

**<<Program name/program year>>  
Application for Continuing Host Sites**

Host Organization/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Site(s) the VISTA is to Serve: \_\_\_\_\_

### **Application Contents**

Along with this cover page, a complete application will include all of the sections listed below. For more information about the process of applying to be a host site, please refer to the accompanying document, "Host Site Information."

- Goals and Objectives
- Impact and Sustainability Plan
- Project Plan (for 07-08)
- VISTA Supervisor
- Training
- Resources
- Organizations and Committees
- Signatures\*
- Appendices
  - Action Plans with Progress Updates
  - Current Project Plan with Progress Updates
  - Copy of the Site's Completed National Network of Partnership Schools (NNPS) "Update" Form

### **Mailing Instructions**

Whenever possible, completed applications should be returned electronically via e-mail (with the exception of the Signatures page, which must be mailed). Applications will be accepted in hard copy and should be sent to:

**<<Program contact info: address, phone, e-mail, fax>>**

## Goals and Vision

### Needs

In the context of poverty, partnerships, and closing the achievement gap, identify the needs of your school community that you propose to address with the aid of a VISTA. What are the target issues your site faces? What role will the VISTA play in continuing to identify and address the needs of your site?

### Goals

Sites that have been approved to host a VISTA may be eligible to continue for up to three years. Briefly outline your goals and objectives for the coming year that will lead to the eventual phase-out of the VISTA position.

## Impact and Sustainability Plan

### Impact

What has been the impact of having a VISTA serve your community? What are the successes that have resulted from the VISTA's efforts? How do you measure success?

### Sustainability Plan

AmeriCorps\*VISTA projects generally follow a three-year cycle with a goal of sustainability at the end of three years. Sites may not host VISTAs for more than three years, and they are not guaranteed a second or third year of service. Since a site can only host VISTAs for up to three years, a plan for sustaining project activities beyond the three years must be included in the project plan. Explain how VISTA initiatives might be sustained (grants and other funding sources, staff positions to continue activity, student leadership of activities, parent leaders to maintain programs, etc.) beyond the VISTA(s)' term(s) of service.

## Project Plan

### The School-Based Project Plan

If your site will be using our VISTA project plan for schools, carefully review the following plan. Use the space provided below to suggest any modifications.

	<b>DPI VISTA Goals (School-based)</b>	<b>Progress</b>
August – November	<p><b>Goal 1: Lay the groundwork for partnerships:</b></p> <ul style="list-style-type: none"> <li>• Review steps taken by the previous VISTA in building partnerships</li> <li>• Join various teams within school community (school governance, learning teams, parent groups, etc.)</li> <li>• Establish a network of support and buy-in from all participants</li> <li>• With guidance from supervisor, conduct research, including collecting data and mapping assets (due November 30)</li> </ul>	
Begin in August – ongoing	<p><b>Goal 2: Participate in program trainings and meetings, and contribute to the Project’s efforts:</b></p> <ul style="list-style-type: none"> <li>• Attend all required VISTA and regional VISTA trainings and conferences</li> <li>• Share resources, information, and success stories with other program VISTAs through email, phone, teleconference, meetings, newsletter articles, and mailings</li> <li>• Submit required progress reports (bi-weekly and quarterly), assets map and other data collection efforts, and all other requested information in a timely manner</li> </ul>	
	<p><b>Goal 3: With principal/supervisor, facilitate Action Team process, using our partnerships model and existing support network.</b></p> <ul style="list-style-type: none"> <li>• Review research. Complete a needs assessment and assets maps of the school community, using network of support</li> <li>• Complete or update: inventory; three-year visionary plan; and one-year Action Plan using the Six Types of Family-School-Community Partnerships</li> <li>• Work on new and existing partnership activities</li> <li>• Measure outcomes of all activities using surveys, attendance, recruitment, etc.</li> <li>• Celebrate at the end of the school year!</li> </ul>	
	<p><b>Goal 4: Seek sustainability, funding for new and current programs:</b></p> <ul style="list-style-type: none"> <li>• Write grants</li> <li>• Seek in-kind donations</li> <li>• Establish partnerships</li> <li>• Recruit volunteers</li> </ul>	
January – July	<p><b>Goal 5: Work on summer plan (by March 30) and prepare for next school year:</b></p> <ul style="list-style-type: none"> <li>• Conduct summer outreach to families and develop summer partnerships</li> <li>• Evaluate progress, and recruit volunteers for the next school year</li> <li>• Prepare materials and guidelines for incoming VISTA</li> </ul>	

**Modifications to the Project Plan.** Based on the plan outlined above, what adjustments need to be made so that the goals of your particular site can be achieved?

