AmeriCorps VISTA Summer Associate Host Site Application: Program Year 2023

Ohio Association of Foodbanks
100 E. Broad St. Suite 501, Columbus, OH 43215

STOP: Before entering data, save a copy of this application to your computer. Data entered directly into your browser will not be saved.

Proposals are to be submitted no later than February 10, 2023. Please submit all applications to the Ohio Association of Foodbanks ShareCorps team at mallen@ohiofoodbanks.org. You will receive a confirmation e-mail within one business day that your application has been received. If you do not receive a confirmation e-mail, please contact Maureen Allen at (614) 221-4336 ext. 230.

Background

The Ohio Association of Foodbanks is Ohio's largest charitable response to hunger. The association represents Ohio's 12 Feeding America foodbanks and, in partnership with the State of Ohio, distributes tens of millions of pounds of food yearly through the Ohio Food Program and Agricultural Clearance Program. The association recognizes that hunger is often an adverse outcome of poverty and operates nationally recognized anti-hunger and anti-poverty programs, including ShareCorps, an AmeriCorps VISTA initiative.

The association, in cooperation with AmeriCorps, has developed ShareCorps as a way to expand the capacity of organizations to provide services to Ohioans in poverty. As an intermediary organization, the association serves as the project sponsor for various AmeriCorps VISTA projects statewide, providing ongoing program management and technical assistance to its partner organizations. As the lead agency, the association has demonstrated the capacity to serve as a mentor agency for other community-based and grassroots organizations, offering these agencies an opportunity to increase their capacity and develop sustainable programs that would otherwise not be available. ShareCorps projects maintain the association's emphasis on addressing not only the problem of hunger, but the root cause of hunger, which is poverty.

AmeriCorps VISTA (Volunteers In Service To America)

AmeriCorps VISTA is a federally-funded program that places members in community-based agencies to support and strengthen their reach and impact. AmeriCorps VISTA Summer Associates are unique in that they are permitted to provide both *direct* and *indirect* service to their host sites. *Direct Service* includes tasks such as working directly with clients, administrative tasks, tutoring, manual labor, etc. *Indirect Service* includes tasks such as volunteer recruitment, resource development, research, program design and implementation, etc.

<u>Appropriate tasks for AmeriCorps VISTA Summer Associates</u>

AmeriCorps VISTA Summer Associates *should*:

- ✓ Recruit, screen, train, and coordinate volunteers
- ✓ Serve free meals for Summer Food Service Program (SFSP) participants
- ✓ Solicit donations and in-kind support for projects
- ✓ Design and implement educational programming
- ✓ Publicize the project
- ✓ Create community events to support the project
- ✓ Track SFSP participation data and complete reports

AmeriCorps VISTA Summer Associates *should not*:

- ✗ Be *directly* responsible for evaluating the sponsoring agency or other related agencies, such as Summer Food Service Program sites
- ✗ Have the direct lead in drafting/negotiating agreement between the sponsoring agency and other organizations relative to designed aspects of the AmeriCorps VISTA project
- ✗ Be *solely* responsible for mobilizing financial or material support
- ✗ Displace existing staff member(s) or volunteer(s)

<u>Who Can Apply to Become a Host Site?</u>

The association is looking for non-profits with current 501(c)(3) status or government agencies in Ohio to host one or more full-time AmeriCorps VISTA Summer Associates for 8 to 10 weeks during summer 2023. In order to qualify for a VISTA Summer Associate, applicants must have the capacity to provide on-site supervision, mileage reimbursement for any travel required by the site, and all tools necessary to carry out their service, including access to a computer and the Internet for submitting timesheets and reports.

Member Recruitment Process:

Host sites are expected to recruit within their communities for potential VISTA Summer Associates. The association will use the AmeriCorps website as a supplemental recruiting tool. The association will conduct initial pre-screening and provide an informational video to all applicants. After applicants have been determined eligible to serve and interested in your program, the association will send their applications to your organization for the final interview. Potential VISTA members are generally considering more than one program, so interviews must be conducted quickly in order to obtain the most qualified members.

