

AmeriCorps*VISTA Assignment Description (VAD)

VISTA Project: Harvest Against Hunger		VISTA Member Name:
Site Name: Thurston County Food Bank	Assignment Area: Volunteer Recruitment and Outreach	Date: Aug 2011
VISTA Member Activities and Steps Checklist		Planned Period of Work
Goal <i>The Harvest VISTA project will develop and implement systems for community-based volunteer recruitment, community outreach & development, and gleaning project logistical support in order to expand area gleaning capacity.</i>		
Activity 1: Project Introduction & Meet the Participants Step 1: Conduct initial meetings with relevant community organizations. Step 2: Survey current and past volunteers looking for additional best practices. Step 3: Host a volunteer appreciation event. Step 4: Update community volunteer recruitment and management plan, including recruitment strategies. Develop additional strategies to engage volunteers in off season by coordinating with other Food Bank programs. Step 5: Complete development of sustainability plan with Executive Director TCFB and HAH staff. Plan must include best practices and be replicable.		Nov to Dec 2011
Activity 1 Comments/Summary of Accomplishments:		Activity 1 Completed (date):
Activity 2: Execute Stakeholder Engagement and Retention Step 1: Execute volunteer recruitment plan developed through Activity 1. Focus on creating two strong gleaning teams (the second supported by church groups). Step 2: Conduct community volunteer recruitment activities with HAH staff, including presentations to at least 6 community groups and/or local businesses - staff outreach tables at events as needed. Step 4: Conduct outreach to growers and agricultural groups. Step 5: Record necessary tracking information, including: contact info, community volunteers recruited and trained, and community volunteer hours. Step 6: Work with TCFB staff to engage gleaning volunteers.		Jan to April 2012
Activity 2 Comments/Summary of Accomplishments:		Activity 2 Completed (date):
Activity 3: Coordinate Gleaning Projects Step 1: Work with Program Director to identify gleaning projects. Talk to growers about potential dates, crops, and locations. Step 2: Market program, collect information, and develop gleaning projects. Step 3: Continue to conduct volunteer outreach and activities.		April to Oct 2012

Project STAR**VISTA**

<p>Step 4: Coordinate project logistics in collaboration with Program Director. Step 5: Communicate with host site and food bank staff to work out logistics and ensure good cooperation and collaboration.</p>	
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p>Activity 3 Completed (date):</p>
<p>Activity 4: Develop Sustainability Plan Post VISTA</p> <p>Step 1: Market key elements of sustainability plan; develop funding requests to support transition years. Step 2: With Executive Director, set up meetings with decision makers representing key partners in sustainability plan to develop/sign memos of understanding. Step 3: Develop templates for memos of understanding, contract templates (TESC), create job descriptions, outreach materials and sponsor support material as part of sustainability plan. Step 4: Explore hiring Garden Raised Bounty (GRuB) graduate or The Evergreen State College (TESC) intern as the Gleaning Coordinator for 2013 harvest season. Step 5: Develop model w/ Educational Contracts for students to receive class credit and faculty mentoring for gleaning position. Step 6: Explore summer school program in partnership with Tumwater School District to provide potential gleaners, grow farmers and future program staff. Step 7: Develop/organize or even kick start a 4H club focused on local farming. Use relationships to support the group. Step 8: Develop local sponsor/s for the positions. Funds secured would provide and end of employment cash award targeted to continuing education.</p>	<p>Jan to Nov 2012</p>
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p>Activity 4 Completed (date):</p>
<p>Activity 5: Retention, Documentation and Continuity</p> <p>Step 1: Ensure documentation of all gleaning projects, volunteer information, and grower participation are complete and accurate. Step 2: Develop new capacity building project for site during slow season. Step 3: Strategize and measure success of volunteer retention efforts. Step 4: Review sustainability plan and identify next steps. Step 5: Continue to cultivate community relationships, participation, and program awareness, with focus on sustainability plan. Step 6: Plan appropriate recognition event for volunteers and growers. Step 7: Suggest improvements for 2012 season and organize information.</p>	<p>Sept to Oct 2012</p>
<p>Activity 5 Comments/Summary of Accomplishments:</p>	<p>Activity 3 Completed (date):</p>