

**Joining Community Forces VISTA Project**

**AmeriCorps\*VISTA Assignment Description (VAD)**

*Joining Community Forces Initiative (JCF) @ (Enter State), Member 1 (First year of project)*

<b>VISTA Project:</b>		<b>VISTA Member Name:</b>	
<b>Site Name:</b>	<b>Assignment Title:</b> JCF Community Capacity Builder	<b>Date:</b>	
<b>Vehicle Required for Service:</b>	<b>Yes</b> <input checked="" type="checkbox"/> <b>X</b>	<b>No</b>	
<b>Recurring Access to Vulnerable Populations</b>	<b>Yes</b> <input checked="" type="checkbox"/> <b>X</b>	<b>No</b>	
<b>VISTA Member Activities and Steps Checklist</b>			<b>Planned Period of Work</b>
<p><b>Goal (from VISTA Project Plan):</b></p> <ul style="list-style-type: none"> <li>Enhance resilience and foster a sustainable and relevant support network for Veterans, Military Members, and Families in the 54 states</li> <li>Maximize local, state, and national government, non-governmental, non-profits, corporations, and businesses in partnership development</li> <li>Leverage state generated content, best practices, and training to strengthen preexisting Inter-Service Family Assistance Committees (ISFACs)</li> <li>Guide community leaders and local commanders towards establishing and sustaining collaborative local, regional, and state “community forces”</li> </ul> <p><i>JCF initiative will focus in three key areas: wellness, employment, and education.</i></p>			
<p><b>Activity 1:</b> Conduct state and local needs assessments to include identifying gaps in services for veterans, military members, and families.</p> <p><b>Step 1:</b> Conduct an assessment of the resources and services needs of veterans, military members and families in the geographic area. Ensure assessment conducted in line with three key areas.</p> <p><b>Step 2:</b> Conduct an assessment of the gaps in resources and services available to veterans, military members and families in the geographic area. Ensure assessment conducted in line with three key areas.</p> <p><b>Step 3:</b> Use the Joining Community Forces website to research effective best practices that could fill identified resources and gaps for veterans, military members, and families.</p>			
<p>Activity 1 Comments/Summary of Accomplishments:</p>			<p><b>Activity 1 Completed (date):</b></p>
<p><b>Activity 2:</b> Develop a Joining Community Forces Action Plan for the geographic area of focus (state/local).</p> <p><b>Step 1:</b> Prepare a draft JCF Action Plan. The report should summarize assessment findings and propose action steps to fill resources and services gaps with volunteer led projects.</p> <p><b>Step 2:</b> Convene Joining Community Forces Committee to review draft action</p>			

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<p>plan. The committee should adopt proposed action steps or recommend substitutions and additions. It should assign action responsibilities to specific organizations and individuals. It should establish a timeline for action completion.</p> <p><b>Step 3:</b> Prepare final action plan and distribute to JCF coalition members.</p> <p><b>Step 4:</b> Develop and implement process for monitoring action plan progress.</p>	
<p>Activity 2 Comments/Summary of Accomplishments:</p>	<p><b>Activity 2 Completed (date):</b> _____</p>
<p><b>Activity 3:</b> Develop a Marketing Plan, which informs the military/state/local communities about Joining Communities Forces initiative; educates the state/local communities about the needs of Veterans, Military Members, and Families and informs organizations on how they can get involved.</p> <p><b>Step 1:</b> Develop a marketing plan that addresses the following areas as appropriate:</p> <ul style="list-style-type: none"> <li>– State JCF Website</li> <li>– Other organizational JCF partner websites, such as Community Blue Print, League of Cities, Army Community Covenant</li> <li>– Press Releases/Magazine &amp; Newspaper Articles</li> <li>– Internal Messaging Systems/Emails/Memos</li> <li>– Printed marketing materials/Brochures</li> <li>– Word of Mouth/Briefings/Podcasts/Video Teleconferencing</li> <li>– Toolboxes</li> </ul> <p><b>Step 2:</b> Develop a method to track effectiveness of marketing plan.</p>	
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p><b>Activity 3 Completed (date):</b> _____</p>
<p><b>Activity 4:</b> Develop, reinvigorate, and/or refresh non-existent/current Inter-Service Family Assistant Committees (ISFAC).</p> <p><b>Step 1:</b> Conduct an Assessment to determine if an ISFAC already exists or not and if so the state of the ISFAC.</p> <p><b>Step 2:</b> If ISFACs already exist in the state:</p> <ul style="list-style-type: none"> <li>– The communities (area) that the ISFAC covers</li> <li>– The state of the ISFAC</li> <li>– Coordinate with ISFAC lead to determine if assistance is needed/wanted</li> <li>– Assistance can be given by helping to coordinate meeting logistics, invitations, minutes, and recommending additional ISFAC members from the communities</li> </ul> <p><b>Step 3:</b> If ISFACs doesn't exist in the state:</p> <ul style="list-style-type: none"> <li>– Coordinate with SFPD and other services' family program representatives to decide if an ISFAC should be established</li> </ul>	

