

April 2024 VISTA Cohort Recruitment Timeline of Key Events		
Date	Event	Completed By
Part I: Project Plan Review and Approval		
10/15/2023	AmeriCorps Host Site Recruitment Opens	OHA and AmeriCorps
11/31/2023	Last day to submit host site application with draft VISTA Assignment Description (VAD) and Opportunity Listing (OL) Submit drafts of applications as soon as possible so the OHA team can provide assistance and submit it for early approval from the national VISTA program.	Host Site
10/15/2023-12/29/2023	Time to make any needed revisions to VAD and OL	Host Site
12/29/2023	Final OL due to OHA.	Host Site
Part II: AmeriCorps Member Recruitment and Selection		
1/12/2024	AmeriCorps member recruitment opens. Positions are posted (opportunity listing) to AmeriCorps Application Website https://my.americorps.gov Member Recruitment can begin as soon as the Opportunity listing and VAD are finalized with OHA and approved by the Federal AmeriCorps program. Early submission is encouraged.	OHA and AmeriCorps
2/26/2023	Deadline for member to apply	VISTA Member
3/11/2024	Deadline to make position offer to potential member	Host Site, OHA, and AmeriCorps
3/18/2024	Enrollment Deadline: deadline for candidate to accept offer in the AmeriCorps portal. Last day to place member into AmeriCorps VMO. Required background check and citizenship must be processed in the AmeriCorps system by this date.	OHA, VISTA member and AmeriCorps
Part III: Host Site Preparation and AmeriCorps Member Start Date		
3/1/2024	Submit on-site orientation and training plan (OSOT) to OHA	Host Site
Choose one 3/04/2024 3/11/2024 3/18/2024	Attend one of the mandatory virtual supervisor orientations on Zoom. Please register in advance: March 4, 2024 – 1pm-2:30pm – Register here (option 1) March 11, 2024 – 1pm-2:30pm – Register here (option 2) March 18, 2024 – 1pm-2:30pm – Register here (option 3) After registering, you will receive a confirmation email containing information about joining the meeting. If you are unable to attend one of the orientation options, please reach out to Caroline Tydings, program coordinator.	Host Site
4/2/2024	Countdown to Service Webinar 3pm EST	VISTA Member
4/8/2024	AmeriCorps Member's first day of service at host site	Host Site and VISTA Member
4/8/2024	Attend mandatory AmeriCorps VMO 'Launching Your VISTA Service' webinar 3pm EST/12pm PST (note: if member does not attend this webinar, they cannot enter service)	VISTA Member
May 2024 Dates TBD	AmeriCorps Members attend 3-day OHA orientation and retreat. Note: OHA Team meetings are mandatory, please ensure your member is supported in taking the time to attend team meetings.	VISTA Member
5/8/24	Submit member work plan	Host Site
4/26/24	First AmeriCorps Pay Date	VISTA Member