



*Massachusetts* | **Campus Compact**

**AmeriCorps\*VISTA PROGRAM  
2008-2009**



**HOST CAMPUS APPLICATION**

*Proposals due April 8, 2008*

*Intent-to-Apply Form due March 7, 2008*

**ISSUED BY:  
MASSACHUSETTS CAMPUS COMPACT**

**IN PARTNERSHIP WITH:  
MASSACHUSETTS STATE OFFICE OF THE  
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE**

**SECTION I**

**INTRODUCTION**

**The Massachusetts  
Campus Compact**

The Massachusetts Campus Compact (MACC) is a nonprofit coalition of 75 college and university presidents committed to developing the civic skills of students, building partnerships with the community and integrating civic engagement with teaching and research. Massachusetts Campus Compact’s work encompasses a broad range of activities designed to increase the effectiveness of those working to make higher education institutions vital agents of civic renewal.

**AmeriCorps\*VISTA**

AmeriCorps\*VISTA is the national service program designed specifically to fight poverty. Founded as Volunteers in Service to America in 1965 and incorporated into the AmeriCorps network of programs in 1993, VISTA has been on the front lines in the fight against poverty in America for more than 40 years.

AmeriCorps\*VISTA members leverage human, financial, and material resources to increase the capacity of low-income communities across the country to solve their own problems. When AmeriCorps\*VISTA members complete their service, they leave behind lasting solutions to some of our country’s toughest problems.

Since 1965, more than 140,000 Americans served through VISTA. Today, nearly 6,500 AmeriCorps\*VISTA members serve throughout the country—working to fight illiteracy, improve health services, create businesses, increase housing opportunities, bridge the digital divide, and strengthen the capacity of community organizations.

**MACC  
AmeriCorps\*VISTA  
Program**

The Massachusetts Campus Compact AmeriCorps\*VISTA (MACC AmeriCorps\*VISTA) program was created in 1997 through a partnership between MACC and the Massachusetts state office of the Corporation for National and Community Service. This program was developed in response to the needs of MACC member campuses and in recognition of the potential for institutions of higher education to more responsibly address the local needs of low-income communities, and be responsible mechanisms for community change. Through their unique campus-based placements, MACC AmeriCorps\*VISTA members build, support, and develop and improve the capacity for MACC member institutions to establish and maintain civic engagement programs. They are able to connect multiple community-based organizations with campus resources, including student volunteer groups, service-learning courses and Federal Work Study programs. As community organizers for engaged citizenship and stronger campus-community partnerships, MACC AmeriCorps\*VISTA members help bridge the gap that can exist between campuses and communities. The MACC AmeriCorps\*VISTA program provides colleges, universities and the community-based organizations they work with the opportunity to explore possibilities: for collaboration, for impact, and for long-term change.

Over the past ten years, MACC AmeriCorps\*VISTA members have served 60 colleges and universities and their surrounding communities. This past year alone, 33 AmeriCorps\*VISTA members have reached out to over 800 community-based organizations ranging from schools to hospitals to homeless shelters. The MACC AmeriCorps\*VISTA program represents an innovative partnership

between national service and higher education. The model has been replicated in numerous other Campus Compact state network offices. MACC is proud of the impact MACC AmeriCorps\*VISTA members have had on campuses and communities across the Commonwealth.

**Cost-Share Opportunity**

MACC offers member institutions the opportunity to share the cost of an AmeriCorps\*VISTA position. Cost-sharing is a practice common within AmeriCorps\*VISTA programs nation-wide and has proven to be successful. This cost-share option provides a way for campuses to access a MACC AmeriCorps\*VISTA member, prove their commitment to institutionalization at a higher monetary level, and gain more time to leverage valuable resources. This opportunity is open to all MACC members working towards institutionalizing their position or program, and is particularly appropriate for those host institutions that have accessed this grant for at least two years already. By participating in this opportunity, campuses can apply to host a MACC AmeriCorps\*VISTA member and receive all of the benefits that accompany one. A fee of \$12,500 will be paid by the host campus to cover costs associated with their AmeriCorps\*VISTA member. MACC and the Corporation for National and Community Service provide the end of service education award of \$4,725, health coverage, some travel costs, and moving allowances for relocation. One-fifth of the MACC AmeriCorps\*VISTA portfolio must be made up of cost-share positions in the 2008-2009 grant year. At least eight former MACC AmeriCorps\*VISTA cost-share campuses now have full-time positions dedicated to civic engagement initiatives.

