

Montana Campus Compact VISTA Assignment Description (VAD)

Title: Basic Needs Program At Helena College
Sponsoring Organization: University of Montana – Montana Campus Compact Project Name: MTCC VISTA Project Number: Project Period: July 5, 2022 – July 4, 2023
Site Name: Helena College University of Montana
Focus Area(s) Primary: Capacity Building Secondary: Healthy Futures

VISTA Assignment Objectives and Member Activities	
Goal of the Overall VISTA Project: This project intends to build the capacity of the basic needs program at Helena College University of Montana by managing and improving the campus pantry program. This will be accomplished by 1) Identifying and developing partnerships with existing resources in the community to better serve low-income students and improve student success; 2) strengthening the existing operations of the pantry; and 3) ensuring that the program will be adequately funded to reach its goals.	
Objective: The VISTA member will orient themselves to project performance measurement requirements in order to successfully implement each component and accurately report on progress.	<p>Member Activity: The member will ensure they receive and participate in an On-Site Orientation Training (OSOT) upon arrival at the host site and communicate any project questions to the host site supervisor and/or the Montana Campus Compact VISTA Manager.</p> <p>Member Activity: The member must review applicable performance measurements and anticipate outcomes for each activity included in this VAD.</p> <p>Member Activity: Upon understanding the performance measurement reporting requirements, the member will determine and put into place reporting tools necessary to supply performance measurement data to the Montana Campus Compact VISTA Project on a monthly basis.</p>
Objective: Determine the role of the campus/community partner in the VISTA project.	<p>Member Activity: Meet with the campus/community partner, discuss collaborative opportunities and potential.</p> <p>Member Activity: Maintain regular communication with campus partner.</p>
Objective: Oversee and improve operation of the current campus food and hygiene pantry at Helena College.	<p>Member Activity: Manage the collection and distribution of goods to the campus pantry and maintain their operations.</p> <p>Member Activity: Maintain records of soliciting food donations from our current partner, Helena Food Share. Activities to secure donations</p>

	<p>from the Food Share should be conducted on a quarterly basis, at minimum, and include scheduling, coordinating delivery, and distributing to shelves.</p> <p>Member Activity: Create and manage a system for students to request items for the pantry to provide.</p> <p>Member Activity: Conduct regular inspections of the campus pantry for supply needs and to ensure that facilities are clean and easily accessible to students.</p>
<p>Objective: Advance the visioning, branding, and marketing of the basic needs program at Helena College.</p>	<p>Member Activity: Assist with the development of a guiding mission and vision for the campus pantry and basic needs program under the supervision of the Director of Student life.</p> <p>Member Activity: Develop marketing and branding plan with the Director of Marketing and Communications/Alumni relations.</p> <p>Member Activity: Manage partner advertising and materials from the Helena Food Share by distributing materials and posting them on the Helena College campuses.</p> <p>Member Activity: Create content for social media, internal newsletters, and Helena College communications.</p> <p>Member Activity: Maintain the information for the Helena Campus Pantry on the Helena College website.</p>
<p>Objective: Develop and implement a fundraising plan to increase the sustainability of the basic needs program.</p>	<p>Member Activity: Work with the Director of Student Life to develop and implement a donation program to assist in the financial support of the campus pantry and basic needs program.</p> <p>Member Activity: Assist the Director of Student Life in fundraising efforts including, but not limited to, identifying potential donors, contacting donors, hosting fundraising events, managing documentation in accordance with the fiscal policies of Helena College.</p> <p>Member Activity: Work with the Director of Marketing and Communications/Alumni Relations to secure alumni donations/contributions for the advancement of the campus pantry.</p>
<p>Objective: Identify local corporate donors for the purpose of collaborating and/or</p>	<p>Member Activity: Identify potential local business partners who may be well-situated to provide donations or in-kind contributions to the pantry, e.g., working with a local dental office to secure toothbrush donations.</p>

<p>collecting donations for the basic needs program.</p>	<p>Member Activity: Identify potential local grocers who may be able to contribute non-sellable food to a food-rescue program at the pantry.</p>
<p>Objective: Identify and collaborate with existing social services in the community to expand the basic needs program at Helena College.</p>	<p>Member Activity: Research and compile information on existing social services in the Helena community which may benefit the students of Helena College. This includes but is not limited to childcare services, affordable housing, clothing, etc.</p> <p>Member Activity: Assist the Director of Student life in building relationships with identified social services.</p>
<p>Objective: Ensure the long-term sustainability of the AmeriCorps VISTA project at Helena College.</p>	<p>Member Activity: Take ownership of the development and expansion of the basic needs program at Helena College, and feel empowered to use creativity in enhancing the campus pantry, while also recommendations for its continuing success.</p> <p>Member Activity: Engage with students, including at new student orientations, club fairs, etc., in an effort to build recognition of the basic needs services and gather insights from students on the resources they require.</p> <p>Member Activity: Seek out and apply best practices that have been implemented by other collegiate basic needs programs, and maintain a record of proposals for future implementation.</p>
<p>Objective: Improve campus awareness and knowledge of accessing basic needs.</p>	<p>Member Activity: Create and host educational programs to inform the Helena College community about disparities in access to basic needs, with a special focus on nutrition and access to healthy foods for low-income students.</p>