

## VISTA Assignment Description (VAD) Template

<b>Title:</b> Partnerships and Outreach Manager
<b>Sponsoring Organization:</b> Inspiring Minds
<b>Project Name:</b>
<b>Project Number:</b>
<b>Project Period:</b> 06/01/2020-05/30/2021
<b>Site Name (if applicable):</b> Inspiring Minds
<b>Focus Area(s)</b>
<b>Primary:</b> K-12 School Success
<b>Secondary:</b>
<b>Note:</b> <i>If your VAD is not accepted, the State Office will note the reason(s) why here.</i>

### **VISTA Assignment Objectives and Member Activities**

#### **Goal of the Project:**

The Inspiring Minds VISTA project will develop and implement systems for partnerships and outreach in order to demonstrably enhance critical elements in student achievement by delivering increasingly high-quality programs to achieve our mission

#### **Objective of the Assignment (06/01/2020-05/30/2021)**

Build and maintain relationships with special populations, including businesses, affinity groups, and parents, to increase participation in Inspiring Minds programs and increase funding opportunities to sustain free programs for youth.

#### **Member Activities:**

Activity 1: Research and recommend new partners and cultivate existing partnerships to build volunteer and funding relationships in support of youth programs.

Activity 2: Create outreach materials and presentations and provide 1:1 and group informational sessions.

Activity 3: Create acknowledgement letters, press releases, social media, and outreach materials to promote Inspiring Minds programs.

Activity 4: Create monthly newsletters with engaging and relevant content.

Activity 5: Develop an outreach and partnership manual.

Activity 6: Create and publish reports on activities.

#### **Objective of the Assignment (6/1/19-8/30/19)**

Directly support parent engagement in the summer learning program in order to demonstrably enhance critical elements in student achievement by delivering increasingly high-quality programs to achieve our mission

#### **Member Activities:**

Activity 1: Support parents/families in completing applications for the summer learning program.

Activity 2: Support our parents/families as our students first teacher and role model. Support the parents in maintaining their child's attendance in the program. Work collaboratively with site staff to follow up and document attendance. Produce and publish reports on attendance.

Activity 3: Support the planning and implementation of parent/family engagement activities including, parent orientation to the program, mid-summer and end of summer celebration.

Activity 3: Create acknowledgement letters, press releases, social media, and outreach materials to promote Inspiring Minds programs.

Activity 4: Work collaboratively with site staff to create weekly newsletters for parents/families with engaging and relevant content.

Activity 5: Create and publish reports on engagement activities.

Activity 6: Revise existing parent and family handbook.

**Objective of the Assignment (9/1/2020-5/30/2021)**

Directly support the group mentoring programs (Business and Affinity Group Engagement) in order to demonstrably enhance critical elements in student achievement by delivering increasingly high-quality programs to achieve our mission

**Member Activities:**

Activity 1: Process applications for group mentors.

Activity 2: Maintain regular ongoing communication with group members related to program goals and objectives.

Activity 3: Procure, deliver, and maintain program supplies

Activity 4: Attend and support the Power Lunch sessions

Activity 5: Coordinate the needs of the volunteers.

Activity 6: Distribute permission slips, collect, analyze and publish participant data and follow up on student needs.

Activity 7: Develop a handbook for participation in the Power Lunch Program. Include stakeholders in the development and