**Member Recruitment, Selection, Placement and Development**

MACC AmeriCorps\*VISTA members are recruited, selected, and receive ongoing training by MACC. They are placed on member host campuses to serve as change agents at the institutional, community, and individual levels. In general, MACC recruits two- and four-year college graduates who have committed to performing a voluntary year of national service. They come from around the country with varying backgrounds and professional goals. They are not experts in any specific field but typically all MACC AmeriCorps\*VISTA members have had significant experience working with community-based organizations or in college-level community service and/or service-learning programs. Each MACC AmeriCorps\*VISTA member remains connected to their network of peers all year, allowing each host campus to benefit from the shared best practices of a network of up to 33 AmeriCorps\*VISTA members. MACC AmeriCorps\*VISTA members receive significant training and professional development opportunities throughout the year including fundamental topics such as: community partnership building, service-learning and civic engagement theory and practice, basics of community organizing, asset-based community development, facilitation, and student leadership and development theory.

Host campuses that would prefer to recruit their own AmeriCorps\*VISTA member are encouraged and supported in doing so. Campuses seeking their own candidates are encouraged to design a selection and interview process that both meets their needs and meets the MACC recruitment deadline. After completing their selection process, campuses will then forward their candidate on to MACC. All candidates identified by a MACC member campus, as well as those identified through MACC's national recruitment efforts, will participate in a multi-layered selection process. Each candidate must submit application materials and four references, and participate in a phone interview with at least two MACC staff

members. MACC will make every effort to provide additional assistance to those campuses that wish to recruit their own candidate while we continue to recruit nationally. As the official project sponsor, MACC will retain the responsibility for interviewing, collecting application materials, and making final selection and placement decisions.

**SECTION II**

**OVERVIEW & REQUIREMENTS**

**Program Goals and Allowable Activities**

MACC AmeriCorps\*VISTA positions are limited to addressing the following five program goals: 1) Community: Voice, Participation and Partnerships; 2) Non-Curricular Service: Community Service Federal Work Study and Volunteer Programs; 3) Service-Learning; 4) Developing an Ethic of Leadership, Service and Citizenship; and 5) Breaking Down Barriers to Access and Success.

**Please note that Goal One is mandatory.**

After a brief description of each program goal, MACC has provided examples of objectives and activities. Please note that suggested activities are organized in three categories: *Indirect Service*, *Capacity Building* and *Sustainable Endeavors*. These general categories were provided by the Corporation for National and Community Service and represent the following natural progression that can be applied to AmeriCorps\*VISTA positions:



Keeping that in mind, each MACC AmeriCorps\*VISTA position should incorporate all three categories. It is possible, but not required, that a first year host site have more of the indirect service type of activities and a second or third year site have more sustainable endeavor types of activities.

**Goal One**

**Community: Voice, Participation and Partnerships**

Community voice, participation, and partnerships are of fundamental importance in building successful civic engagement initiatives. MACC AmeriCorps\*VISTA members can play a pivotal role in helping colleges build mutually beneficial relationships with community-based organizations that will result in long-term partnerships and provide the foundation for successful, high quality service and service-learning opportunities that will *transform* communities and students and address the root causes of social problems. Because of this, MACC *requires* that all MACC AmeriCorps\*VISTA positions illustrate an understanding of the community, a willingness to give voice to the community and make responsible connections with community based organizations that are based on opportunities and challenges identified by the community.

