



ServeNebraska AmeriCorps VISTA Host Site Guidance

About the Project

Our Purpose: AmeriCorps members in the VISTA program fight against poverty by helping local organizations expand their capacity to make change. Through capacity building activities such as fundraising, grant writing, research, and volunteer recruitment, AmeriCorps members in the VISTA program serve in an office setting and gain experience and leadership skills. They build capacity in nonprofit organizations and public agencies to help them more effectively generate the commitment of private sector resources, encourage volunteer service at the local level, and empower individuals and communities. VISTA members strengthen sponsors' efforts by expanding community partnerships, securing long-term resources, and addressing specific local needs, with all activities focused on creating pathways out of poverty for low-income communities.

How You Can Partner With Us: By completing the attached host site application form, you can request one or more full time VISTA members to complete a 12 month term of service meeting a specific need in your community. This document will detail ServeNebraska, the larger AmeriCorps VISTA program, and key details about utilizing full time VISTA members to fight poverty and build capacity in your community. Please read this document in its entirety before completing the host site application.

About ServeNebraska

ServeNebraska is the Nebraska Volunteer Service Commission. Our mission is mobilizing Nebraskans to strengthen their communities through volunteering, collaboration, and national service programs. We coordinate community involvement by fellow Nebraskans to address the needs of our communities, and support community members in their volunteer efforts. ServeNebraska coordinates AmeriCorps programming, celebrates volunteer achievements through annual awards, provides training and technical assistance for AmeriCorps programming, and works to ensure that those with disabilities have the opportunity to be fully involved.

One tool used by ServeNebraska is the AmeriCorps VISTA project. This document helps outline what you need to know as a host site. If you have any additional questions, please contact dhhs.americorps@nebraska.gov.

ServeNebraska Program Development Officer, Katherine Lacy, will be working with approved VISTA Project Host Sites. Her contact information is katherine.lacy@nebraska.gov or 402-314-1189.

About AmeriCorps VISTA

AmeriCorps is a federally funded national service program that allows individuals to commit a significant amount of time to serving their community. AmeriCorps members help address problems right here in America. The AmeriCorps VISTA (Volunteers in Service to America) program began during the War on Poverty of the 1960s and remains the poverty-fighting branch of AmeriCorps. All VISTA placements support the overall goal of eliminating poverty. As a Project Host Site applicant, you should be prepared to articulate how the position you are proposing to create will help address poverty-related issues in Nebraska and/or your

local community. If you are in need of AmeriCorps members or volunteers for other types of service activities, please contact ServeNebraska to discuss your options.

ServeNebraska Partner Host Site Selection Process

ServeNebraska is a VISTA Host Site intermediary. Through our grant with AmeriCorps (formerly known as CNCS), we place members with Project Host Sites across the state.

Eligibility: Organizations that are eligible to apply for VISTA members are nonprofits with a 501(c)3 designation, schools and universities, state and local governmental organizations, and Native American Tribes.

ServeNebraska will use the following procedures for determining when to award VISTA positions to partner agencies.

1. Interested organizations must complete the VISTA host site application in their relevant focus area and submit it to ServeNebraska by the deadline indicated on the application form.
2. Applications will be reviewed by the ServeNebraska staff. Staff will also consider information regarding the capacity of the potential host agency including: the ability to provide cost share funding, the ability to provide adequate supervision to a full-time AmeriCorps VISTA member, the eligibility of the potential Project Host Site (i.e. whether proposed member activities are allowable, whether the proposed host agency is permissible, etc.), the quality of proposed service activities, the ability of partners to meet the needs of unserved or underserved communities, the past performance of previous Project Host Sites, and other factors. ServeNebraska staff will then determine whether the applicant should be approved for placement within the ServeNebraska VISTA project and the ServeNebraska Commission's AmeriCorps Committee will make a final decision.
3. Once approved, ServeNebraska will provide relevant training to Project Host Sites to prepare them for hosting a VISTA member(s). ServeNebraska will consult with Project Host Sites to refine areas of the application, such as the Volunteer Assignment Description (VAD) and the VISTA Service Opportunity Listing, and will work together to develop a recruitment and outreach strategy focused on the agreed upon VISTA start date. The ServeNebraska Program Development Officer will meet with Project Host Site Supervisors for a check-in once a week for the first month of VISTA service and once a month after the first month of VISTA service.

