

AmeriCorps*VISTA Assignment Description (VAD)

SAMPLE VISTA Volunteer 1 (First year of project)

VISTA Project: Aaron Community Services (ACS)	VISTA Member Name: Sam Smith
Site Name: Brownville	Assignment Area: Fund Development
Date: November 10, 2006	

VISTA Member Activities and Steps Checklist

**Planned Period
of Work**

Goal (from VISTA Project Plan): Goal 1: The ACS VISTA project will develop and implement systems for fund development and community volunteer recruitment and management in order to support and expand quality services to clients with developmental disabilities	
Activity 1: Work with fund development director to establish a work group to advise and assist with the fundraising goals to support the job skill training program. Step 1: Research and invite key individuals from ACS (staff, volunteers) and partner agencies to participate in work group. Step 2: Conduct an initial meeting and at least one additional work group meeting to solicit input on strategies, timelines, tasks, roles and staff support. Step 3: Draft preliminary report for work group and present final Fund Development Plan to board for approval.	Nov. 06-Jan. 07
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date):
Activity 2: Develop resources to support fundraising efforts with assistance of the work group Step 1: Develop donor contacts list. Identify possible foundation support. Step 2: Develop written materials (Donation solicitation letters, thank you letters, boiler-plate language for proposals, contact letters). Step 3: Work with another VISTA member to develop specifications for record keeping system (database) to track contacts and donations. Step 4: Develop materials for face-to-face meetings, presentations to foundations, etc. Step 5: Develop key fundraising event concepts and schedule	Feb.-June 07
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date):

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<p>Activity 3: Implement Fund Development Plan with assistance of the work group</p> <p>Step 1: Complete and submit proposals for foundation grants.</p> <p>Step 2: Send out donation solicitation letter to potential donors.</p> <p>Step 3: Pilot face-to-face and phone solicitation script.</p> <p>Step 4: Orient staff to fundraising materials (brochures, flyers), presentation materials (PowerPoint, talking point) and venue contacts.</p> <p>Step 5: Coordinate and prepare FD director for 30 face-to-face appointments with potential large gift donors. (50% increase in appointments from any previous campaigns)</p> <p>Step 6: Raise 45% of funds needed to launch job skills program (\$20,000 of \$45,000). Document funds raised for job skill training program in database.</p>	<p>July-Oct. 07</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p>Activity 3 Completed (date):</p>