Objectives for the proposed AmeriCorps\*VISTA position could include, but are not limited to:

- Build relationships with community based organizations in order to explore and establish new partnerships

- Work directly at one partnering community based organization in a dual position shared with the college or university
- Identify involvement in the community through conducting a campus wide inventory
- Conduct, document, and analyze research on specific community-based organization and college partnerships
- Educate the campus community about elements of a high quality partnership
- Identify community assets and opportunities and determine ways for campuses and communities to address them together
- Build collaboration among campuses working on the same projects or with the same organizations

**Possible activities:**

***Indirect Service Activities***

- Conduct outreach and interviews through letters, phone calls, and site visits
- Recruit community representatives to sit on campus advisory boards
- Design orientations to educate students on the local community and on the specific community based organizations where they will serve
- Design and perform an audit of all current campus-community programs
- Perform a community assessment
- Design and implement programs to bring community members onto campus, including volunteer fairs and issue-based forums

***Capacity Building Activities***

- Develop a database with community-based organization profiles and opportunities
- Compile and disseminate a list of campus resources available to the community
- Foster cross-campus service programming and knowledge of community assets and challenges through service consortia and collaboration
- Develop a strategic plan and leadership structure for a community task force, advisory board, and/or coalition
- Use data from service program evaluations and/or an audit of campus-community programs to develop new strategies for collaboration
- Evaluate and revise existing documents and materials to create a comprehensive language of inclusion and reciprocity
- Host a community based organization focus group on campus

***Sustainable Endeavor Activities***

- Create a community partnership handbook or guide to developing and maintaining mutually beneficial partnerships
- Document a process or policy for conflict management within a campus-community partnership
- Create a system for consistent evaluation of partnerships (including a tracking mechanism for community-based outcomes of campus service initiatives)
- Design and publicize a campus-wide infrastructure for community role and voice in campus programming

- Create a guide for community based organizations on how to access campus resources

**Goal Two**

**Non-Curricular Service:  
Community Service  
Federal Work Study,  
and Volunteer  
Programs**

The MACC AmeriCorps\*VISTA program will assist colleges in improving, expanding and supporting college students in non-curricular service experiences. These include community-based Federal Work-Study (FWS) including America Reads and America Counts, non-curricular alternative break service trips, and other non-course-related volunteer opportunities and placements. Current FWS legislation requires that campuses receiving FWS place 7% of FWS positions in or supporting the community. MACC AmeriCorps\*VISTA members have proven invaluable in the design and implementation of America Reads, America Counts, and other FWS community-based positions and volunteer programs.

Objectives for the proposed AmeriCorps\*VISTA position could include, but are not limited to:

- Recruit and support students and community sites for America Reads, America Counts, community-based FWS positions, alternative breaks, and volunteer placements
- Increase the number of FWS community-based positions
- Coordinate comprehensive training and orientation programs for students working in the community
- Strengthen and encourage the sustained involvement and leadership of students and community members in all levels of the program(s)
- Build institutional and administrative processes that will track, audit and assess student-based volunteerism and its community based outcomes

**Possible activities:**

**Indirect Service Activities**

- Recruit student volunteers
- Coordinate a one-day service project, an alternative break, a federal work-study program, or other volunteer initiatives
- Train tutors for America Reads / Counts or other volunteer programs
- Integrate “College Positive” activities into existing volunteer programs
- Design community orientations specific to where students are serving
- Write articles and/or press releases to publicize campus service efforts
- Track and disseminate FWS legislation
- Compile volunteer opportunity listings and other service-based newsletters
- Coordinate student reflection events and/or support sessions
- Support students in exploring issues of social inequality that they may encounter in their service

**Capacity Building Activities**

- Design service program / office brochures
- Collaborate with Financial Aid and other campus offices on administrative procedures for Community Service Federal Work-Study
- Use a train-the-trainers model / curriculum for service programs

- Develop selection criteria and/or process for student volunteer programs such as alternative breaks or FWS
- Determine procedures and systems for all volunteer initiatives (i.e. process for placing FWS students, addressing inclusion and accessibility concerns, procedures for responding to community requests for student volunteers)
- Develop a system for continuous feedback from all constituents (student volunteers, community members, etc.)

**Sustainable Endeavor Activities**

- Write a handbook or guide for alternative break programs, one-day service events, FWS program administration, etc.
- Create a campus procedural guide for volunteer management
- Formalize train-the-trainers curriculum, develop a training handbook
- Develop a mechanism for service program evaluations
- Document campus requirements for frequency, structure, and content of service reflection
- Document and highlight impacts and stories from volunteer initiatives

**Goal Three**

**Service-Learning**

Through service-learning (SL) students engage in organized service experiences as an integrated component of a credit-bearing course. The MACC AmeriCorps\*VISTA program strives to support the development of SL courses and curricular service trips which are mutually beneficial for campuses, students, and communities. MACC AmeriCorps\*VISTA members will support the full range of campus needs, from introductory through advanced, regarding the introduction and institutionalization of SL on campuses across the Commonwealth. MACC AmeriCorps\*VISTA members will assist campuses in the early stages of adopting SL to investigate best practices and various models. For campuses with more developed SL programs, MACC AmeriCorps\*VISTA members will help confront questions regarding institutionalizing the practice including faculty roles and rewards, partnership and infrastructure development, and ensuring that SL curricula is responsive to community opportunities and needs.

