

# VAD Sample (Needs Revision)

<b>TITLE</b>	Mentor Recruitment and Management Systems Designer
<b>SPONSORING ORGANIZATION</b>	Waketa Community Services (WCS)
<b>PROJECT NAME</b>	MentorCorps
<b>PROJECT NUMBER</b>	12ABCD345
<b>PROJECT PERIOD</b>	08/20/20XX - 08/19/20YY
<b>SITE NAME</b>	<i>if applicable</i>
<b>FOCUS AREA(S)</b>	Education (Primary)
<b>NOTE</b>	If your VAD is not accepted, the State Office will note the reason(s) why here.

## VISTA Assignment Objectives & Member Activities

**PROJECT GOAL** *To help ensure children of incarcerated parents receive the educational, social, and emotional support they need to break the cycle of poverty, the MentorCorps VISTA project will build the capacity of WCS by developing a sustainable volunteer recruitment and management system for its mentoring program.*

**OBJECTIVE** Assess the current state of WCS' efforts in reaching, selecting, and supporting volunteer mentors.  
Create or revise policies, procedures, and documents to improve the effectiveness of the mentor recruitment and matching system.

**MEMBER ACTIVITIES**

1. Research the history of volunteer programs at WCS. Develop a written plan improve volunteer programs at WCS..
2. Refine or develop systems for screening and matching mentors. Create new documents that would support internal policies and procedures regarding mentor recruitment and matching.
  - a. Create a system to track mentor process

**OBJECTIVE** Set up outreach systems and build partnerships with community organizations to spread the word about the mentor program.

**MEMBER ACTIVITIES**

1. Plan for outreach and recruitment.
  - a. Write volunteer task descriptions.
  - b. Attend community events.
  - c. Identify new community partnerships.
2. Market the program to targeted audiences.
  - a. Develop and send marketing emails to partners.
  - b. Identify and use social media outlets.
  - c. Create a system for organizing all new marketing materials.

# VAD Sample (Accepted)

TITLE	Mentor Recruitment and Management Systems Designer
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## VISTA Assignment Objectives & Member Activities

<b>PROJECT GOAL</b>	<i>To help ensure that children of incarcerated parents receive the educational, social, and emotional support they need to break the cycle of poverty, the MentorCorps VISTA project will build the capacity of WCS by developing a sustainable volunteer recruitment and management system for its mentoring program.</i>
<b>OBJECTIVE</b>	By December 20, 20XX, assess the current state of WCS' efforts in reaching, selecting, and supporting volunteer mentors and create or revise policies, procedures, and documents to improve the effectiveness and sustainability of the mentor recruitment and matching system.
<b>MEMBER ACTIVITIES</b>	<ol style="list-style-type: none"> <li>1. Research the history of volunteer programs at WCS.             <ol style="list-style-type: none"> <li>a. Review and become familiar with internal policies, procedures, and documents related to the mentor recruitment and matching system by September 20, 20XX. Identify the current program's strengths and challenges.</li> <li>b. In collaboration with WCS leadership, develop a written plan for improvement by October 20, 20XX.</li> </ol> </li> <li>2. Refine or develop systems for screening and matching mentors.             <ol style="list-style-type: none"> <li>a. Develop or revise documents related to internal policies and procedures regarding mentor recruitment and matching by November 20, 20XX.</li> <li>b. If needed, participate in online training on how to build a database in Excel by November 20, 20XX.</li> <li>c. Create WCS Excel database to track mentor screening and matching by December 20, 20XX.</li> </ol> </li> </ol>
<b>OBJECTIVE</b>	By 8/19/20YY, set up outreach systems and build partnerships with community organizations—and then develop targeted marketing materials—to spread the word about the mentor program.
<b>MEMBER ACTIVITIES</b>	<ol style="list-style-type: none"> <li>1. Plan for outreach and recruitment.             <ol style="list-style-type: none"> <li>a. Identify the skills, abilities, and experiences sought in volunteer mentors by January 30, 20YY.</li> <li>b. Write volunteer task descriptions that include qualifications, activities, benefits, the time commitment, and other expectations by February 28, 20YY.</li> <li>c. Attend 10 community events, as well as identify and develop partnerships with 10 community organizations whose members are possible mentors or who can otherwise support the organization, by March 30, 20YY. Continue to update the internal database to track mentor screening and matching.</li> </ol> </li> <li>2. Market the program to targeted audiences.             <ol style="list-style-type: none"> <li>a. Develop community organization-specific marketing emails by May 15, 20YY.</li> <li>b. Design marketing materials to post on five social media sites by May 31, 20YY.</li> <li>c. Create WCS marketing binder / electronic folder with updated marketing materials by June 30, 20YY.</li> </ol> </li> </ol>

# VAD Checklist & Feedback

## General information

- |   |  |
|---|--|
| <input type="checkbox"/> Title (Includes VISTA's role and the word "VISTA") | <input type="checkbox"/> Project Period (List the year of the project) |
| <input type="checkbox"/> Name of Sponsoring Organization                    | <input type="checkbox"/> Site Name                                     |
| <input type="checkbox"/> Project Name                                       | <input type="checkbox"/> Focus Area(s)                                 |
| <input type="checkbox"/> Project Number                                     |  |

## Does the project goal

- |  |   |
|--|---|
| <input type="checkbox"/> Address poverty by VISTA efforts                | <input type="checkbox"/> Define how the VISTAs activities will build capacity               |
| <input type="checkbox"/> Describe who (population) will be served        | <input type="checkbox"/> State the specific product or service resulting from VISTA efforts |
| <input type="checkbox"/> Include verbs to describe the VISTAs activities |   |

## Do the project objective(s)

- |  |   |
|--|---|
| <input type="checkbox"/> Identify what the VISTA will achieve        | <input type="checkbox"/> Includes date ranges |
| <input type="checkbox"/> Describe the outcome of a set of activities | <input type="checkbox"/> Use active verbs     |
| <input type="checkbox"/> Aligns with the goal statement              |   |

## Do the member activities

- |  |   |
|--|---|
| <input type="checkbox"/> Specify what VISTAs will be doing to achieve the objective(s) | <input type="checkbox"/> Includes date ranges |
| <input type="checkbox"/> Aligns with the objective                                     | <input type="checkbox"/> Use active verbs     |

## Recommended Changes