Deadlines: The following schedule outlines the due dates of the Project Host Site application as well as the selection of the VISTA member. Please contact the ServeNebraska Program Development Officer to discuss alternative dates.

Winter Start Dates

- Upcoming VISTA Member Start dates: January 18, and February 14
- Recruitment November - January
- Final candidate selection due to ServeNebraska
 - o January start due December 20, 2021
 - o February start due January 18, 2021

Cost Share

The **\$3,750.50** per member fee is to cover the costs incurred by ServeNebraska for managing the VISTA program. ServeNebraska will send the Project Host Site an invoice

prior to member start date for payment. The Project Host Site must pay said invoice before the start of their VISTA member(s).

In addition to a cost-share fee, all partner agencies should expect to incur some additional expenses in hosting a member. The Project Host Site will use the OnCorps system to collect important data regarding their VISTA program and for timekeeping purposes. Project Host Sites are responsible for covering the cost of using OnCorps, which is **\$150** per VISTA member. There may also be in-kind expenses, such as those involved in providing a phone and computer to the member, or cash expenses, such as paying for your member to attend a conference related to his/her service activities or reimbursing a member for service related travel mileage (outside of commuting). We expect each partner organization to set aside money per VISTA for professional development opportunities. Details about the cost-share fee and other financial responsibilities are outlined in the Memorandum of Agreement.

Memorandum of Agreement

Once a VISTA member placement is awarded to a Project Host Site, a Memorandum of Agreement (MOA) will be sent to you for signature. The memorandum of agreement with ServeNebraska outlines the responsibilities of each party regarding the placement of the AmeriCorps VISTA member. Signed memorandums of agreement must be in place with each site before the VISTA member begins service.

VISTA Assignment Description (VAD)

The VISTA Assignment Description (VAD) is the document that will guide your VISTA member in their service and it is helpful for creating a position description once you are ready to start recruiting for a member. The VAD is included in the host site application.

You can use the VAD in your recruitment, to share with your applicants the specific problem they will be working to address, the long-term goal of their efforts, and the specific activities in which they will be engaged. Once your Member is chosen, they should receive his/her own copy of the VAD.

The VAD is composed of 3 parts:

- **Goal of the Project:** This describes your VISTA project's overarching goal.
- **Objectives:** Objectives are based on the goals outlined in the application. Objectives should be measurable. Often, a solid VAD has 3-5 objectives.
- **Activities:** Activities are the specific tasks that the VISTA would need to carry out to achieve the objectives. There will likely be several activities per objective.

Please be as concrete as possible in writing the VAD. You may increase or decrease the number of objectives and activities in the template, as needed. The template is linked to in the application itself. For further guidance, please see the ServeNebraska VISTA Assignment Description Guidance.

Service Opportunity Listing

The Service Opportunity Listing is the specific VISTA Project Host Site posting that will be listed in the AmeriCorps portal, my.americorps.gov, which potential applicants will view and apply to.

Create this listing based on the VAD and your ideal candidate profile. Use language to stand out from the hundreds of other listings on the site and include a "hook" to attract your ideal applicants. Consider the following when crafting your listing:

- Who are you? (What is your organization, mission, history, and role in the community?)

- Where are you located? (What are the unique features and benefits of your location?)
- What will members do? (Use the VAD to develop a brief list of tasks. Use active words that convey challenge and excitement, and that describe the capacity-building activities your members will do.)
- What specific attributes and skills are you looking for? (Examples: Do you need someone with advanced public speaking skills or “x” number of years’ experience in disaster services?)
- Why should people join your project? (What are the benefits? What will they learn? What will they accomplish? What do you offer that’s unique? Will there be opportunities for travel, networking, or professional development trainings?)
- If candidates are moving from out of town, what would you want them to know about your city/town/community?

