

AmeriCorps*VISTA Assignment Description (VAD)

VISTA Project: Harvest Against Hunger	VISTA Member Name:	
Site Name: Northwest Harvest Yakima	Assignment Area: Volunteer Organization and Donor Outreach	Date: Aug 2011

VISTA Member Activities and Steps Checklist	Planned Period of Work
Goal: <i>The Harvest VISTA project will organize and develop a sustainable system for community gleaning efforts, and grower outreach once the VISTA program is completed.</i>	
<p>Activity 1: Introduction to the project: Program immersion</p> <p>Step 1: Review and assimilate documentation from the previous VISTA. Review evaluations and suggestions for improvements.</p> <p>Step 2: Conduct initial meetings with all food banks, reviewing successes from 2011 harvest season and plan for 2012, with clear transition away from a Harvest VISTA member.</p> <p>Step 3: Meet with existing gleaning groups (Goldendale, Kittitas, Campbell Farm) and assess expansion of groups to new areas in Yakima Valley. Review successes of previous harvest season (2011) and plan for 2012.</p> <p>Step 4: Review the list of participating donors and plan for meetings with old and new donors.</p> <p>Step 5: Develop evaluation policies and procedures for the project in collaboration with necessary quarterly reports and tracking method for NWH once Harvest VISTA position is completed.</p> <p>Note: Steps may not happen sequentially, but simultaneously.</p>	November – December 2011
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed date: _____
<p>Activity 2: Continuity of relationships: Sustaining contacts</p> <p>Step 1: Plan with food banks how they can assist gleaning activities: transport supplies, pick up products and continue project participation post VISTA.</p> <p>Step 2: Work with identified volunteer groups to cultivate contact point for each group and develop best method(s) of communication.</p> <p>Step 3: Build upon previous year's volunteer recruitment and retention successes and develop best practices for future cycle of communication and participation) both during harvest season and off season.</p> <p>Step 4: Record necessary tracking information, including: contact info, community volunteers recruited and community volunteer hours.</p>	January – May 2012
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed date: _____

<p>Activity 3: Retention: Agriculture Donors</p> <p>Step 1: Attend various Agricultural Shows – Cherry Institute, Washington Horticultural Association conference, Yakima Ag Show to advertise success and results of gleaning to current and potential donors and reasons for participation.</p> <p>Step 2: Visit orchardists and growers to maintain and build relationships in the off season. Identify best practices and methods to continue project coordination once Harvest VISTA position has ended.</p> <p>Step 3: Target a grower or processor in different areas to act as a community contact person for that area and champion cause of gleaning.</p>	December 2011 – March 2012
Activity 3 Comments/Summary of Accomplishments:	Activity 3 Completed (date): _____
<p>Activity 4: Logistics: Fine tune sustainable gleaning model</p> <p>Step 1: Develop community contact(s) to refer gleaning events to the Harvest VISTA.</p> <p>Step 2: Set up list of potential gleaning events during the season. Talk to growers about potential dates, crops and locations.</p> <p>Step 3: Advertise potential gleaning opportunities with established gleaning groups and individuals.</p> <p>Step 4: Work towards goal of lessening burden of Harvest VISTA to organize and coordinate every glean.</p> <p>Step 4: Continue to identify sustainable transportation and distribution models, encouraging drivers (food bank volunteers or host site) to deliver and pick up as needed.</p>	May – June 2012
Activity 4 Comments/Summary of Accomplishments:	Activity 4 Completed (date): _____
<p>Activity 5: Implementation: Harvesting the crops</p> <p>Step 1: Design and implement train the trainer model for gleaning groups and volunteers, like “orchard etiquette.”</p> <p>Step 2: Continue to support coordination of volunteers, food banks and growers for gleaning events, but begin to transition away from supervision and management effort.</p> <p>Step 3: Determine best practice for stakeholders to record and document distribution of product: including number of pounds and locations/individuals receiving product.</p>	June- September 2012
Activity 5 Comments/Summary of Accomplishments:	Activity 5 Completed (date): _____

<p>Activity 6: Sustainability: Ensure Continuity of the project</p> <p>Step 1: Further fine tune documentation practice of all gleaning projects, volunteer information, and grower participation.</p> <p>Step 2: Plan appropriate recognition of volunteers and write thank you notes to donors.</p> <p>Step 3: Strategize volunteer and gleaning group retention and future participation for next harvest season, keeping in mind post VISTA transition.</p> <p>Step 4: Continue to cultivate community relationships, participation and program awareness.</p> <p>Step 5: Meet with collaborating organizations to review successes and necessary improvements.</p> <p>Step 6: Suggest improvements for 2013 season, and organize project information for continuation by Northwest Harvest staff.</p>	<p>October – November 2012</p>
<p>Activity 6 Comments/Summary of Accomplishments:</p>	<p>Activity 6 Completed (date): _____</p>