

Get to Know Member Letter

<<DATE>>

Hello!

Welcome to the <<program name>>. We are very excited to have you on our team to help <<program focus/mission>>. We hope you are looking forward to working together over the coming year as much as we are.

As you probably expect, your VISTA experience will be both challenging and fulfilling. But what else can you anticipate during your term of service? What about the details? You will get answers to these and many other questions at your Pre-Service Orientation (PSO) and during your orientation at your host site. Before attending your PSO, you will receive a packet from the Corporation for National and Community Service (CNCS) welcoming you to VISTA, describing the PSO, and guiding you to online resources where you'll need to complete some forms and go through a tutorial about your Terms, Conditions, and Benefits of VISTA Service.

In the meantime, we've put together this packet of important information to help guide you on your path to becoming a VISTA with our project. Please review it carefully and feel free to contact us with any questions you may have.

Included with this letter are <<create a welcome packet with information such as that described below>>:

Project Welcome Packet

This is a very useful collection of information. In it, you will find out what is expected of you as a VISTA from the project's point of view. There is also an explanation of benefits and a VISTA Assignment description (VAD) detailing the goals and tasks for your service year. Additionally, we've included organizational information (including a list of contacts), that we think will be useful. Don't forget to check out the various listservs and websites that may be of interest to you.

"Getting to Know You" Form

We don't mean to pry ... we just want to get to know you! We also want to make sure that we have your most current contact information and get a better understanding of why you chose to be part of our team. Please fill out this form and send it back by <<deadline>>.

<<Program Name>> VISTA Orientation

The <<Program Name>> VISTA Orientation will be held <<date and location>>. The orientation is your introduction to our project and your chance to get to know your fellow VISTAs and AmeriCorps members. Much of the time will be spent covering topics that will be of use to you in your new position. There will also be plenty of social opportunities throughout the orientation to get to know each other. Mark it on your

calendar! Enclosed is a registration form for this training, which you are expected to attend, and a draft agenda will follow. Please return the registration form by <<deadline.>>

Applying for Food Stamps

If you plan to apply for food stamps (or if you already receive food stamps) please read this document carefully. It is important to note that the amount of money you are eligible to receive will vary significantly depending on when you schedule an appointment with a case worker (i.e., before PSO vs. after PSO).

<<Program Name>> VISTAs Attending PSO

There will be <<number>> new VISTAs from our project starting in <<month>>. Make sure you look for each other at PSO and take advantage of the opportunity to network. E-mail addresses are also included here in case you want to get in touch beforehand. <<List any e-mail blogs, listservs or other online communities VISTAs may want to join now.>>

VISTA Projects in <<state/area>>

At PSO, you will likely meet VISTAs who will also be serving in <<state/area>> but with projects other than <<your project/program name>>. This informational sheet is meant to help you piece together the puzzle so you can see how your efforts as a VISTA fit with the big picture.

If you have any questions about any of the enclosed items, please contact us! We are happy to help however we can. We hope you have an enriching experience at PSO. We'll see you soon!

Sincerely,

<<Name and contact information of VISTA supervisor or leader>>

Getting to Know You

Questionnaire for new <<Program Name>> VISTAs



| | | | |
|--|--------------------------------|-------------------------|-------------|
| Name: | | Site name and location: | |
| Nickname: | | Current home address: | |
| Birthday: | | | |
| Preferred e-mail address: | | Home phone: | Cell phone: |
| Sweatshirt size: | Dietary preferences/allergies: | | |
| Background/family information: | | | |
| Hobbies/interests: | | | |
| Talents/skills: | | | |
| What do you hope to learn? (training requests, etc.) | | | |
| Why did you become a VISTA? | | | |

Please return this form to: <<Contact name and address>>