Recruitment and Placement

There are multiple times per year when VISTA members may begin their service and recruitment begins well in advance of these dates because selected candidates must be identified and enrolled in the online system up to one month in advance of their start date.

Primary responsibility for recruiting the AmeriCorps VISTA member rests with the local host site. Failure to recruit a member when you are awarded a position will decrease the likelihood that you are offered a position at a later date. ServeNebraska provides recruitment support through one-on-one assistance to Project Host Sites.

If you are awarded a VISTA position, you will be notified by ServeNebraska staff regarding when to start your recruitment and what the due date is for potential candidates to be selected. The AmeriCorps Member Portal/My AmeriCorps is used to manage applications for AmeriCorps positions.

Recruitment Materials: ServeNebraska will give you or help you create recruitment materials to help spread the word about your position. ServeNebraska staff will assist you in posting your VISTA position on the AmeriCorps portal through eGrants for electronic applications. ServeNebraska will also train Project Host Sites in how to navigate and utilize eGrants for recruitment purposes. Potential applicants will see your position by searching on the AmeriCorps website, my.americorps.gov. You will also be expected to advertise the position locally and through your own recruitment channels (i.e. through local college and university service or career centers, in local newspapers, on your agency website, by forwarding to your contacts, etc.).

Interviews & Deadlines: Project Host Sites will interview and screen VISTA applicants to ensure their understanding of the VISTA program and its terms, conditions, & benefits, as well as informing them about the program they may be serving with. These interviews will occur on a rolling basis as applications are received. ServeNebraska will provide relevant interview materials. Candidates must apply for the position through the AmeriCorps website my.americorps.gov in order to be considered.

Project Host sites will select their top candidate (and one to two alternates). The name of the top candidate(s) should be submitted to ServeNebraska prior to the recruitment deadline.

If no concerns arise, ServeNebraska will notify the Project Host Site that the applicants are approved, and an offer may be made. If the first-choice candidate does not accept the

position, an offer may be made to the next alternate (after approval of ServeNebraska). Those who accept the offer will be nominated by ServeNebraska and/or Project Host Site staff (final approval of candidate's rests with AmeriCorps the agency). All enrollment steps by selected applicants, ServeNebraska, and Project Host Sites must be completed by a specified due date.

Eligibility & Preferred Skills

When recruiting for a VISTA member, it is important to keep in mind the member eligibility criteria and recruitment priorities established by the AmeriCorps agency:

- Members must be at least 18 years of age at the time of placement.
- Members must be U.S. Citizens, Nationals, Lawful Permanent Residents, or persons legally residing within a state (such as refugees, asylees, or holders of DACA status).
 1. To earn an education award, members must be U.S. Citizens, U.S. Nationals, or Lawful Permanent Residents.
 2. VISTA members who are not U.S. Citizens, Nationals or Lawful Permanent Residents are only eligible to earn the cash award.
- Any educational standards you may set for your position, depending on the skills you feel will be necessary for fulfilling the responsibilities of your position.
- Members must serve on a full-time basis for the 12 month term.
 1. Typically, full-time means the Members should follow the work schedule of regular employees at their site—this may be a regular 9AM-5PM schedule, or may include some evening and weekend hours.
 2. Members should be given the same holiday leave dates as paid employees at the site.
 3. Ten sick and ten personal days are allowed, as well as emergency leave, if necessary.
- Members may have part-time outside employment during the project period if it does not conflict with AmeriCorps VISTA duties.
- Members may not attend classes full-time during their term of service. Part-time attendance may be allowed if it does not conflict with AmeriCorps VISTA duties.
- Members will be subjected to criminal history checks processed by the AmeriCorps agency. The Project Host Site supervisor is responsible for double checking with the member during the interview process that the criminal history information that they listed in their application is correct and complete.

