

On-Site Orientation Compliance Check

This On-Site Orientation Compliance Check will ensure that all CCNYPA*VISTAs receive a thorough introduction to their new communities & work environments. Sites can organize the on-site orientation however they consider most effective, but they **must** incorporate each of the following elements. This Compliance Check is due to Lucio Perez (Lucio@compactnypa.org) on **Friday, July 24th, 2020 by noon.**

Before the VISTA Arrives

SUPERVISOR:

- Print blank VISTA oath from vistacampus.gov
- Send out a press release to campus and community announcing arrival of VISTA
- Coordinate meetings/introductions with key campus staff and community partners (Meet & Greet)
- Check office space to ensure that it has all the necessary, functioning equipment
- Get the paperwork ready for VISTA to obtain ID Cards, parking passes, office keys, and email/computer accounts
- If your VISTA has on-campus housing: work with Residence Life Director to make sure the space is adequate and that the rules, regulations, and timelines for relocating will be clearly explained to the VISTA
- Obtain any maps, brochures, or material resources that may be helpful to the VISTA

VISTA:

- Required Pre-Service Coursework (*to be completed by VISTAs on their own time before first day of service on vistacampus.gov*)
 - VISTA Terms and Conditions
 - VISTA Civil Rights and Responsibilities
 - Benefits of Service
 - Mission and Legacy of VISTA
 - VISTA Campus Overview
 - Test your knowledge!
- Required Onboarding Forms (*To be completed by VISTAs on their own time before first day of service on my.americorps.gov*)
 - Sidebar option >My Living Allowance
 - Direct Deposit Information
 - Federal Tax Withholding (W4)
 - Unpaid Compensation Information
 - Sidebar option >My End of Service Benefit
 - End of Benefit Service Selection

Day One of Service

SUPERVISOR:

- Witness VISTA oath
- Sign oath as witness
- Submit oath

VISTA:

- Live VISTA Webinar with CNCS Trainers @ 3pm
- Take and sign oath

Living Community

SUPERVISOR:

- Assist the VISTA in navigating:
 - Housing
 - Transportation & Parking
 - Local Services
 - grocery stores
 - Laundromats
 - banks
 - medical centers
 - coffee shops
 - libraries
 - post offices
 - restaurants
 - Community & Social Groups
 - faith-based organizations
 - park/recreation facilities
 - museums
 - other VISTA members in the area
 - young professionals' networks

VISTA:

- VMO Service Course to Finish: Theory of change (10-15min)

Campus Culture

SUPERVISOR:

- Co-worker introductions
- Office orientation
 - parking location, parking permit
 - office keys
 - official title for VISTA member
 - email signature
 - work hours
 - calendar of days off, key dates on campus, etc.
 - dress code
 - office culture
 - business cards
 - mileage reimbursement
- Office Space
 - computer with internet access
 - phone, fax, email
 - office supplies
- Guided campus tour – introductions to key individuals
- Campus policies & procedures manual
- Organizational chart and duties, especially chain of command
- Explain departmental and divisional functions, goals, teams and team structure, major projects
- Safety, evacuation, fire procedures
- Performance reviews, standards, discipline procedure
- Key resources and documents

- Computer programs the VISTA member will be using
- History and mission
 - of the institution
 - of the office/center
 - of other key office/campus initiatives
 - of the campus role in the community
- "Elevator speech" about VISTA job title (what is VISTA?)
- "Elevator speech" about project (site-specific)

VISTA:

- VMO Service Course: Introducing Yourself and Your Organization- The Minute Intro (30-40minutes)

Community Culture & Entry

SUPERVISOR:

- Socioeconomic and political structure
- History & present status of community determination and problem-solving efforts
- Politics of community relationships and hierarchies
- Status of campus and community partnerships and relationships
- Media outlets
- Introduction to key community leaders
- Different cultures and organizations in the community
- Discussion of what is and is not known about poverty in the community
- Potential resources that can be applied to achieve project goals

VISTA:

- VMO Service Courses:
 - How Poverty is Measured in the United States (20-30minutes),
 - Thirteen Lessons about Poverty (2 hours)

Working Relationships

SUPERVISOR:

- Common expectations and agreements for working relationship
- Communication strengths and preferences
- Supervisor's other roles and responsibilities
- Supervisor's management style
- VISTA member's support requests
 - professional development opportunities
 - addressing issues in the workplace
- Weekly meetings between VISTA member and supervisor
- Review VAD
 - consider goals and milestones of VAD
 - identify first steps
 - set up periodic review of VAD progress

VISTA:

- VMO Service Course: VISTA Assignment Description (VAD) worksheet (10-15min)

AmeriCorps VISTA policies and project overview

SUPERVISOR:

- Overview of CCNYPA and CNCS roles
- Maintaining a poverty focus in partnerships
- Important VISTA regulations and policies
 - 10 medical/sick days leave, 10 personal/vacation days leave
 - no class attendance without permission from Site Supervisor
 - no political activities
 - no proselytizing
 - 40 hour work week
- CCNYPA*VISTA staff responsibilities
 - conferences
 - online meetings and forums
 - site visits
- Reporting
 - review reporting documents
 - plan for reporting deadlines (December, April, July)
 - establish tracking systems for reporting

VISTA:

- review VISTA Campus site
- review Americorps.gov site

Please sign below to indicate that all components of the mandatory On-site Orientation have taken place. This form is due back to Lucio Perez (Lucio@compactnypa.org) by **Friday, July 24, 2020.**

*Signature of CCNYPA*VISTA Supervisor*

Date

*Signature of CCNYPA*VISTA*

Date

Signature of CCNYPA Program Manager

Date