

AmeriCorps*VISTA Assignment Description (VAD)

VISTA Project: Harvest Against Hunger		VISTA Member Name:	
Site Name: Skagit County Community Action Agency		Assignment Area: Skagit County	Date: August 2011
VISTA Member Activities and Steps Checklist			Planned Period of Work
Goal <i>This VISTA member will work with RFH and SCCAA staff to continue and build upon the groundwork of the HAH program, while growing increased volunteer efforts for local farm gleaning projects and other farm to food bank programs.</i>			
Activity 1: Become familiar with current program and develop plan for long-term project sustainability			November 2011 – October 2012
<ul style="list-style-type: none"> Step 1: Review program materials, VISTA Binder and procedures with current staff. Step 2: Survey project participants for best practices for project sustainability. Step 3: Research other organizations sustainability plan. Step 4: Set up plan for project to continue beyond scope of VISTA term. 			
Activity 1 Comments/ Summary of Accomplishments			Activity 1 Completed :
Activity 2: Continue to develop network with local agricultural producers			November 2011-June 2012
<ul style="list-style-type: none"> Step 1: Create outreach material with program summary & updates to farms (Dec). Step 2: Contact growers for continued participation (Dec – May). Step 3: Get references from growers and staff to increase participating growers (Dec – May). Step 4: Contact media to run article(s) about program summary (Dec). 			
Activity 2 Comments/Summary of Accomplishments:			Activity 2 Completed :
Activity 3: Continue to recruit, manage and retain volunteers			November 2011-July 2012
<ul style="list-style-type: none"> Step 1: Seek new volunteers through advertising/contacts/social media and continue to update volunteer information and listings as applicable. Step 2: Table at farmers markets to recruit volunteers (May-August). Step 3: Plan activities to keep volunteers engaged in “off season” (Dec-May). Step 4: Conduct volunteer orientations. Step 5: Give recognition to volunteers for their volunteer hours (Nov). Step 6: Send newsletter or updates to volunteers (Nov). Step 7: Plan and implement volunteer appreciation event (Nov). 			
Activity 3 Comments/Summary of Accomplishments:			Activity 3 Completed

<p>Activity 4: Implement gleaning projects and events</p> <p>Step 1: Set up glean activities with local growers. Step 2: Help organize volunteers' transportation and logistics for glean events. Step 3: Conduct gleans safely and according to procedures; ensure delivery of produce to recipient destination. Step 4: Explore methods and practices for the Harvest VISTA to coordinate gleans with growers and volunteer groups without physically being on location. Step 5: Contact farmers markets about gleaning (April – May). Step 6: Connect volunteers with farmers markets for gleaning (June – Nov).</p>	<p>June 2011- November 2012</p>
<p>Activity 4: Comments/Summary of Accomplishments:</p>	<p>Activity 4 Completed</p>
<p>Activity 5: Manage Victory Gardens Program</p> <p>Step 1: Meet with garden organizers and discuss possible cooperation (Dec). Step 2: Make newsletter about program and donations and send out via email to all gardeners that made the pledge (Dec). Step 3: Attend events and sign up veg pledges (Spring). Step 4: Contact garden groups for presentations or hand outs (Jan- March). Step 5: Track Victory Gardens donations (June – Nov). Step 6: Send thank you letters to gardeners that made donations (Dec).</p>	<p>December 2011 – November 2012</p>
<p>Activity 5: Comments/ Summary of Accomplishments</p>	<p>Activity 5 Completed</p>
<p>Activity 6: Improve plan for project sustainability</p> <p>Step 1: Contact RFH & SCCAA staff and volunteers to research best practices. Step 2: Meet with collaborating organizations to review successes and strategize necessary improvements for following year. Step 3: Suggest improvements for 2012 season and organize project information for project continuation Step 4: Document, record and prepare best practices for VISTA Binder for next following year.</p>	<p>June 2012- November 2012</p>
<p>Activity 6 Comments/Summary of Accomplishments:</p>	<p>Activity 4 Completed (date):</p>