> * curriculum development/ lesson-planning * outreach (to clients? To partner organizations?) * operations/logistics planning * partnership development * create/improve project management systems/practices * pilot program 	<ul style="list-style-type: none"> * Serve more/new clients * increase frequency of programming * Develop new services/offerings * change client knowledge, skills, attitude, behavior, or condition 	<ul style="list-style-type: none"> # of new beneficiaries (clients) # of program offerings (lbs. of food distributed, nutrition education sessions, etc.) # of veterans served # of clients receiving emergency food # of clients receiving services to alleviate long-term hunger Other?

More info on VISTA member performance measures: <https://www.nationalservice.gov/resources/performance-measurement/vista>

See a SAMPLE VAD here: https://www.vistacampus.gov/sites/default/files/Sample_VAD2_0.pdf