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| **August 2023 VISTA Cohort Recruitment**  **Timeline of Key Events** | | |
| **Date** | **Event** | **Completed By** |
| **Part I: Project Plan Review and Approval** | | |
| **3/31/2023** | AmeriCorps Host Site Recruitment Opens | OHA and AmeriCorps |
| **4/24/2023** | Last day to submit host site application with draft VISTA Assignment Description (VAD) and Opportunity Listing **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 |
| **4/24/2023- 5/8/2023** | Time to make any needed revisions to VAD and develop OL  Member Recruitment can begin as soon as the Opportunity listing and VAD are approved by the OHA leadership team and posted to the AmeriCorps portal. Early submission is encouraged. | OHA and AmeriCorps |
| **5/1/2023** | Final OL due to OHA. Position posted (opportunity listing) to AmeriCorps Application Website <https://my.americorps.gov> |  |
| **5/8/2023** | Final VAD due to OHA | OHA and AmeriCorps |
| **Part II: AmeriCorps Member Recruitment and Selection** | | |
| **5/1/2023** | AmeriCorps member recruitment opens  Member Recruitment can earlier if the Opportunity listing and VAD are approved by the OHA leadership team. Early submission is encouraged. | OHA and AmeriCorps |
| **7/14/2023** | Deadline for member to apply | VISTA Member |
| **7/21/2023** | Enrollment Deadline: deadline to select AmeriCorps Member in portal. | Host Site, OHA, and AmeriCorps |
| **7/25/2023** | Citizenship information due to AmeriCorps Portal | VISTA Member |
| **7/28/2023** | Enrollment deadline: Deadline to submit Candidate in eGrants | OHA and AmeriCorps |
| **8/2/2023** | Last day to be accepted and placed into VMO. Required background check and citizenship must be processed by this date. | VISTA Member, and AmeriCorps |
| **Part III: Host Site Preparation and AmeriCorps Member Start Date** | | |
| **7/10/2023** | Submit on-site orientation and training plan (OSOT) | Host Site |
| **7/31/2023**  1:00pm-4:00pm | Attend the mandatory virtual supervisor orientation on Zoom. Please register in advance:  <https://www.zoomgov.com/meeting/register/vJIsc-isqz0rHGDxthSLf8-RllxewOxpayo>  After registering, you will receive a confirmation email containing information about joining the meeting.  If you are unable to attend this meeting, please reach out to Caroline Tydings, program coordinator. | Host Site |
| **8/8/2023** | Countdown to Service Webinar 3pm EST | VISTA Member |
| **8/14/2023** | AmeriCorps Member’s **first day** of service at host site | Host Site and VISTA Member |
| **8/14/2023** | Attend mandatory AmeriCorps VMO ‘Launching Your VISTA Service’ webinar (note: if member does not attend this webinar, they cannot enter service) | VISTA Member |
| **9/13/2023-**  **9/15/2023** | AmeriCorps Members attend 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 |
| **9/14/2023** | Submit member work plan | Host Site |
| **9/1/2023** | First AmeriCorps Pay Date | VISTA Member |