Objectives for the proposed AmeriCorps\*VISTA position could include, but are not limited to:

- Increase knowledge regarding service-learning among the faculty and student body
- Support community and student involvement in the design and implementation of service-learning courses
- Provide resources, training, and technical assistance in areas related to service-learning
- Expand the number of courses with service-learning components

**Possible activities:**

**Indirect Service Activities**

- Recruit faculty to develop service-learning courses
- Perform service-learning site visits
- Create service-learning newsletters highlighting successful classes

- Research and disseminate the integration of service-learning across disciplines
- Design community orientations specific to where students are serving
- Assist faculty members in service-learning curriculum development
- Support faculty and students in exploring issues of social inequality that they may encounter in their service
- Make class presentations
- Work with community partners and faculty members to design service projects for service-learning students

### ***Capacity Building Activities***

- Create service-learning forms and handouts (i.e. contracts, placement information, faculty expectations, liability, etc.)
- Develop campus-specific service-learning procedures and systems
- Develop community-based service-learning Teaching Assistant (TA) programs
- Develop service-learning faculty fellows program
- Work with advisory board to determine the leadership structure for campus service-learning programming
- Develop, diversify, and expand a library and/or website of service-learning resources, available to faculty, staff, students, and community members
- Create a database tracking service-learning faculty, courses and placements

### ***Sustainable Endeavor Activities***

- Develop student, faculty, and community-based organization handbooks for service-learning
- Formalize service-learning staff roles and responsibilities through job descriptions
- Create a mechanism for consistent service-learning program evaluation, including community outcomes
- Develop a system to indicate all service-learning opportunities for students in course catalogs and on student transcripts
- Document and highlight service-learning impacts and stories

## **Goal Four**

### ***Developing an Ethic of Leadership, Service, and Citizenship***

MACC AmeriCorps\*VISTA members provide training, resources, and guidance to individual students, student groups, and organizations regarding all aspects of civic engagement and leadership in order to increase and enhance the number and quality of programs that allow students to work with communities. MACC AmeriCorps\*VISTA members aim to develop programs in which the individual and collective actions of student leaders can identify and address issues of public concern. MACC AmeriCorps\*VISTA initiatives educate students to be active and engaged citizens beyond their college years.

Objectives for the proposed AmeriCorps\*VISTA position could include, but are not limited to:

- Support and advise students and student groups in initiating service activities

- Improve the quality of student leadership by training students to coordinate and implement service programs such as alternative breaks and one-day and on-going service projects
- Facilitate collaborations between students, student groups, and community-based organizations to address opportunities and needs
- Educate students about social issues within the communities they serve
- Support and facilitate collaboration between service programs and other significant student activities (i.e. Greek life, student government, and multicultural organizations)
- Facilitate collaborations between students, student groups, and community-based organizations for addressing community identified issues

**Possible activities:**

***Indirect Service Activities***

- Provide leadership development training to student leaders in service
- Coordinate training on privilege and diversity
- Mentor and advise students and student organizations in service
- Plan issue-based educational forums and events
- Facilitate reflection activities
- Develop safe space for students to discuss issues relevant to their service
- Act as a resource for students seeking funds for service

***Capacity Building Activities***

- Create a structure for student leadership in service on campus, in community-based organizations, and with campus-community collaborations
- Develop a system for identifying student leaders in service, including steps of increasing responsibility
- Train student leaders to train other students in service (i.e. tutor training, community orientation, etc.)