Member Benefits

Members receive:

- *Virtual Member Orientation (VMO)* (Project Host Site **not** responsible for)
- *Relocation Travel Allowance* (if eligible) (Project Host Site **not** responsible for)
- *Close of Service Travel Allowance* (if eligible) (Project Host Site **not** responsible for)
- *Settling-In Allowance up to \$750* (if eligible) (Project Host Site **not** responsible for)
- *On-site orientation and training* (Project Host Site & ServeNebraska responsible for)
- *Reimbursement for service related travel* (not daily commute) (Project Host Site responsible for)
- *A living allowance of \$15,002 paid out bi-weekly over 12 calendar months to cover necessities during service* (Project Host Site **not** responsible for)
- *Healthcare benefits while in service* (Project Host Site **not** responsible for)
- *Life insurance for purchase at a low rate* (Project Host Site **not** responsible for)
- *Childcare allowances* (if eligible) while in service (Project Host Site **not** responsible for)

- *10 days of personal leave and 10 days of medical leave*
- *Emergency leave if necessary*
- *Student loan forbearance or deferment while in service (Project Host Site **not** responsible for)*
- *An End of Service Benefit which consists of either (Project Host Site certifies member eligibility for)*
 - *the Eli Segal AmeriCorps Education Award from the National Service Trust totaling \$6,345 (equal to the maximum Pell grant);*
 - *OR a cash stipend accrued at a monthly rate totaling \$1,800*
- *One year of noncompetitive status for a federal government job (Project Host Site **not** responsible for)*

The Federal Employee Compensation and Federal Tort Claims Acts cover VISTA Members. In addition, the Income Disregard provisions apply to any Member who receives government benefits.

The AmeriCorps relocation, close of service and settling in allowances only cover members moving over 50 miles to begin service. Sponsoring organizations may cover expenses related to a VISTA Member who relocates a shorter distance in order to serve. In addition, the VISTA encourages sponsors to explore ways to provide free or low-cost housing for VISTAs. Sponsors are prohibited from providing direct monetary assistance to members for housing, but may elect to provide housing subsidies directly to landlords for rent support. This practice might yield a larger and more diverse applicant pool.

While the Project Host Site is responsible for items like conducting an on-site orientation, please note that other items, such as the processing of living allowance payroll are done centrally through AmeriCorps the agency.

Training

Virtual Member Orientation (VMO)

All VISTA members must attend an AmeriCorps-sponsored virtual member orientation on the first day of their VISTA service. Staff from AmeriCorps will present information on AmeriCorps VISTA and the expectations for and requirements of the program. Your VISTA member should expect to attend the VMO and will then be officially sworn into service at the end of the orientation.

On-Site Orientation & Training

All AmeriCorps VISTA members need to receive an orientation to their service site and local community. Each Project Host Site will develop an On-site Orientation and Training (OSOT) plan to make sure their member is acquainted with the expectations and plans at their site. OSOT plans will vary according to the VISTA project, but they should provide:

- An understanding of common expectations and agreements for the working relationship between VISTA and supervisor
- An understanding of the culture and mission of the sponsoring organization
- Knowledge of the bigger picture related to the VISTA project and the community
- Understanding of the organization's VISTA Policy, including
 - Roles and responsibilities
 - Time and attendance, duty hours
 - Travel reimbursement policy and procedure

- Communications
 - Evaluation of individual VISTA and of the project
 - Reporting requirements for the VISTA project
- A training plan to build skills and knowledge needed to implement the Volunteer Assignment Description (VAD)

All sponsors will be required to conduct OSOT with their members during the first two weeks of service and submit a copy of OSOT plan to ServeNebraska. The OSOT should be submitted to ServeNebraska 30 days before the VISTA member starts service.

ServeNebraska VISTA Member Orientation

All members will be required to attend an in-person orientation with ServeNebraska within the first month of their service. At this orientation, they will learn more about ServeNebraska and the programs we operate, how Commissioners and staff can support the VISTAs, expectations we have for the VISTAs to represent AmeriCorps and ServeNebraska in the communities they serve, and other requirements of serving through ServeNebraska.

The ServeNebraska Program Development Officer will meet with individual VISTA members for a check-in once a month during the term of their service.

Ongoing Training

Sites should provide on-going training and member development activities to VISTA Members, as needed, to improve their skills and provide them with the knowledge and resources to complete their assigned activities. ServeNebraska will notify Project Host Sites of trainings we sponsor that may be relevant to VISTA Members. Sites are also expected to support the member's participation in trainings, conferences, and other professional development activities relevant to his/her position.

