

AmeriCorps*VISTA Assignment Description (VAD)

VISTA Project: Harvest Against Hunger		VISTA Member Name:
Site Name: Hopelink, Sno-Valley/ Carnation, WA	Assignment Area: Volunteer Organization and Donor Outreach	Date: August, 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: Introduction to the Project: Meet the Participants Step 1: Organize and review any previous produce recovery information or similar project information to familiarize what has been accomplished. Step 2: Conduct initial meetings with all hunger relief organizations, large and small, in and around the Snoqualmie Valley. Step 3: Meet with existing local gleaning or growing groups (Sno-Valley Tiltrh, etc) or interested parties and assess gleaning expansion. Step 4: Plan recruitment strategies and target groups (high school, college, tribal, service clubs, faith based) to recruit for gleaning groups and other related produce recovery projects. Step 4: Assess the list of participating and potential agricultural donors and plan for meetings with old and new donors. Step 5: Develop evaluation policies and procedures for the project in collaboration with necessary quarterly reports.		November – December 2011
Activity 1 Comments/Summary of Accomplishments:		Activity 1 Completed date: _____
Activity 2: Building Relationships: Conduct Community Outreach Step 1: Plan with staff and partner food banks how best to coordinate gleaning logistics: i.e., distribution of produce, supplies and volunteer support. Step 2: Conduct community volunteer recruitment activities to develop gleaning groups. Include presentations to at least (2 per month) community groups. Step 3: Work with host site staff to engage volunteers during off season to prepare for gleaning (such activities to continue or develop are community gardens, plant a row for the hungry and farmers market projects). Step 4: Record necessary tracking information, including: contact info, volunteers recruited and volunteer hours.		January – May 2012
Activity 2 Comments/Summary of Accomplishments:		Activity 2 Completed date: _____
Activity 3: Cultivation: Develop New Grower and Agriculture Contacts Step 1: Attend various agricultural shows, and connect with local grower groups like the WSU Extension, Master Gardener Program and advertise gleaning to potential donors. Step 2: Visit orchardists, farmers and growers to build off season relationships.		December 2011 – March 2012

Activity 3 Comments/Summary of Accomplishments:	Activity 3 Completed (date): _____
Activity 4: Logistics: Develop Plan for Transportation and Supplies Step 1: Work with partner food banks and produce recovery groups to develop plan for transporting supplies to orchard and pick-up of collected produce. Step 2: Set up list of potential gleaning and harvest events during the season. Talk to growers to anticipate glean dates, crops, and locations. Step 3: Advertise potential gleaning opportunities with established gleaning organization and individuals. Step 4: Find drivers as needed (food bank volunteers or host site) to deliver and pick up from events as needed.	May – June 2012
Activity 4 Comments/Summary of Accomplishments:	Activity 4 Completed (date): _____
Activity 5: Implementation: Harvest the Crops Step 1: Design and implement training for new gleaning groups and volunteers, including “orchard etiquette”. Step 2: Support gleaning groups and food banks by coordinating, 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.	June-October 2012
Activity 5 Comments/Summary of Accomplishments:	Activity 5 Completed (date): _____
Activity 6: Sustainability: Ensure Continuity of the project 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 (i.e., VISTA Binder or Resource Guide) for program continuation.	October – November 2012
Activity 6 Comments/Summary of Accomplishments:	Activity 6 Completed (date): _____