***Sustainable Endeavor Activities***

- Create a student leaders handbook or manual and job descriptions for student positions
- Create and disseminate a training curriculum and plan for student leaders in service
- Cultivate appropriate campus advisory relationships for student organizations in service

**Goal Five*****Breaking Down  
Barriers to Access and  
Success***

The MACC AmeriCorps\*VISTA program will support colleges and universities as they develop on-campus and community partnerships to promote an efficient pipeline to higher education for under-represented students. The financial, academic, social, and informational obstacles that exist to enroll and stay in college are challenging for students to overcome when doing so alone or without the necessary resources. Higher education can work strategically with communities to serve as a local resource to increase higher-education access and success of residents in their neighboring communities. Similarly, strong campus support systems can ensure that students who enter college are able to graduate from college. MACC AmeriCorps\*VISTA members will work towards building these partnerships and support systems through collaborative programming and in doing so, foster a campus-wide commitment to access and success for all students.

Objectives for the proposed AmeriCorps\*VISTA position could include, but are not limited to:

- Identify existing programs on campus and in neighboring communities
- Engage college students in initiatives around access and success
- Build community partnerships with K-12 schools and community-based organizations centered on college access and success
- Increase knowledge of and the number of college students accessing available resources on-campus and from government and non-profit organizations
- Develop additional/alternative sources of support for specific student needs and activities:

***Possible Activities:******Indirect Service Activities***

- Conduct campus mapping for access and success initiatives
- Coordinate one-day projects to bring community members/youth onto college campuses to promote college access
- Integrate “College Positive” activities into existing volunteer programs
- Perform outreach to local K-12 schools and community-based organizations for potential partnerships
- Develop new or enhance existing youth serving programs to include elements of access and success, including SAT prep, financial aid, college application and essay writing, study skills, time management, and financial literacy
- Research new ideas to assist students, including emergency bank accounts and alternative transportation plans
- Plan and conduct information sessions to disseminate relevant information

***Capacity Building Activities***

- Develop a database of contacts at area service providers
- Collect and disseminate information on government assistance and community-based resources for low-income students, including but not limited to: food stamps, childcare, affordable housing, healthcare, fuel

- assistance, tuition assistance, and financial aid
- Collaborate with other on-campus offices, including but not limited to: student life, financial aid, health centers, career services, and workforce development centers, to support students and share information /resources
- Research models and develop peer support networks for under-represented students

### ***Sustainable Endeavor Activities***

- Formalize train-the-trainers curriculum and develop a training handbook for “College Positive” or youth serving programs
- Build institutional and administrative processes that will identify and support students facing barriers to college
- Develop and facilitate a cross-campus strategic planning committee on access and success
- Create and disseminate resource guides of information for students

**Restricted Activities** The following are federal restrictions on the use of AmeriCorps\*VISTA positions:

MACC AmeriCorps\*VISTA members are not permitted to engage in any political or lobbying activities, including voter registration drives and pro- or anti-labor organizing.

MACC AmeriCorps\*VISTA members are not permitted to hold another job or receive additional compensation for work performed.

MACC AmeriCorps\*VISTA members are not permitted to proselytize or engage in related activities.

The following are additional restrictions on the use of MACC AmeriCorps\*VISTA positions:

MACC AmeriCorps\*VISTA members are not permitted to transport students to and from service sites on a regular basis.

MACC AmeriCorps\*VISTA members are not permitted to serve as the legal applicant or Program Director for MACC or other state or federally sponsored grant program, or bear sole responsibility for such programs.

MACC AmeriCorps\*VISTA positions may not supplant, replace, or eliminate staff positions. They are not to be used as an administrative stopgap.

**Eligibility** Proposals must be submitted by an institution of higher education that is a member of the Massachusetts Campus Compact. Due to the high demand for AmeriCorps\*VISTA support, MACC discourages multiple applications from any one member institution.

In addition to single campus positions, MACC encourages multi-campus consortiums, and campuses in partnership with community-based organizations or schools to apply for a shared position. In these cases, a cost-share position is strongly encouraged.