Member Management & Supervision

The Project Host Site supervisor will:

- Provide day to day oversight of the AmeriCorps *VISTA member(s).
- Provide regularly scheduled supervision time, twice a month at minimum, though weekly scheduled one-on-one supervisions are highly recommended and considered a best practice.
- Serve as the agency contact with ServeNebraska.
- Create a VISTA campus account and complete all trainings under the VISTA Sponsor and VISTA Supervisor tracks and certify completion by sending a confirmation email to the ServeNebraska Program Development Officer prior to a VISTA member(s) start date.
- Complete the Litmos Criminal History Check training and provide the completion certification to ServeNebraska prior to VISTA member(s) start date.
- Be allowed to attend the required ServeNebraska AmeriCorps VISTA Project Host Site Supervisor training as well as any necessary supervisor training.

Sites must also provide AmeriCorps VISTA Members with sufficient office space, materials, and supplies to complete their duties, as outlined in the VAD. Materials and supplies will generally include access to a computer, phone, printer, etc.

Additionally, if travel is required for the completion of service activities, sites must provide AmeriCorps VISTA Members with mileage reimbursement and/or access to an agency vehicle. If members will be required to use their own personal vehicle, they must be notified of this in advance. Mileage reimbursement and/or agency vehicle access for AmeriCorps VISTA member(s) should be in accordance with the Project Host Site's travel policy for other employees or the state rate of \$.56/mile, whichever is greater.

Prohibited Activities

Employment Restrictions Key Points

- Outside employment while in VISTA service is permissible.
- Under no circumstances may a VISTA member be an employee of or contractor for the sponsor or project to which they are assigned to serve.
- Outside employment must be part-time, not conflict with project or service hours, nor conflict with any applicable law or AmeriCorps VISTA program requirements or policies.
- Supervisor's approval of the member to work is required.

Religious Activities Key Points

- Though your VISTA member is entitled to religious beliefs, they cannot participate in religious activities while on duty or perceived to be on duty as a VISTA. They cannot:
 - Provide religious instruction
 - Conduct worship services
 - Proselytize
 - Be admitted to a VISTA program based directly or indirectly on religious affiliation
 - Induce others to participate in religious activities

Education Restrictions Key Points

Your VISTA member is allowed to attend classes as long as their studies do not interfere with their VISTA responsibilities. You and your member will need to determine whether or not the classes will detract from their commitment to the VISTA project.

If your member enrolled in a classes before they enrolled in VISTA, it is still important to discuss their study plan right away and make sure that the classes will not interfere with the project.

If your member's classes interferes with their VISTA responsibilities, discuss this with your member right away. If you cannot come to a joint decision about how to make the VISTA project the member's main focus, you should contact ServeNebraska.

Political Restrictions Key Points

The federal Hatch Act applies to VISTA members at all times during their service, including certain activities during their off-duty hours. Your VISTA member can't engage in any political activity (either partisan or nonpartisan) that would result in identifying the VISTA program with the activity. While on duty or perceived to be identified with the VISTA program, VISTA members cannot show partisanship or work to direct resources (financial or human) to influence elections or legislation (e.g., lobby), engage in voter registration, or provide transportation to the polls.

Specific examples of activities your VISTA member CANNOT participate in, either on or off duty:

- Soliciting or accepting from others monetary contributions for a partisan political candidate
- Pro-labor or anti-labor organizing
- Running for a partisan elected office

Participating in prohibited political activities during the VISTA term of service is cause for termination. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, using non-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing so.

Limit on Displacement of Employed Workers

VISTA are prohibited from performing services or duties that have been performed by or were assigned to any:

- Presently employed worker;
- Employee who recently resigned or was discharged;
- Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
- Employee who is on strike or is being locked out.

VISTA are also prohibited from performing activities or duties that would otherwise be carried out by an employed worker or would supplant the hiring of or result in the displacement of employed workers.