## Project Plan

### The District/Community-Based Project Plan

If your site will be using our program’s VISTA project plan for districts or community-based organizations, carefully review the following plan. Use the space provided below to suggest any modifications.

	<b>VISTA Goals (District/Community-based)</b>	<b>Progress</b>
August – November	<p><b>Goal 1: Lay the groundwork for partnerships:</b></p> <ul style="list-style-type: none"> <li>• Join various teams within the community related to family-school-community partnerships</li> <li>• Establish a network of support and buy-in from all participants</li> <li>• With guidance from supervisor, conduct research, including collecting data and mapping assets for sites that will be supported (due November 30)</li> <li>• Understand the National Network of Partnership Schools (NNPS) model Action Team process</li> </ul>	
Begin in August – ongoing	<p><b>Goal 2: Participate in trainings and meetings, and contribute to our Project’s efforts:</b></p> <ul style="list-style-type: none"> <li>• Attend all required VISTA and regional VISTA trainings and conferences</li> <li>• Share resources, information, and success stories with other program VISTAs through email, phone, teleconference, meetings, newsletter articles, and mailings</li> <li>• Submit required progress reports (bi-weekly and quarterly), assets map and other data collection efforts, and all other requested information in a timely manner</li> </ul>	
	<p><b>Goal 3: Serve as a facilitator to support the Action Team process in identified schools, using our partnership model and existing support network.</b></p> <ul style="list-style-type: none"> <li>• Help identified sites collect data and map assets.</li> <li>• Share the NNPS model with selected sites and coordinate training workshops for action teams.</li> <li>• Provide technical assistance as needed in developing and evaluating one-year action plans for partnerships.</li> <li>• Provide regular help to schools with their partnership activities.</li> <li>• Help sites measure outcomes of all activities using surveys, attendance, recruitment, etc.</li> <li>• Celebrate at the end of the school year successes of all sites!</li> </ul>	
	<p><b>Goal 4: Seek sustainability, funding for new and current programs:</b></p> <ul style="list-style-type: none"> <li>• Write grants</li> <li>• Seek in-kind donations</li> <li>• Establish partnerships</li> <li>• Recruit volunteers</li> </ul>	
January – July	<p><b>Goal 5: Work on summer plan (by March 30) and prepare for next school year:</b></p> <ul style="list-style-type: none"> <li>• Conduct summer outreach to families and develop summer partnerships</li> <li>• Evaluate progress, and recruit volunteers for the next school year</li> <li>• Prepare materials and guidelines for incoming VISTA (for second-year sites)</li> </ul>	

**Modifications to the Project Plan.** Based on the plan outlined above, what adjustments need to be made so that the goals of your particular site can be achieved?

## VISTA Supervisor

### About the Supervisor

Identify a Site Supervisor who will provide daily supervision to the VISTA. This person must be available for frequent communication to meet with the VISTA to discuss projects, goals, and actions.

Name of VISTA Supervisor:		
Explain the position of the person who will supervise:		
Is this person a full-time or part-time staff member?	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	If part-time, what percentage does this person work? _____%
How much of this person's time will be spent in VISTA supervision?		

### Commitment to Trainings

Please acknowledge the VISTA Supervisor's commitment to attend the following trainings/workshops:

	Supervisor's Initials
<b>Orientation for VISTAs and Supervisors</b> <<time commitment and place>>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Monthly Telephone/Media Site Web Meetings</b> 1 hour each (approx.), once a month (schedule TBA)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Monthly Teleconferences w/ all VISTA Supervisors and DPI Staff</b> 1 hour each (approx.), once a month (schedule TBA)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Parent Leadership Conference</b> 1 day in length in March (specific date TBA)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other trainings and workshops</b> Usually 1 day in length (each), held throughout the state	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does the supervisor have any commitments that would conflict with the commitment to trainings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe:	

An Opportunity Available to Supervisors:	
<b>VISTA Supervisor Training</b> *optional, free to host sites Organized by the Corporation for National and Community Service 3 days, dates and location TBA	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Working with Other Staff

If the VISTA will be working closely and/or sharing an office with staff other than the supervisor, please provide the name(s) of the staff and explain the capacity in which the VISTA will work with them. Please ensure that these staff members understand the VISTA's role at the site.

Names:	Capacity:

## Training

### On-Site Orientation and Training (OSOT)

As part of the application process for a new VISTA, Site Supervisors must design an On-Site Orientation and Training (OSOT) to acquaint the new VISTA with the school, staff, community, and position. The OSOT should consist of a series of ongoing trainings and orientations that begin as soon as the new VISTA starts at the site.

The items on an OSOT agenda may range from formal trainings in large-group settings to more informal discussions on relevant topics between the supervisor and VISTA. Some examples of appropriate OSOT sessions include (but are not limited to):

Staff meetings	Tour of the facilities
Staff in-service trainings	School culture discussion
Informal introductions to school staff	Introduction to community partners

The main elements that should be included for each item on the OSOT agenda are the description of the subject matter and the objectives of the session or activity. In addition, there should be a date, time, and presenter scheduled for each item.

After your site has been approved to continue to host a new VISTA, you will receive further instructions on how to devise an OSOT agenda. In the meantime, you should be considering what steps you will need to take in order create a quality orientation for the VISTA.

Below, please generate a list of activities that you plan to include on the OSOT:

### Ongoing Development Opportunities

Providing professional development and training opportunities to VISTAs beyond the orientation is an important responsibility of the host sites. Below, please list and describe the opportunities that will be made available to the VISTA throughout the year. Examples of opportunities include both in-house staff development activities and outside work-related conferences. (Attach additional pages and other information as necessary.)

## Resources

### Travel Reimbursement (Required)

Host sites must allocate a budget to cover work-related transportation costs and other appropriate expenses for members and supervisors to participate in agreed-upon activities and training. Answer the following questions and describe in detail how the host site provides travel reimbursement.

How much money do you allocate to cover reimbursement costs?	
What is the source of these funds for reimbursement?	
How is the VISTA reimbursed for expenses?	

### Supplies (Required)

As mentioned in the section on Stakeholder Roles and Responsibilities, host sites must make available all of the following items to their VISTA. Please acknowledge and agree to this commitment by checking whether the VISTA’s access to each provision will be on an individual basis or shared.

	Individual	Shared
Dedicated Office Space	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>
Voicemail	<input type="checkbox"/>	<input type="checkbox"/>
Printer	<input type="checkbox"/>	<input type="checkbox"/>
Fax Machine	<input type="checkbox"/>	<input type="checkbox"/>
Computer	<input type="checkbox"/>	<input type="checkbox"/>
Internet Access	<input type="checkbox"/>	<input type="checkbox"/>
E-Mail Account	<input type="checkbox"/>	n/a

### Other Benefits/Resources (Optional)

Host sites may provide additional benefits, such as those listed below. If your site is able and willing to provide any additional resources to the VISTA, please indicate so below.

- |   |  |
|---|--|
| <input type="checkbox"/> Room and Board<br><input type="checkbox"/> School Lunches<br><input type="checkbox"/> Tuition Waiver<br><input type="checkbox"/> Other: _____<br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> Subsidized Housing<br><input type="checkbox"/> Utility Assistance<br><input type="checkbox"/> Scholarship |
|---|--|

## Organizations and Committees

Below, please list the committees, teams, and organizations within your school community. How will the VISTA be involved with each of these organizations/committees? Duplicate this page as many times as necessary to include all appropriate organizations and committees.

Organization/Committee: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Involvement with VISTA: \_\_\_\_\_

Organization/Committee: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Involvement with VISTA: \_\_\_\_\_

Organization/Committee: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Involvement with VISTA: \_\_\_\_\_

Organization/Committee: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Involvement with VISTA: \_\_\_\_\_

Organization/Committee: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Involvement with VISTA: \_\_\_\_\_

If there is someone in your community who could serve as a liaison (formally or informally) to the VISTA in her/his work of building partnerships, please provide the following information:

Name and Position: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Signatures

The applicant certifies that to the best of his/her knowledge that this data is true and correct, that the filing of this application has been duly authorized by the governing body of the applicant, and that the applicant will comply with the assurances required if the proposal is approved.

### Contact Person

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### VISTA Supervisor

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Site Administrator

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### District Administrator/Organizational Director

\*This person must have authority to commit and receive funds on behalf of the host site/applicant.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Secretary

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

When completed, mail this page to: <<program contact information>>