

AmeriCorps*VISTA Assignment Description (VAD)

VISTA Project: Harvest Against Hunger	VISTA Member Name:	
Site Name: Community Farm Connection	Assignment Area: Volunteer Recruitment and Outreach	Date: Aug 1, 2011

VISTA Member Activities and Steps Checklist	Planned Period of Work
Goal: <i>The Harvest VISTA will begin to organize and develop a sustainable system for community gleaning efforts, including volunteer coordination and grower outreach.</i>	
Activity 1: Building Relationships Step 1: Conduct initial meetings with all food banks, large and small in the area, Wenatchee, Cashmere, Leavenworth, Quincy, Entiat, etc. Step 2: Contact growers and secure involvement, addressing concerns as they arise. Create a timeline of crop availability with interested farms by crop/season. Step 3: Develop means for regular communication with volunteers and growers i.e. newsletter, meetings, teleconference, etc. Step 4: Meet with other potential partners involved in food security to determine what collaborations are possible (i.e. Women's Resource Center, YWCA, Serve Wenatchee, etc.) Step 5: Develop evaluation policies and procedures for the project.	Nov-Dec 2011
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date):
Activity 2: Organization Step 1: Create database to track volunteers, farms, food donated, etc. Step 2: Prepare PSAs/handouts about gleaning projects to increase volunteer base and community awareness. Step 3: Determine the role of food banks in gleaning activities (i.e. transport, supplies, storage, etc.) Step 4: Conduct community volunteer recruitment activities to develop gleaning groups. Include presentations to community groups to recruit gleaners. Step 5: Create personal surveys to be completed during volunteer events by volunteers and growers on satisfaction of event.	Jan-March 2012
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date):
Activity 3: Logistics Step 1: Visit orchardists and growers to build relationships with them in the off season. Build awareness of gleaning efforts and need for donations. Step 2: Work with food banks and gleaning groups to develop plan for transporting supplies to orchard and picking up finished products. Step 3: Set up list of potential gleaning events during the season. Talk to	April-June 2012

Project STAR**VISTA**

<p>growers about potential dates, crops, and locations. Step 4: Advertise potential gleaning opportunities with established gleaning groups and individuals. Step 5: Find drivers (volunteers or partners) to deliver and pick up from events as needed.</p>	
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p>Activity 3 Completed (date):</p>
<p>Activity 4: Implementation Step 1: Design and implement training for new gleaning groups and volunteers, including 'farm and orchard etiquette'. Step 2: Support gleaning groups and food banks by going to gleaning events to supervise and manage the effort. Step 3: Record and document distribution of product including number of pounds and locations/individuals receiving product. Step 4: Conduct and analyze surveys to measure success and address reoccurring issues that can be resolved.</p>	<p>July-Oct 2012</p>
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p>Activity 4 Completed (date):</p>
<p>Activity 6: Evaluation and Planning Step 1: Ensure documentation of all gleaning projects, volunteer information, and grower participation. Step 2: Strategize volunteer and gleaning group retention until next harvest season. Step 3: Plan appropriate recognition and events for volunteers and growers. Step 4: Continue to cultivate community relationships, participation, and program awareness. Step 5: Meet with collaborating organizations to review successes and necessary improvements. Step 6: Suggest improvements for 2013 season, and organize project information for continuation.</p>	<p>Oct-Nov 2012</p>
<p>Activity 6 Comments/Summary of Accomplishments:</p>	<p>Activity 6 Completed (date):</p>