<b>Host Site Fee</b>	In order to continue to honor our commitment to provide member institutions with highly trained volunteers and provide those volunteers with significant professional development opportunities, <u>MACC will require all AmeriCorps*VISTA host institutions not participating in the cost-share opportunity to provide a cash match of \$2,000.</u> In addition to assisting with the training and support of MACC AmeriCorps*VISTA members, this fee will also help defray the costs incurred by our national recruitment strategy. MACC has already posted the position on a number of fee for service higher education websites, and has registered to recruit at a number of national conferences. This host site fee follows common practice in Campus Compact AmeriCorps*VISTA programs across the country and is strongly supported by the Corporation for National and Community Service. MACC will invoice host campuses for this fee before the position start date.
<b>Cost-Share Positions</b>	Cost-share applications should follow all of the RFP guidelines. Once MACC AmeriCorps*VISTA positions are awarded, MACC Cost-share sites will be invoiced \$12,500. Cost-share positions are not required to pay the host site fee.
<b>Program Duration</b>	The performance period is July 27, 2008 - July 26, 2009.
<b>Award Information</b>	The Massachusetts Campus Compact will award up to <b>32</b> AmeriCorps*VISTA positions to member campuses.

Campuses are encouraged to consider sharing an AmeriCorps\*VISTA with a neighboring MACC member institution when the requested activities amount to the equivalent of a half-time position. MACC will work with your campus to develop these shared placements.

**SECTION III**

**SUBMISSION PROCESS**

<b>Submission Requirements</b>	Applications must be typed in 12 point font, double-spaced, and single-sided. Program narratives <i>must not</i> exceed 10 pages. The program narrative page limit does not include appendices.
	<b><i>Applications must be received at the MACC office by 12:00 PM on Tuesday, April 8<sup>th</sup>, 2008.</i></b>
	Applicants must submit one (1) unbound single-sided original and ten (10) doubled-sided stapled copies of the complete application. Please do not place applications in folders or binders.
	Applications should be mailed to Karen Chisholm, Massachusetts Campus Compact, 196 Boston Avenue, Suite 2400, Medford, MA 02155. The MACC office phone number is (617) 627-3889. Faxes will not be accepted.
<b>Intent-To-Apply</b>	<b><i>Applicants must send back the attached Intent-to-Apply form via email or fax no later than 5:00 PM on Friday, March 7, 2008.</i></b>
<b>Notification Date</b>	Notification of application status will be made on or about <b>May 7, 2008</b> via email.

**Application Assistance** | All new and returning applicants are strongly encouraged to attend the Application Assistance sessions for the MACC AmeriCorps\*VISTA program. They will be held on 1pm to 4pm in on both **Wednesday March 5, 2008 in the Boston area and Thursday March 6, 2008 in Northampton**. Upon receipt of the attached fax back form, location information will be given. The deadline to sign up for an application assistance session is Tuesday, March 4, 2008.

Further questions regarding the MACC AmeriCorps\*VISTA program or this application may be directed to:

Karen Chisholm, Director, MACC AmeriCorps\*VISTA Program  
(617) 627-3963 or [karen.chisholm@tufts.edu](mailto:karen.chisholm@tufts.edu)

**SECTION IV**

**APPLICATION INSTRUCTIONS**

<b>Title Page</b>	Please complete the title page found at the end of this document.
<b>Job Description (not to exceed 250 words)</b>	Provide a clear and concise position description. This will be used to describe your program throughout the year and should be ready for publication. It should include the name of your institution, the supervisor's title, the overall vision, and the major responsibilities of the position, including a summary of the objectives and activities for the year.
<b>Program Narrative (not to exceed 10 pages)</b>	The program narrative must be organized into the five sections outlined below. The narrative must not exceed 10 pages.
<b>+Renewal Campuses+</b>	<p>Campuses applying for renewal of a MACC AmeriCorps*VISTA position must also respond to the questions denoted by the + symbol. MACC recognizes that the integration of campus engagement efforts is a multi-year process. Therefore MACC allows campuses to apply for an AmeriCorps*VISTA position for up to three years to address the same specific community engagement need(s). These proposals are submitted one year at a time and are part of the competitive process. Campuses should consider applying for a cost-share position after one or two years. The strategy of the MACC AmeriCorps*VISTA program is to build the capacity of campus-community programs until these programs can sustain themselves without AmeriCorps*VISTA assistance.</p> <p>After this three-year cycle, a campus may request AmeriCorps*VISTA support for <i>another position</i> provided that the <i>primary</i> focus of the position is <i>significantly</i> different than in previous years. These proposals should be innovative and make a strong argument for why an AmeriCorps*VISTA is the best way to address the needs, goals, and objectives of the position. If applicable, the proposal should also describe how the previous AmeriCorps*VISTA years are reflected in this new position. MACC <i>strongly encourages</i> campuses in the above situation to consider applying for a cost-share position.</p>