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<ul style="list-style-type: none"> <li>- Acts as lead or if a lead is identified, assist with efforts to launch by coordinating meeting logistics, invitations, minutes, and recommending additional ISFAC members from the communities</li> <li>- Ensure continuity by acting as ISFAC POC until the ISFAC has a clear lead and the ISFAC is established</li> </ul> <p><b>Step 4:</b> Assist ISFAC, if desired, with marketing of ISFAC to communities.</p>	
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p><b>Activity 4 Completed (date):</b></p> <hr/>
<p><b>Activity 5:</b> Network with other state/local VISTAs and other community capacity building staff.</p> <p><b>Step 1:</b> Identify VISTAs and other community capacity builders in the communities to area of focus.</p> <p><b>Step 2:</b> Network to identify new resources and develop an ongoing relationship with these VISTAs and staff.</p> <p><b>Step 3:</b> Share identified resources in accordance with Activity 6.</p>	
<p>Activity 5 Comments/Summary of Accomplishments:</p>	<p><b>Activity 5 Completed (date):</b></p> <hr/>
<p><b>Activity 6:</b> Develop a Directory of Resources/Asset Mapping, if needed, and/or identify resources.</p> <p><b>Step 1:</b> Input resources into a SFPD identified directory of resources/assets. This should be the website/mechanism that is mostly widely used within the state.</p> <p><b>Step 2:</b> Funnel resources/assets to NGB POC for further processing/posting.</p>	
<p>Activity 6 Comments/Summary of Accomplishments:</p>	<p><b>Activity 6 Completed (date):</b></p> <hr/>
<p><b>Activity 7:</b> Maintain an events calendar.</p> <p><b>Step 1:</b> Collect events that focus/support veterans, military members, and families within area of focus.</p> <p><b>Step 2:</b> Inform SFPD of events, so event can be marketed to target group by Family Program staff members.</p>	
<p>Activity 7 Comments/Summary of Accomplishments:</p>	<p><b>Activity 7 Completed (date):</b></p> <hr/>
<p><b>Activity 8:</b> Collect best practices/lessons learned.</p> <p><b>Step 1:</b> Collect best practices/lessons learned concerning the JCF initiative, local community efforts, and other community capacity building/grassroots initiatives.</p>	

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<p><b>Step 2:</b> Inform SFPD of best practices/lessons learned.  <b>Step 3:</b> Report best practices/lessons learned to NGB POC using the established format.</p>	
<p>Activity 8 Comments/Summary of Accomplishments:</p>	<p><b>Activity 8 Completed (date):</b> _____</p>
<p><b>Activity 9:</b> Community Covenant Signings.  <b>Step 1:</b> Inform community leaders about the Community Covenant and stress the importance of the signings as a launching point for their communities JCF.  <b>Step 2:</b> Assist community leaders in coordinating for a Community Covenant signing.  <b>Step 3:</b> Ensure the SFPD and other Public Affairs POCs are informed when a Community Covenant signing is occurring, so they can ensure that the proper military procedures are being followed and that the required media is present at the signing.  <b>Step 4:</b> Keep a list of all Community Covenant signings and the community POC for each Community Covenant. Number of signings is a reportable measure.</p>	
<p>Activity 9 Comments/Summary of Accomplishments:</p>	<p><b>Activity 9 Completed (date):</b> _____</p>