

AmeriCorps VISTA VMO Checklist



Pre-Service	Coursework (on vistacampus.gov)	
		VISTA Terms and Conditions (complete course AND accept in my.americorps.gov) (45 minutes)
		VISTA Civil Rights and Responsibilities (45 minutes)
		Benefits of VISTA Service (45 minutes)
		VISTA's Mission and Program Goals (15 minutes)
		VISTA Campus Overview (5 minutes)
		Test Your Knowledge! (10 minutes)
	Onboarding Forms (on my.americorps.gov)	
		Direct Deposit Information (5 minutes)
		Federal Tax Withholding (W-4) (5 minutes)
	Unpaid Compensation Information (5 minutes)	
	End of Service Benefit Selection (5-10 minutes)	
Webinar		
	Attend the "Countdown to VISTA Service" webinar the week before you start service (45 minutes)	
Day 1	Webinar	
		Attend the "Launching Your VISTA Service" webinar on your first day of service (90 minutes)
	Send (by email, on first day of service after attending the "Launching Your VISTA Service" webinar)	
		Oath Form (email to the VISTA Member Support Unit only after attending webinar)
Get		
	Fingerprint Kit from supervisor (mail to VISTA HQ within 30 days of first day of service)	
In-Service	On-Site Orientation and Training (completed with supervisor)	
		Project Overview
		VISTA Assignment Description (VAD) Review
		Introduction to Your Organization
		Introduction to Your Community
		Exploring the VISTA/Supervisor relationship (communication, expectations, etc.)
	Early-Service Coursework (on vistacampus.gov)	
		Make the Most of Your On-Site Orientation and Training (1-2 hours)
		Learning About Theory of Change (10 minutes)
		Introducing Yourself and Your Organization: The Minute Intro (1 hour)
		How Poverty is Measured in the United States (5 minutes)
		VISTA Assignment Description (VAD) Worksheet (1 hour)
		Creating a Community Profile (1-2 hours)
		Thirteen Lessons About Poverty (1-2 hours)
Send (via UPS)		
	Fingerprint cards (after getting fingerprinted) to VISTA HQ within 30 days of first day of service	