Host Site Requirements

Host sites will be required to assign a supervisor to any VISTA members granted. Supervisors will need to make sure members are submitting timesheets on time on a biweekly basis. Supervisors are also required to approve these timesheets and fax or scan and e-mail them to the association.

Sites will also be required to complete all required reporting and evaluations as needed. We are required to report on the outcomes of our programs to our funders, and will need your help to collect that data. All sites will be required to participate in these evaluations. Failure to participate could affect future funding.

OHIO
ASSOCIATION OF
FOODBANKS

Program Overview

- VISTA members serve full-time (minimum of 35 hours per week) for the summer service term. If, for any reason or point in time, a VISTA member must discontinue service, a host site cannot receive a replacement VISTA and must wait until the next application cycle to apply for a new member.

- All VISTA members receive a modest living allowance and the choice of either an education award or an end-of-year stipend upon completion of service.

- VISTA members are required to attend a ShareCorps Orientation prior to beginning service at host sites. If in-person, all accommodations will be made and provided by the association.

- Recruitment will follow host site selection. The Project Description filled out as part of this application will be used by the association to post the position to the AmeriCorps online application database.

  o The association will use the AmeriCorps website as its main recruiting tool. Host site organizations also should recruit within their communities for VISTA members. The ShareCorps team at the association will assist host sites during the recruitment process. They will conduct initial pre-screening questionnaires. Once a VISTA member is identified as interested in your program and eligible to serve, the association will submit the application to your organization for the final interview. VISTA members are generally considering more than one program, so interviews must be conducted quickly in order to obtain the volunteers with the best qualifications.

- All VISTA members are required to submit bi-weekly timesheets and all required reporting, along with any supporting documentation upon the request of the association.

- All host sites are required to submit reporting at the end of the program based on outcomes proposed in this application.

Timeline

VISTA Host Site Application Due	February 10, 2023
Award Notification to host sites from association	March 2023
Recruitment Begins	March 2023
VISTA member selection and paperwork due to association	May 2023
Anticipated start date of members	Summer 2023

Application Checklist

When submitting your completed application, please remember to also include:

- Documentation of your organization's tax exempt status (501(c)(3) IRS determination letter, unless a government agency or school) – *first-time applicants only*

- Letter of support for your application to be a host site from your organization's executive director OR your organization's board chair

Proposals are to be submitted no later than 5:00pm on February 10, 2023. Please submit all applications to the association ShareCorps team at mallen@ohiofoodbanks.org.

AmeriCorps VISTA Summer Associate Host Site Application: Program Year 2023

Part 1: Basic Information

Organization Name:

Mailing Address:

Address Line 2:   City:

County: Zip Code + 4:

Tax ID Number:
(9-digit number, no hyphen)

Contact Person:
This individual is responsible for reviewing VISTA member applications, conducting interviews, and notifying the association of a final placement decision.

Contact Person E-Mail Address:

Contact Person Phone Number:

VISTA Supervisor:
If different than the Contact Person listed above

VISTA Supervisor E-Mail Address:

VISTA Supervisor Phone Number:

      Check if your organization operates a Summer Food Service Program (SFSP)

If so, how many years has your organization participated in the Summer Food Service Program (SFSP)?

If you operate an SFSP, what are the dates your program will operate in summer 2023?

Members can serve for 8, 9, or 10-week terms. For how long would you like your member(s) to serve?

Members can begin their service on any of the below start dates (*start dates that are starred are Tuesdays due to Monday holidays).* On which date will your member(s) begin their service?

Tuesday, May 30*   Tuesday, June 20*

Monday, June 5   Monday, June 26

Monday, June 12

Part 2: Organizational Capacity and Background

Check to attest that your organization understands the timeline for member recruitment and supervisor training and the reporting requirements for VISTA, and that your organization commits to adhering to this timeline and these requirements.

Check if your VISTA member(s) will have immediate and consistent access to a phone, computer, printer, the Internet, and a desk, and that your organization (the sponsor) will pay for all costs related to the use of these items.

Check if your organization will be able to pay for travel and per diem for project-related travel for its VISTA member(s).