**1. Campus and Community Connection**

MACC AmeriCorps\*VISTA members build infrastructure and capacity for **community partnerships, curricular and non-curricular service programming, student leadership in service, and/or access and success programs** on your campus. Their efforts directly impact their host campuses and the surrounding communities. Meeting the needs of both is essential to a successful position. Thus, MACC requires host campus applications to:

*Define* the assets and needs on your campus and in the community-based organizations and/or general community where the AmeriCorps\*VISTA position will be based. These assets and needs should be related to infrastructure and capacity building and fall under the 5 program goals stated above.

*Discuss* how these assets and needs were identified.

*Describe* how these assets and needs connect to the overall vision behind the proposed AmeriCorps\*VISTA position.

*Demonstrate* why a MACC AmeriCorps\*VISTA position is an appropriate way to address these themes.

MACC requires at least two letters in support of this section: One from an upper level campus administrator, that shows a clear understanding of the priorities of the proposed MACC AmeriCorps\*VISTA position; and a second one from a community-based organization that the proposed AmeriCorps\*VISTA position will work with.

✦ Demonstrate the need for AmeriCorps\*VISTA support for another year. If the request is for a second or third year of a full time AmeriCorps\*VISTA position, please address how the work of the *previous* AmeriCorps\*VISTA (s) has been integrated into the host institution.

**2. Work Plan**

*This section serves as the guide for the AmeriCorps\*VISTA member and any changes will be negotiated as needed with MACC throughout the program year.*

The Work Plan section of the narrative must be based on 1) the campus and community based connections above, and 2) the AmeriCorps\*VISTA program goals and allowable activities. The work plan includes the following three sections: (a) objectives and activities, (b) an evaluation plan, and (c) an implementation plan with timeline.

Please indicate whether the position is full or half-time. Full-time positions should be based on a 40-hour work week and half-time positions on a 20-hour work week. However, the actual work week will vary due to MACC level requirements.

**a. Objectives and Activities**

State the position's objectives and activities for each program goal you address, including Goal One. Objectives should consist of the work to be done and the intended result of that work. Please indicate with whom the AmeriCorps\*VISTA member will be working on the specified activities.

✦ Describe lessons learned from the past year(s) and areas to improve upon in the upcoming year.

**b. Monitoring and Evaluation**

Please describe how you intend to *monitor* and *evaluate* progress for each program goal the proposed position addresses. How will progress and intended outcomes be measured?

+ Please describe results of any past evaluations.

**c. Timeline**

Provide an implementation plan in the form of a table for the period from July 28, 2008 - July 27, 2009. Include tasks and time frames related to program objectives and activities and evaluation. Describe the roles and responsibilities of the key individuals or groups involved (faculty, campus staff, community partners, and students).

You may opt to put your entire work plan in table form.

**3. Organizational Capacity**

Please address your institution's capacity to **manage** and **support** the proposed AmeriCorps\*VISTA position in two areas:

1. Overall management of a MACC AmeriCorps\*VISTA position is provided by a designated on-site supervisor. Please describe the supervisory and reporting relationship planned for the position. MACC will give preference to proposals that designate a host site supervisor who is a full-time employee of the host institution. Host site supervisors must be available to attend the supervisors orientation, mid-year meeting, accommodate at least one site visit and conduct mid- and end-year progress check-ins with the AmeriCorps\*VISTA member for required MACC progress reporting. With few exceptions, MACC strongly recommends that one person per institution serve as the on-site supervisor.

MACC requires submission of the job description(s) of the supervisor and any other staff member with responsibilities related to the work of the proposed AmeriCorps\*VISTA position. MACC is looking for a distinction of responsibilities between the AmeriCorps\*VISTA member and these staff members, including the supervisor, when applicable.

2. Describe the institutional support that exists for the AmeriCorps\*VISTA position. For satisfactory job performance, MACC requires the following:

- College ID with library privileges
- Secure office/desk space with office supplies
- Daily access to phone and private voicemail
- Daily access to computer with Internet and individual e-mail account
- Access to fax, photocopier, and printer
- Comprehensive community and campus orientation

+ Describe what was provided for the AmeriCorps\*VISTA in the past year(s) and delineate modifications, if any, for the upcoming year.