Limit on Compensation

Agencies or organizations to which members are assigned, or which operate or supervise a project, are prohibited from requesting or receiving any compensation from members, or from those who benefit from the services that members provide. In addition, members may not accept any benefit from the sponsoring organization or the community served through their service assignments, unless otherwise permitted by AmeriCorps policy (such as housing, transportation, bus passes, and training materials and tools).

Limit on Labor or Anti-Labor Activity

Neither AmeriCorps funds nor AmeriCorps activities must not be used, directly or indirectly, to finance or assist labor or anti-labor organizations or related activities.

Prohibition on Nepotism

To avoid actual or apparent nepotism in the operation of an AmeriCorps VISTA project, the AmeriCorps VISTA program prohibits certain assignment arrangements:

- Members assigned to an AmeriCorps VISTA Project or Project Host Site in which their relative is a staff member involved in the management of their project/site, is an AmeriCorps staff member of the Regional Office overseeing their project/site, is a member of the board of directors of their project/site

- A project/site employees holding a project supervisory position if they are related to an AmeriCorps staff member of the Regional Office overseeing their project/site or any project and/or site employee who holds supervisory authority over them

Limit on AmeriCorps Fraternization

Relationships between members and staff members (including volunteers and contracted personnel) of AmeriCorps, sponsors, and sites that are exploitive or otherwise inappropriate, or that have the appearance of partiality, preferential treatment, or the improper use of position for personal gain, are prejudicial to the morale of members and will not be tolerated.

Limit on VISTA Members Considers Federal Employees

AmeriCorps members in the VISTA program are regarded as federal employees only for certain purposes under 42 U.S.C. § 5055, including the Hatch Act, the Federal Employees' Compensation Act (worker's compensation), the Federal Tort Claims Act, the IRS Code, and Title II of the Social Security Act. Members are not regarded as federal employees for purposes of unemployment compensation, and allowances received from AmeriCorps are not regarded as wages, except for income tax and Social Security purposes. Moreover, members are not employees of sponsoring organizations.

Reporting

Reports on VISTA Members' progress will be due on a regular basis to the ServeNebraska Program Development Officer. ServeNebraska uses an online reporting system, OnCorps, to collect reports on member timekeeping and programmatic data. All AmeriCorps VISTA members and site supervisors will be required to register in this system in order to enter and submit reports. **Sponsor Verification Forms** track VISTA time and verify that the individual member is in service during the pay period. **Progress Reports** document volunteer recruitment and resource development including narrative sections on challenges and highlights of service, and progress under the specific categories outlined in the VAD. **Future Plans Forms** need to be completed by all VISTA in conjunction with their supervisor prior to finishing their term of service.

Performance Measures measure Capacity Building and Leverage of the VISTA program. The **Output** measures the number of organizations that received capacity building services. Organizations must receive capacity building services like, Volunteer Management, Training, Resource Development, Systems Development and Donations Management. To measure how many organizations have received capacity building services, track an unduplicated count for the number of organizations who have received services. The **Outcome** measures the number of organizations that increase their efficiency, effectiveness, and/or program reach. To measure to what extent you achieved this, it's suggested you use an assessment tool for each organizations that received capacity building services from the VISTA to measure changes in effectiveness, efficiency or scale/reach at the organization's level. This is best done with a pre and post assessment to measure the change.

Project Host Sites should develop a plan for tracking the required reporting items. Additional reports may be required throughout the AmeriCorps VISTA member's service year, if requested by AmeriCorps or ServeNebraska. Information about any additional reporting requirements will be communicated to Project Host Sites in writing.

Monitoring

The VISTA Project Host Site is responsible for reporting to ServeNebraska any change in status of a VISTA member, such as arrests, hospitalization, and absence without leave as well as any concerns with member attendance or performance. All disciplinary actions should be taken in conjunction with ServeNebraska and AmeriCorps. ServeNebraska will periodically monitor Project Host Sites through both desk and in-person site visits.

