**COMMUNICATION**

* **ANDRIANA**: has experience facilitating learning about power and privilege across roles (e.g. whether you’re working with students, peers, or supervisors)
* **JOSH**: ORCC has a 6-session long series upcoming dealing with power/privilege, racism, classism, changing worldviews, etc.

**PROFESSIONAL DEVELOPMENT**

* **HOLLY**: Just created a needs assessment

**FUNDRAISING**

* **JOSH:** There’s a section on the ORCC e-news (not Allisha’s weekly e-mail, but the ORCC newsletter that goes to our supervisors) specifically about upcoming grants. This can be found on the ORCC website (oregoncampuscompact.com) not the ORCC VISTA weebly maintained by Allisha (orccamericorps.weebly.com).
* **MATT**: Attended a training about how to structure grant proposals, and information from this session will be posted to the VISTA weebly (orccamericorps.weebly.com).
* **HANNAH K:** Accessing the local community foundation, or grant databases such as fcfoundation.org, can be really helpful.
* **KENDRA**: Managed corporate sponsorships before this job, so she has experience identifying funders, structuring the “ask,” and raising money generally.
* **DARIN**: Is managing a student-led ASB (alternative spring break) and has pretty creative ideas for managing travel/stay expenses… some are specific to PSU, but some might be generalizable to your site! For example, asking for a small nominal donation through individual letters may work better than ambiguously asking contributors for large amounts. Or, using comedy events to fundraise!
* **ANDRIANA**: Has just submitted a grant and has experience! Also, she suggests “ongoing fundraisers” throughout the year, tapping into certain other existing student groups (e.g. sports) rather than trying to fundraise right when an event is coming up.
* **DOUG**: Keeps a list of all the similar funding organizations to refer to.

**RESOURCES**

* **HOLLY**: just created a needs assessment—Get at her ☺
* **HANNAH K:** Has leadership development curriculum. She’s doing her placement alongside many “leadership gurus” such as Tim McMahon (co-author of *Exploring Leadership*).
* **ROBYN**: The Holden Center has a leadership lounge every Thursday with Tim McMahon. In Portland, check out larger organizations such as United Way that may fund smaller community organizations. In terms of educational resources/referrals, Robyn recommends dropping by a school and finding out where the staff directs families/who is “vetted.”
* **DOUG**: Community colleges compile lists of community partners and what they do, so even if you’re not connected directly to a community college you could scope their “partner database” for comprehensive information about local non-profits.
* **MAGGIE**: volunteermatch.org does a free, west-coast based webinar series at various levels of skill/experience; their lunchtime webinars are actually in PST!
* **HANNAH F:** NCNM knows what’s going on in Portland, so get at them!
* **SELINA**: has a lot of experience with a) representing an organization, and b) recruiting folks.
* **GABE**: Pacific U and Woodburn recently branched away from their marketing campaigns in Forest Grove. He has a marketing connect who ran a workshop on how to target specific populations, how to defeat “poster blindness,” etc. Gabe can help connect you to him!
* **LAUREN**: HSRC (her site) just launched a program for making textbooks more affordable. Also, you could use professors on your campus who are experienced researchers, etc. could be very helpful in helping you design community need assessments and/or community resource evaluations.

**AFTER VISTA**

* **KENDRA**: As an undergrad participated in (???) program for first-generation college students which was a yearlong conversation about applying to grad school, finding funding, networking among departments, and other preparation assistance.
* **SELENA**: Is putting together a mentorship program at Marylhurst. Training curriculum is really important for helping them feel valued, and confident, and invested.
* **KELLY**: Is really good at (??? I couldn’t hear!)
* **CORIN:** Uses a system called TADDS (Task Accountable Due Date and Status) which is in Excel and a great organizational tool.
* **DARIN**:A previous supervisor did documentation timelines: chunks of time w/themes worked on (e.g. “in January 2011 the program focused on…”) which has been really helpful for developing his institutional memory. This could be a good option for supporting future VISTAs that might come into our role.
* **DOUG**: Previous VISTA did video-logs every month which he inherited, which has been in many ways more productive that just compiling fat binders that sit around collecting dust and/or confuse people.
* **MATT**: ASANA is an online resource for organizing tasks/group projects.
* **ROBYN**: suggests integrating professional development into staff meetings which rotates through various needed topics (email professionalism one week, workplace attire the next week, etc.) which allows folks to “take the stage” and share their own personal areas of expertise with the whole team. This is both empowering for students, and also helps share “basic” professional skills with one another.
* **WHOLE GROUP**: We discussed collaborative solutions to establishing professionalism (such as coming together and establishing office ground rules, practices *together*) can create buy-in and empowerment around developing professional skills. Also, providing templates and examples, such as a typical e-mail format, in the context of “learning together” sessions can be a much more productive way of developing skills than a punitive or rehabilitory approach (“you did this and this and this wrong”).
* **ALLISHA**: Remember throughout documentation process that it’s not just for the next VISTA—it’s also for you! Record things in your progress reports that will be helpful for you as you’re applying for jobs in the future; don’t just write whatever to “get it done” because the reporting is also for you. Find the line between documenting for yourself, for another VISTA, and for the organization as a whole.

**MENTORING**

* **DARIN**: Was involved in a queer, and also a first-gen, mentoring program, and now runs a youth mentor program, so he has experience in all different roles and angles of mentorship programs. Has also dealt with having *too many* qualified applicants, and has creative solutions for maintaining interest/engagement in those sort of awkward situations—he may even get to expand his program because it’s been so successful! Also has experience with peer-to-peer mentoring.
* **JESUS**: runs the Peer Mentor Program connects first-generation, low-income and students of color with upperclassmen students to mentor them through that transition, and he runs a preorientation with tons of programming and events so he also knows “best practices” for establishing these kinds of programs, so he is an expert on “preorientation” and college access/retention. Also has held evaluation sessions and is working to make the program accountable and relevant to students.

**GRANTS**

**ANDRIANA**: Has experience with the whole spectrum of grant-writing, so whatever phase it is that you’re struggling with—break that down and she can help. She just co-wrote and submitted a grant to Oregon Community Fund through Nike… use google docs for collaboration! Easier to answer questions when you break it down. There are mad layers in the funding world, so it’s really tricky but important to navigate all that complexity and have an idea about the whole system/big picture before you start writing the grant. You need to have really specific understanding of the inner workings of your organization to write a successful proposal—“know your structure.” Check out book: *The Only Grant-Writing Book You’ll Ever Need*. It’s not expensive!

* *The Revolution Will Not Be Funded*: *Beyond the Non-Profit Industrial Complex*. Edited by INCITE! Women of Color Against Violence.

## From those who weren’t present at Dec IST (but still have many things to share with the team):

**EUNICE has experience with:**

* **Peer mentoring**
* **Program development**
* **Making ads**
* **Public speaking**
* **Writing and reflections**
* **Diversity skills/studies**
* **Leadership tools**
* **Lesson planning**

**JAYME has experience with:**

* **Working with diverse students**
* **Mentoring**
* **Program implementation**