

2019-2020 VISTA Host Site Applicant Agreement Form

All Campus Compact VISTA Host Sites must understand and agree to the following:

- VISTA slot availability is dependent on federal funding and renewal is not guaranteed.
- Host site must recruit candidates for the Campus Compact VISTA position.
- The VISTA is a full-time volunteer service member with at least an Associate's degree. Most VISTAs are beginning their professional careers and are not experts in their field. All VISTA members will require mentoring and professional development.
- VISTA supervisors are required to attend Campus Compact Supervisor training, and regional meetings as defined by the regional cohort.
- The site supervisor must oversee VISTAs service by: 1) orientating the VISTA to the host site, 2) meeting regularly with the VISTA, 3) completing periodic evaluations of VISTA performance, 4) monitoring VISTA progress toward assignment goals, 5) completing weekly time and leave reporting and required progress reports, and 6) ensuring VISTA attendance at required Campus Compact and AmeriCorps VISTA events.
- Host sites must provide supervision of the VISTA member by a designated full-time staff member.
- The site supervisor or other site staff will facilitate the VISTA's introduction to and work with the community partner (s) if applicable.
- The host site must provide reasonable accommodations to qualified VISTAs with disabilities.
- The host site must provide: adequate office space and logistical support (including computer, phone, email, and supplies), a small budget for work-related travel, work time allocation for Campus Compact and AmeriCorps events. Direct cash support to VISTAs is prohibited.
- The VISTA should be identified in organizational directories, websites, publications, business cards, and email communications as a "**Campus Compact AmeriCorps VISTA member**"
- If selected to host an AmeriCorps VISTA, the host site will sign the MOUA and remit payment of the host site fee by the designated date and maintain Campus Compact membership (if applicable), The applicant understands that all host site fees are non-refundable.

We, the host site applicants understand the guidelines and expectations for involvement in the Campus Compact VISTA program and will comply with all program guidelines and expectations if selected.

Host Site Supervisor Signature

Date

Authorizing Signature (Has authority to transmit funds on behalf of the institution)

Date

Authorizing Official Name (Print)

Title:

Department: