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| **Macintosh HD:Users:Caryn:Dropbox (ORCC):Communications:Marketing:Logos:ORCC:ORCC.logo.black.jpg** | **ORCC AmeriCorps VISTA**  **Site Visit Packet** | |
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**Site Visit: Overview & Verification**

**PURPOSE:**

* To gain a better understanding of the AmeriCorps Member’s service
* To learn about any changes or desired changes to the Member’s project or VAD
* To learn about project accomplishments
* To learn about and address challenges
* To review compliance issues, if any

**THE DAY OF THE VISIT (PROPOSED):**

* Tour of site and Member’s work area. This can include the community and off-site locations if applicable (i.e.; community service site, partner locations, etc.)
* One-on-one meeting with the AmeriCorps Member
* One-on-one meeting with site supervisor (and mentors, if desired)
* ORCC lunch with the AmeriCorps Member
* Meeting with the Member, site supervisor, ORCC Program Supervisor, and ORCC Leader to discuss Goal Setting Worksheet

**BEFOREHAND SITE SUPERVISOR & AMERICORPS MEMBER WILL:**

* Complete Goal Setting Worksheet
* Look over the site visit questions. It is not necessary to write out answers to the questions
* Arrange for organization and/or community tour

**BEFOREHAND ORCC STAFF WILL REVIEW:**

* The AmeriCorps Member’s VAD
* Site / Member reports, if applicable
* Communication from AmeriCorps Member and site
* Disciplinary issues for the AmeriCorps Member, if any
* Compliance issues for site, if any

**AFTER THE VISIT IS COMPLETE:**

* Program Supervisor will collect signatures below to verify completion of the site visit
* ORCC will send site visit report to Member and Supervisor within two weeks of the visit

**Verification of Site Visit**

The site visit questions and AmeriCorps Member growth and development goals, were discussed with ORCC staff, the site supervisor, and the ORCC AmeriCorps Member on:

Site Supervisor Signature:

AmeriCorps Member Signature:

ORCC Program Supervisor Signature:

ORCC Leader Signature:

**Site Visit: Member Questionnaire**

*To be discussed with ORCC staff on day of visit*

AmeriCorps Member Name:

Institution: Date:

**DAY-TO-DAY SERVICE EXPERIENCE:**

* Do you have an adequate workspace and access to a phone, computer, fax, e-mail, and other resources necessary to perform your service?
* How would you describe your service activities? (Explain what you do at your placement site.) Have there been any changes to your VAD?
* Is the position what you anticipated? How so, and if not, why?
* Are you making progress towards your VAD goals and are the goals realistic?
* Do you feel like you have too little or too much to do?
* What are your greatest accomplishments and what stands out for you as being a success?
* What are your greatest challenges and what obstacles have you overcome?

**PROJECT SUPPORT:**

* Who on staff supervises, mentors, or work closely with you? How often does this team meet?
* What role does your supervisor play in assisting you with project planning, access to resources, reporting, and anything else you need to perform your service activities?
* Do you feel comfortable raising concerns or issues with your supervisor?
* Is your supervisor supportive of your AmeriCorps commitments (i.e. trainings, meetings, etc.)?
* How supportive is the organization as a whole of your projects and your role as a national service member?

**SERVICE RESULTS & GOALS:**

* Who do you feel are the beneficiaries of your service?
* Do you feel that the service you’re providing is unique and would not otherwise be accomplished?
* What personal and professional goals do you have for yourself at this point and do you feel that your service year is helping you to move forward in these areas?

**TRAINING:**

* When you started, did you feel prepared to perform your service activities?
* What training have you received from your placement site?
* What additional training would you benefit from?

# What outside training opportunities have you sought out, if any?

**NETWORK & NATIONAL SERVICE:**

* Do you feel connected to the other ORCC AmeriCorps team members?
* Do you feel connected to the AmeriCorps community at large and that you’re part of a national service movement?

# What have been the benefits of working with the ORCC AmeriCorps Program?

# What have been the challenges of working with the ORCC AmeriCorps Program?

* Are there specific areas ORCC can provide you with further assistance?