Enter the rate at which members will be reimbursed for mileage: per mile

Check if your VISTA member(s) will have immediate and consistent access to supervision, and that the assigned VISTA supervisor will attend mandatory site supervisor training.

Available funding from AmeriCorps to directly offset the costs of member stipends fluctuates, sometimes significantly, from year to year. We use a scale model for our fee structure. Under current circumstances, our per member cost structure for PY2023 is:

1st VISTA member: NO COST	2nd VISTA member: $250	3rd VISTA member: $500	4th VISTA member & all members beyond 4: $750 per member

For example, if you were to request, receive, and place 6 VISTA members, your fee to host those members would be $3,000 for Summer 2023 PY. If you feel the cost would prohibit you from submitting an application, please contact Maureen Allen.

Number of AmeriCorps VISTA Summer Associates being requested:

OHIO
ASSOCIATION OF
FOODBANKS

What role does the VISTA supervisor play in your proposed project? Briefly describe how the VISTA Summer Associate(s) will fit into your project's structure and how they will interact with the designated VISTA supervisor.

What are the major programs and services of your organization? Do they include a Summer Food Service Program? How is your SFSP integrated into your other services?

Part 3: Community and Organizational Need

Describe the needs facing your organization and the community you serve. What communities will this project target? What needs are they facing that are not being met? How would VISTA resources help your organization to meet these needs?

Part 4: Project Description, Goals, and Activities

Describe how your organization proposes to use the VISTA member(s). What are the proposed outcomes and results of the project? What role will the VISTA member(s) play in achieving those outcomes and results? What activities and responsibilities will the VISTA member(s) have? Your response should be used to develop your VISTA Assignment Description (VAD).

If your VISTA(s) will be serving at SFSP sites, indicate your goal for the number of summer meals that will be served at those sites:

If your VISTA(s) will not be serving at an SFSP site, select one benchmark that you will use to track and report on the results achieved by the VISTA(s):

SFSP sites can also choose an additional goal, but it is not required

Enter your numerical goal for this benchmark:

VISTA Assignment Description (VAD) – *please refer to pages 14 to 15 for a sample VAD*

If you are applying for more than one VISTA and your members will be working on different project/activities, you should complete a separate VAD for each member. [You can find an additional blank VAD here](#) – submit any additional VADs along with your application.

Goal:
Provide a description of the overall goal for your VISTA project.

Objective #1:
Provide a description of a primary objective of the project.

What specific activities will the member(s) complete to achieve this objective?

    1.

2.

3.

4.

5.

Objective #2:
Provide a description of a primary objective of the project.

What specific activities will the member(s) complete to achieve this objective?

1.

OHIO
ASSOCIATION OF
FOODBANKS

2.

3.

4.

5.

Objective #3:
Provide a description of a primary objective of the project.

What specific activities will the member(s) complete to achieve this objective?

1.

OHIO
ASSOCIATION OF
FOODBANKS

2.

3.

4.

5.

Part 5: Member Recruitment and Development

Describe how your organization will actively recruit potential applicants. What methods will you use to reach out to qualified candidates? How will you evaluate candidates for potential placement to ensure the candidate has the desired skillset to accomplish your project goals?

On-Site Orientation (OSO) Agenda: ShareCorps host sites are required to provide an on-site orientation for AmeriCorps VISTA member(s). You are encouraged to use and build upon your organization's existing orientation for new employees in order to introduce the member(s) to your organization and their position. Below, please outline planned activities that will take place during your on-site orientation.

1. Description of subject matter:

   Objectives of planned orientation activity:

   Trainer or Presenter: Length of Activity: hr(s)

2. Description of subject matter:

   Objectives of planned orientation activity:

   Trainer or Presenter: Length of Activity: hr(s)

3. Description of subject matter:

   Objectives of planned orientation activity:

   Trainer or Presenter: Length of Activity: hr(s)

4. Description of subject matter:

   Objectives of planned orientation activity:

   Trainer or Presenter: Length of Activity: hr(s)

OHIO
ASSOCIATION OF
FOODBANKS

ShareCorps Project Descriptions for the *AmeriCorps.gov* website

Position Name:

Give a brief two (2) line description of the program (**must be 200 characters or less**). This is the tagline for your position and is the first thing potential applicants will see, so you should focus on making it grab their attention and capture their interest in serving with your project!

