Religious instruction or worship
- Advocacy pertaining to political candidates or proposed legislation
- Being involved with political contributions or election activities
  - Lobbying
  - Voter registration activities
  - Attempting to influence legislation by lobbying
  - Political activities, including but not limited to:
    - Displacing employed workers and supporting staff
    - Direct service

What should not be in a VADS:

---

**Prohibited Activities**

- Be realistic and delineate activities for the full year of the VISTA’s service.
- Avoid too much detail.
- Be clear and specific.
- Start sentences with active verbs.
- Limit into appropriate member activities.

Start with the performance milestones in the action plan section of your VISTA project application and:

**Tips for member activities:**

- Check that your member activities align with your goal statement and that you’ve included a completion date.
- Tip:
  - Avoid application.
- Copy and paste the goal of the project directly from the goal statement in your project plan (part of the project application).
- Example:
  - Pasting some elements of the text into those VADS.
- When creating multiple VADS for VISTA members performing similar service, you can save time by copying and:
  - Tip:
By December 20, 2017:
- Create WCS Excel database to track mentor screening and matching
- Excel by November 20, 2017
- If needed, participate in online training on how to build a database in November 20, 2017
- Develop or revise documents related to internal policies and procedures for recruiting mentor recruitment and matching
- Develop or revise systems for screening and matching mentors.

2. Review of develop systems for screening and matching mentors.

Improvement by October 20, 2017:
- In collaboration with WCS leadership, develop a written plan for and challenges.
- By September 20, 2017, identify the current program, strengths, documents related to the mentor recruitment and matching system, and weaknesses.
- Review and become familiar with internal policies, procedures, and documents.
- Research the history of volunteer programs at WCS.

MEMBER ACTIVITIES

For the mentoring program:
- Developing a sustainable volunteer recruitment and management system.

To help ensure that children of incarcerated parents receive the

NOTE

CNCs State Office Notes: None

EDUCATION (TRAINING)

FOCUS AREA(S)

SITE NAME

PROJECT PERIOD
08/20/2017 - 08/19/2018
12ABC21345

PROJECT NUMBER

SPONSORING ORGANIZATION

MEMBER RECRUITMENT AND MANAGEMENT SYSTEMS DESIGNER

This example is for training purposes; the information below does not reflect an actual VISTA project.
### Member Activities

**By July 31, 2020**, implement all outreach strategies to acquire agency partners.

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>to support VAN leadership, clients, and community partners in targeted areas of the county.</td>
</tr>
</tbody>
</table>

**MEMBER ACTIVITIES**

- Develop a development plan.
- Identify and prioritize partnerships with VAN leadership, clients, and community partners.
- Develop a written plan for resource procurement and documentation of all VAN leadership, clients, and community partners.
- Research the current agency and VAN leadership resources and partnerships.

**MEMBER ACTIVITIES**

- Participate in training webinars and VAN leadership training.
- Attend quarterly VAN leadership meetings and document meetings with VAN leadership.
- Design and develop materials for outreach and support.
- Follow up on all requests for information and resources.
- Schedule and attend relevant meetings and document meetings with VAN leadership.
- Design and develop materials for outreach and support.
- Attend quarterly VAN leadership meetings and document meetings with VAN leadership.

### Project Goal

**NOTE**

- Economic Opportunity (Primary)
- Community Service Center
- 12/10/2019 - 12/09/2020
- 796980
- VAN leaders
- Veterans Assistance Network (VAN)

**SPONSORING ORGANIZATION**

**TITLE**

---

This example is for training purposes; the information below does not reflect an actual VISTA project.

Ambercrops VISTA Sponsor Convening
<table>
<thead>
<tr>
<th>What is great about this VAD?</th>
<th>How could this VAD be improved?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. Market the program to targeted audiences.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>3. Develop community organization-specific marketing materials by May 31, 2018.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>b. Design marketing materials to post on the social media site.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>c. Create VDS marketing binder/electronic folder with updated material by June 30, 2018.</strong></td>
<td></td>
</tr>
</tbody>
</table>

**MEMBER ACTIVITIES**

1. Plan for outreach and recruitment.
2. Track mentor screening and matching.
3. By March 30, 2018, continue to update the internal database to add possible mentors who can otherwise support the organization.
4. Develop community organization-specific marketing materials.
5. By February 28, 2018, attend 2 community events, as well as identity and develop activities that may attract the time commitment and other expectations of mentors.
6. By January 30, 2018, write volunteer task descriptions that include qualifications.
7. By August 19, 2018, set up outreach systems and build partnerships with community organizations and then develop targeted marketing materials.

**OBJECTIVE**

Americorps Vista Sponsor Convening