**OTHER COMMENTS, QUESTIONS, OR CONCERNS:**

**Site Visit: Supervisor Questionnaire**

*To be discussed with ORCC staff on day of visit*

Supervisor Name:

Institution: Date:

**DAY-TO-DAY SERVICE EXPERIENCE:**

* Please describe the service the AmeriCorps Member is providing your organization.
* What have been the results of the AmeriCorps Member’s work?
* Is this on track with your expectations? Why or why not?
* Has the Member’s initial role changed because of their individual skills, strengths, or any other reason?
* Have you made any changes to the VAD?

**PROJECT SUPPORT:**

* Who on staff supervises, mentors, or works closely with the AmeriCorps Member? How often does this team meet?
* How often do you meet one-on-one with the AmeriCorps Member (When they started versus now, if different)?
* What role do you play in assisting the AmeriCorps Member with project planning, access to resources, and reporting?
* How often do you communicate positive and constructive feedback and what’s the most effective way you’ve discovered for communicating feedback?
* One of the reasons for AmeriCorps Member attrition is that they don’t feel appreciated for the work they do. How do you ensure that the AmeriCorps Member realizes the strengths and contributions they bring to the organization and what practical means have you discovered for showing appreciation?
* Have you had any problems, disciplinary or otherwise, with the AmeriCorps Member?
* Do you have any policies or procedures to ensure the Member’s safety (i.e. the AmeriCorps Member provides their calendar when they travel to different project sites, has a cell phone in case they break down when traveling for business, is trained in the campus vehicle protocol, is aware of escape routes and lockdown procedures, etc.)?

**SERVICE RESULTS & GOALS:**

* What benefits do you feel the AmeriCorps Member is receiving from this year of service?
* Who benefits from the AmeriCorps Member’s service, both directly and indirectly?
* Have you received any specific campus or community feedback on the Member’s work?
* Do you feel that the service the AmeriCorps Member provides is unique and it would not otherwise be accomplished?

**TRAINING:**

* When the AmeriCorps Member started, do you feel they were prepared to serve the community and meet the goals of their VAD?
* What training have you provided or procured for the AmeriCorps Member?
* What specific training would the AmeriCorps Member benefit from at this time?

**FEEDBACK:**

* Do you plan on applying for an AmeriCorps Member next year? If yes, what questions or concerns do you have?
* What was your role in developing this AmeriCorps Member position/project? What changes do you anticipate making in the future?
* Are there specific areas where the ORCC can provide you with further assistance?

**OTHER COMMENTS, QUESTIONS, OR CONCERNS**

**Site Visit: Project Goals**

*To be completed beforehand and discussed with ORCC staff during the site visit.*

In the table, please include a short overview of your institution’s goals for the AmeriCorps project and a brief description of how you currently utilize and plan to utilize AmeriCorps resources for the remainder of the service year.

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| **Describe how your project fits with the following VISTA Guiding Principles** |
| **Anti-Poverty Focus:** The goals of the AmeriCorps VISTA project should address helping individuals and communities out of poverty rather than focusing on making poverty more tolerable.   * How has having a VISTA at your site improved your school’s ability to prevent individuals and families from entering poverty and/or helped people and communities transition out of poverty? |
| Site Goals/Accomplishments: |
| **Capacity Building Endeavors:** AmeriCorps VISTA achieves its mission by assigning members to organizations in order to expand the ability of those organizations to fight poverty.   * How has hosting an ORCC VISTA mobilized campus resources and/or increased the capacity of your organization to better address the needs of the community? |
| Site Goals/Accomplishments: |
| **Sustainability:** It is crucial to the concept of local self-reliance that organizations plan for the eventual phase out of AmeriCorps VISTA Members and the absorption of their functions by other facets of the organization or community.   * What specific organizational strategies have you put in place to sustain the results of the project? What is your plan for transitioning from VISTA resources? |
| Site Goals/Accomplishments: |

**Site Visit: Member Goal Setting**

*To be completed beforehand and discussed with ORCC staff during the site visit.*

To be completed by Site Supervisor and the AmeriCorps Member **before the site visit**. List three areas where the Member could benefit from additional growth. The outlined areas can be personal or professional. Please include a brief description of the area and a short plan for how the AmeriCorps Member plans to achieve the growth and development in these areas and how the site will support the Member in this effort.

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| **Area 1:** |
| **Area 2:** |
| **Area 3:** |