

Summer VISTA Associate Assignment Description (VAD)

VISTA Project: Harvest Against Hunger	VISTA Member Name: TBD	
Site Name: Thurston County Food Bank	Assignment Area: Healthy Futures, Education and Summer Feeding Program	Date: 06/11/18 to 08/19/18

VISTA Member Activities and Steps Checklist	Planned Period of Work
<p>Goal: <i>The Summer VISTA Associate (SVA) will work to further access of local produce for food insecure populations who live at or below the federal poverty level by starting or sustaining gleaning and community / food bank gardens that may also support summer feeding programs.</i></p>	
<p>Activity 1: Project Introduction Step 1: Conduct initial meetings with site supervisor and other key individuals regarding the gleaning program. Step 2: Meet with supervisor to review work of 2016 SVA and other gleaning staff to identify current goals and set future ones. Step 3: Meet with supervisor to familiarize with existing volunteer base. Step 4: Plan recruitment strategies and target groups to recruit volunteers.</p>	June
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed _____
<p>Activity 2: Volunteer Coordination Step 1: Familiarize with GleanWeb. Step 2. Develop a plan to encourage all active gleaning volunteers to register with GleanWeb. Step 3: Recruit new volunteers through various outreach efforts, with an emphasis on recruiting groups from local businesses, churches, etc.</p>	June July August
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed _____

<p>Activity 3: Project Coordination and Education</p> <p>Step 1: Coordinate volunteer events and organize logistics in collaboration with project staff.</p> <p>Step 2: Participate in community meetings and events to advertise program, collect information, and develop awareness about the program.</p> <p>Step 3: Communicate with food bank staff to work out logistics and ensure cooperation.</p> <p>Step 4: Create a system to ensure that photo releases are collected from willing volunteers and that photographs are archived along with accompanying releases.</p> <p>Step 5: Photograph, film, document and share accomplishments.</p>	<p>June July August</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p>Activity 3 Completed</p> <hr/>
<p>Activity 4: Project Implementation and Harvest</p> <p>Step 1: Design and implement best practices to train individuals and volunteer groups to harvest (consult RFH Produce Recovery Guide).</p> <p>Step 2: Support produce program efforts by assisting at gleaning events, and in TCFB's produce storage and distribution areas .</p> <p>Step 3: Record and document distribution of product including number of pounds, locations, volunteers and individuals receiving product.</p> <p>Step 4: Implement the use of blogging, mapping, Facebook, Twitter and other electronic and social media to enhance the visibility of the project (time and resource dependent).</p>	<p>June July August</p>
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p>Activity 4 Completed</p> <hr/>
<p>Activity 5: Project Sustainability</p> <p>Step 1: Complete and submit a weekly "Friday reflection" recapping the week and noting activities, accomplishments and goals</p> <p>Step 2: Meet with collaborators to review successes and necessary improvements.</p> <p>Step 3: Develop sustainable systems for engaging the community in the future, such as developing a checklist of localized best practices.</p> <p>Step 4: Suggest improvements for 2018 season and organize information.</p>	<p>August</p>
<p>Activity 5 Comments/Summary of Accomplishments:</p>	<p>Activity 5 Completed</p> <hr/>