Promotion

ServeNebraska supports not only this AmeriCorps VISTA project, but also many other national service and volunteer efforts throughout Nebraska. We see our VISTA Project Host Sites and members as partners in our work to promote service and volunteerism. Since we are a very small agency with staff located only in Lincoln, our VISTA Project Host Sites and members serve as our “eyes and ears” in communities throughout the state. We ask Project Host Sites to share with ServeNebraska any potential partners or opportunities to expand our work. VISTA members and Project Host Sites are also expected to share information about ServeNebraska and our programs with the communities and clients they serve.

We also expect AmeriCorps members to participate in Days of Service, special days that highlight various volunteer efforts. ServeNebraska VISTA members will be required to design and/or participate in a service event for the Martin Luther King, Jr. Day of Service, held the third Monday in January each year, AmeriCorps Week events, 9/11 Day of Service. Any Day of Service requirements will be communicated throughout the service term.

ServeNebraska encourages AmeriCorps VISTA Project Host Sites and members to seek additional ways to partner with ServeNebraska, such as by nominating individuals or groups for our Step Forward Award Ceremony.

Evaluation & Recognition

Both members and supervisors will be required to complete a 90 day, mid-term and an end-of-term evaluation. ServeNebraska should be notified immediately if performance problems arise before the end of term.

The ServeNebraska Program Development Officer and/or other designees from ServeNebraska will make at least one site visit to the host agency during the VISTA member’s term of service. These visits will help to ensure compliance with VISTA regulations but also provide VISTA Project Host Sites an opportunity to demonstrate what has been accomplished due to the service of a VISTA Member at their site. The site supervisor and the VISTA Member must participate in these visits, but other host agency staff, clients, and/or board members may also be made available to discuss the impact of the VISTA.

Project Host sites should also consider what they can do to recognize and thank VISTA Members for their service. ServeNebraska also makes every effort to support other member gatherings and recognition opportunities.

Teleservice

Teleservice, which is not to exceed two days per week, may be considered after a member has been serving satisfactorily at the project site at least one month and has completed a Teleservice Request Form that has been approved by ServeNebraska. Teleservice as a response to any limited circumstances, such as disasters, will be documented in ServeNebraska’s policies and procedures.

Disaster

ServeNebraska encourages AmeriCorps VISTA member(s) opportunities when possible to participate in local and/or national emergency disaster relief efforts and with direction from ServeNebraska and AmeriCorps. All AmeriCorps VISTA Program policies, terms and conditions remain in effect and benefits and protections afforded and provided to AmeriCorps VISTA member(s) and Project Host Sites shall continue while on special disaster relief assignment as if the AmeriCorps VISTA member(s) are in traditional service at the originally assigned site.

Resources

- VISTA Campus: <http://vistacampus.org/>
 - The VISTA Campus is an online learning environment for the VISTA community. The online campus has trainings that are useful for the management and oversight of a VISTA member. The Campus also has a chat board for VISTA members, leaders and supervisors to ask questions or share helpful information.
 - Please register with the VISTA Campus and;
 - complete all trainings under the VISTA Sponsor and VISTA Supervisor tracks
 - Certify completion by sending a confirmation email to the ServeNebraska Program Development Officer prior to a VISTA member(s) start date.
- AmeriCorps Agency page for VISTA Sponsors: <https://americorps.gov/grantees-sponsors/vista>
 - This site contains VISTA sponsor resources and tutorials. At this site you can also find electronic copies of the VISTA Member Handbook and the VISTA Supervisor Handbook.
- National Service Hotline: 800-942-2677
 - The Hotline is a national call center for VISTA members seeking assistance on issues from payroll to end of service benefits.
- AmeriCorps Resource Center
 - The Resource Center provides a variety of tools and training for volunteer and service programs: <https://americorps.gov/grantees-sponsors>.
- IF selected as a ServeNebraska VISTA Project Host Site:
 - You should:
 - Request to register as a Supervisor on the ServeNebraska VISTA Supervisor portal: <https://www.serve.nebraska.gov/portal/login.html>
 - ServeNebraska will share important resources and documents with you directly through this portal
 - Register with the VISTA Campus and;
 - complete all trainings under the VISTA Sponsor and VISTA Supervisor tracks
 - Certify completion by sending a confirmation email to the ServeNebraska Program Development Officer prior to a VISTA member(s) start date.