Though not all colleges have residential living, whenever possible MACC *encourages* applicants to provide *housing* and/or a *meal plan* and/or a *subway/ bus pass or parking permit* for the AmeriCorps\*VISTA member. This provision allows MACC to recruit nationally for positions and assimilates the AmeriCorps\*VISTA into the daily life of the community. Non-residential campuses should provide information on how they will assist the AmeriCorps\*VISTA member in locating affordable housing.

<p><b>4. Sustainability</b></p>	<p>Describe the lasting outcomes that will result from the infrastructure development and capacity-building activities. Describe long-range institutional plans for the areas in which the AmeriCorps*VISTA member will work.</p> <p>✦ Summarize progress from previous years and describe the steps taken to ensure that activities initiated in previous years have been/will be sustained.</p> <p>Provide evidence of institutional and community support for the program, including letters of commitment from administration, faculty, staff, and representatives from community organizations.</p>
<p><b>5. Recruitment</b></p>	<p>Please describe how your campus plans to recruit for the MACC AmeriCorps*VISTA position. As previously mentioned, MACC encourages you to identify potential candidates and forward them to MACC for additional information. In past years, host campuses have identified and forwarded to MACC appropriate candidates, who were then interviewed by MACC and successfully matched back to the campus. All candidates identified by MACC member campuses, as well as those identified through MACC's national recruitment process, will become part of the candidate pool. MACC will make the final decisions in the selection of MACC AmeriCorps*VISTA members.</p>
<p><b>Appendices</b></p>	<p>Applicants may submit up to five (one-sided) pages of appendices. These may include short biographies of staff, letters of commitment from key partners and students, newspaper articles, etc. They may not include books, or other large publications.</p> <p>In addition, as previously stated, MACC requires at least one <i>letter of support from a community-based organization</i> that the proposed AmeriCorps*VISTA position will work with and at least one letter of support from an upper level campus administrator. MACC also requires the submission of the <i>job description(s) of other campus staff members, including the supervisor, that have responsibilities in service initiatives</i>. These letters are in addition to the above, and <i>are not</i> counted towards the five appendices mentioned above.</p>

**2008-09 MACC AmeriCorps\*VISTA Program**

**TITLE PAGE**

**Legal Applicant:** \_\_\_\_\_

Contact person: \_\_\_\_\_  
*This person must have authority to commit and receive funds on behalf of the legal applicant*

Address: \_\_\_\_\_  
*P.O. Box users should include both P.O. Box and street address.*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**VISTA Supervisor** \_\_\_\_\_

Department(s): \_\_\_\_\_

Address: \_\_\_\_\_  
*P.O. Box users should include both P.O. Box and street address.*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Type of Request:**     Cost-Share     New     Renewal     Full-time     Part-time

**Authorized Signature:** The legal applicant certifies to the best of her/his knowledge that this data is true and correct, that the filing of this application has been duly authorized by the governing body of the applicant and that the applicant will comply with the assurances required if the proposal is approved.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Massachusetts | Campus Compact

## MACC AmeriCorps\*VISTA Host Campus

### Intent to Apply form

PLEASE RETURN NO LATER THAN Friday, MARCH 7.

INSTITUTION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

I will be applying for:

Full time

Part time

Cost-share

Massachusetts Campus Compact  
196 Boston Ave, Suite 2400  
Medford, MA 02155  
Phone (617) 627-3889  
Fax (617) 627-3837  
karen.chisholm@tufts.edu





## Massachusetts | Campus Compact

### MACC AmeriCorps\*VISTA Host Campus

Application Assistance Sessions  
Please check one

- Wednesday March 5, 2008 (Boston area)
- Thursday March 6, 2008 (Western MA)

*PLEASE RETURN NO LATER THAN Tuesday March 4, 2008*

INSTITUTION NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Location and Directions will be sent upon return of this form**

Massachusetts Campus Compact, 196 Boston Ave, Suite 2400, Medford, MA 02155  
Phone 617-627-3889, Fax 617-627-3837  
karen.chisholm@tufts.edu