

AmeriCorps*VISTA Assignment Description (VAD)

VISTA Project:	VISTA Member Name:	
Site Name:	Assignment Area:	Date:

VISTA Member Activities and Steps Checklist	Planned Period of Work
Goal (from VISTA Project Plan):	
Activity 1: Step 1: Step 2: Step 3:	
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date): _____
Activity 2: Step 1: Step 2: Step 3:	
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date): _____
Activity 3: Step 1: Step 2: Step 3:	
Activity 3 Comments/Summary of Accomplishments:	Activity 3 Completed (date): _____
Activity 4: Step 1: Step 2: Step 3:	
Activity 4 Comments/Summary of Accomplishments:	Activity 4 Completed (date): _____

Tasks list for AVISTA Volunteers*MTB Version February 12, 2007*

Tasks and activities the A*VISTA member will perform to implement the strategies described in the project plan will include, but are not limited to:

1. Coordinate and grow a primarily grassroots advisory council comprised of low-income families, seniors, people with disabilities, youth at risk, refugees, and other areas of focus for specific Time Bank community. Ex. Partners in Care focuses on seniors and aging in place issues using the Time Bank model.
2. Develop relationships with and among advisory council or board, and prospective members, encouraging them to take on ownership and management of the Time Bank in the early stages of growth and throughout its development.
3. Develop infrastructure and systems for your TimeBank utilizing existing templates from Maine Time Banks, Time Banks USA and best practices from other sites and your agency, and utilize the information from Time Bank Start-up Trainings, including How To, Ambassador, Community Weaver or Time and Talents Software;, and additional materials, including marketing materials to (Time Bank brochures, posters, newsletters, presentation outlines, PowerPoint slide presentations, video materials and more.)
4. Identify prospective clients/consumers/members who are interested in joining the Time Bank and assisting in its growth. Recruit as on-going function.
5. Identify prospective community groups and contacts who are also interested in participating either on the advisory council or as Time Bank members.
6. Consult with other Time Banks around the country (especially Time Banks whose focus is similar to your own) for guidance and assistance.
7. In cooperation with advisory council and interested members, set guidelines and policy for your Time Bank and for any special projects of the Time Bank.
8. Coordinate monthly gatherings and group activities, as well as facilitating individual exchanges.
9. Create and distribute periodic Time Bank newsletters and updates.
10. Solicit local business community for in-kind donations, supplies and money to build awareness and support. Ask them to join the Time Bank, as well, if applicable.
11. Plan for sustainability of the project beyond A*VISTA service with the support and guidance of Maine Time Banks and Time Banks USA Fundraising and Development staff, as well as other coordinators around the region or country. This may include writing grants, as well as creating other fundraising activities or events for the local Time Bank.
12. Research and write prospective grants to continue the project beyond A*VISTA. Request help from Time Bank members, experienced in grant writing, as well, if possible. Attend MTB trainings as available on fundraising and grant writing topics.
13. Create training opportunities for Time Bank members to become more fully involved in the management and operation of the Time Bank.
14. Attend community training opportunities to develop skills as needed in the operation of the Time Bank.
15. Conduct a survey of your membership to assess members' overall satisfaction with their Time Bank membership and to learn what is working and what could be improved.
16. Develop performance reports for your Time Bank, including demographic information for the membership; as number of members; number of hours being exchanged; top 10 services swapped, demographics of membership and additional information, as requested.
17. Plan and coordinate an Annual Open House celebration for the Time Bank or an end of the year celebration, as applicable.