Enter your program description (**must be 2000 characters or less**). This is a description of your organization and what you do.

SERVICE AREAS: Choose from the following:

Community/ Economic Development	Entrepreneur/Business	Hunger	Public Safety
Community Outreach	Elder Care	Homelessness	Technology
Children/Youth	Ex-offender Reentry	Housing	
Education	Health	Neighborhood Revitalization	

SKILLS: Choose from the following:

Counseling	Conflict Resolution	Leadership	Teaching/Tutoring
Business/Entrepreneur	Education	Medicine	Trade/Construction
Communication	First Aid	Public Health	Writing/Editing
Community Organization	Fundraising/Grant Writing	Public Speaking	Youth Development
Computers/Technology	Law	Recruitment	General Skills

Provide a brief overview of what the VISTA member will be doing during their term of service (**1000 characters or less**). This will help applicants know whether this position is a good fit for them.

OHIO
ASSOCIATION OF
FOODBANKS

VISTA Assignment Description (VAD)

AmeriCorps VISTA: ███████████████	
Member ID: ███████	**Effective Dates:** 06/07/2021 - 08/08/2021

Title: ███████████████████████

Sponsoring Organization: Ohio Association of Foodbanks
Project Name: ShareCorps One
Project Number: 15VSNOH008
Project Period: 08/30/2020 - 08/28/2021

Site Name: ███████████████

Focus Area(s)
   Primary: Healthy Futures
   Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: To provide a high-quality Summer Lunch Camp program for children facing suburban poverty in Hilliard, Ohio. VISTA members will support all aspects of the Summer Lunch Camp Program, including administering lunches through the Summer Food Service Program. Each VISTA member will have responsibilities across all aspects of the program including supervising children, planning and implementing recreational and educational programing, administering lunches, maintaining the lunch sites, and wrapping up the program at the completion of the summer.

Objective of the Assignment

Execute all aspects of the Summer Food Service program in conjunction with the SON Ministries camp programming.

   Member Activity (06/07/2021 - 08/15/2021): VISTA member(s) will serve as Camp Assistant Site Leaders, ensuring the smooth operation of their assigned summer lunch site, building positive relationships with children and delivering high-quality programming.

   Member Activity (06/07/2021 - 08/15/2021): Administer the ODE Summer Lunch program while following all required rules and regulations. Administering includes ordering/receiving/distributing food, record keeping, maintaining health standards, and ensuring site cleanliness.

   Member Activity (06/07/2021 - 08/15/2021): Support events to advertise and register children for program. Organize materials and prepare to move to lunch sites. Create child rosters and attendance forms for use at each summer site.

   Member Activity (06/07/2021 - 08/15/2021): Enthusiastically plan, implement and lead FUN daily programming (educational, recreational, arts/crafts etc.) appropriate for children K-5th grade. Ensure the safety of the children and volunteers at the site.

   Member Activity (06/07/2021 - 08/15/2021): Plan and execute special guest visits and and local field trips. Implement the Reading/Writing Program to reduce summer learning loss and support the 3rd grade reading guarantee.

Objective of the Assignment

Capacity Building: Complete activities designed to improve and enhance Serving Our Neighbors Ministries' ability to achieve our mission and sustain our programs over time.

Member Activity (06/07/2021 - 08/15/2021): Oversee and promote positive interactions at camp sites among children, staff and volunteers; manage issues and conflicts as they arise; meet the needs of individual children, and provide guidance for pro-social behaviors.

Member Activity (06/07/2021 - 08/15/2021): Share information and concerns with parents and connect them to resources; welcome, assign and thank volunteers. Mentor our Teen Interns.

Member Activity (06/07/2021 - 08/15/2021): Foster an entrepreneurial spirit in the children we serve; support children in taking their ideas/dreams to inspired yet realistic implementation (requires flexibility, problem solving and attention to detail).

Member Activity (06/07/2021 - 08/15/2021): Measure program outcomes by assisting with administration of the Search Institute Developmental Relationships Survey.