

August 2024 VISTA Cohort Recruitment Timeline of Key Events		
Date	Event	Completed By
<b>Part I: Project Plan Review and Approval</b>		
No open recruitment	AmeriCorps Host Site Recruitment Opens	OHA and AmeriCorps
No open recruitment	Last day to submit host site application with draft VISTA Assignment Description (VAD) note - <b>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.</b>	
No open recruitment	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
4/29/24	Final OL due to OHA	
6/12/24	Final VAD due to OHA	OHA and AmeriCorps
<b>Part II: AmeriCorps Member Recruitment and Selection</b>		
5/1/2024	AmeriCorps member recruitment opens Member Recruitment can begin as soon as the Opportunity listing and VAD are approved by the OHA leadership team. Early submission is encouraged.	OHA and AmeriCorps
6/12/2023	Deadline for member to apply	VISTA Member
7/1/2024	Last day to interview potential members	
7/8/2023	Deadline to make position offer to potential member in AmeriCorps portal	Host Site, OHA, and AmeriCorps
7/29/24	Enrollment Deadline: deadline for candidate to accept offer in the AmeriCorps portal. Last day to place member into the cohort. Required background check and citizenship must be processed in the AmeriCorps system by this date.	VISTA Member, OHA and AmeriCorps
<b>Part III: Host Site Preparation and AmeriCorps Member Start Date</b>		
7/12/2024	Submit on-site orientation and training plan (OSOT)	Host Site
7/16/2024 OR 7/23/2024 1:00pm-3:00pm	Attend <b>one</b> of the mandatory virtual supervisor orientations on Zoom. Please register in advance: July 16, 2024 – 1pm-3:00pm – <a href="#">Register here</a> (option 1) July 23, 2024 – 1pm-3:00pm – <a href="#">Register here</a> (option 2) 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, reach out to Caroline Tydings, program coordinator ASAP.	Host Site
8/6/2024	Countdown to Service Webinar 3pm EST	VISTA Member
8/12/2024	AmeriCorps Member's <b>first day</b> of service at host site	Host Site and VISTA Member
8/12/2023	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
TBD 2024	AmeriCorps Members attend 3-day OHA orientation and retreat. <b>Note:</b> OHA Team meetings are mandatory, please ensure your member is supported in taking the time to attend team meetings.	VISTA Member
8/30/2024	First AmeriCorps Pay Date	VISTA Member
9/9/2023	Submit member work plan	Host Site