

VISTA VAD (Volunteer Assignment Description)

Checklist

Overall:

- Is the goal of the Project related to breaking the cycle of poverty?
- Is the goal related to outcomes for the low income population rather than improvements for the sponsoring organization?
- Is the VAD readable – are there incomplete sentences, misspellings or typographical errors?
- If this is the 2nd year or beyond that the organization has had a member doing these activities, how does the VAD compare to previous years? Has it been updated to include the accomplishments of previous members or is it a complete duplication of the activities of the previous member?

Objectives

- Is there more than 1 objective?
- Are objectives achievable within the year – is there too much or too little for 1 individual to accomplish?
- Would the objectives and activities lead to the fulfillment of the anti-poverty goal listed?
- Do the objectives have at least one goal per quarter?
- Do the objective dates listed align with the VISTAs service term?
- Are objectives focused on the low income population or are they general to all individuals within the population or service territory?
- Do objectives flow and build upon one another, progressing through the year?
- Is there overlap in the period of performance dates of the objectives? If so, are the objectives independently achievable, or would one objective need to be accomplished before the other was started?

Activities

- Are the listed Activities:
 - Written clearly and specifically?
 - Sustainable activities?
 - Not direct service in nature. If there is any direct service listed, is it minimal and directly related to sustainability of the project?
 - Written so they do not include generic terms, 'etc' or 'other duties as assigned'
- Are there any duties listed that would be supplanting of staff responsibilities
- Are there any duties listed that would be inappropriate for the VISTA to do? For example: handling of agency funds, reprimanding staff or volunteers, establishing organizational policies.