

Montana Campus Compact VISTA Assignment Description (VAD)

Title: Increasing Access to Education for Homeless Youth
Sponsoring Organization: University of Montana – Montana Campus Compact Project Name: MTCC VISTA Project Number: Project Period: August 15, 2022 – August 14, 2023
Site Name: Bozeman Public Schools
Focus Area(s) Primary: Education Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities	
<p>Goal of the Overall VISTA Project: The overall goal of this VISTA project is to create sustainable programming to support homeless and low-income students in accessing education and community resources to increase their educational outcomes. This includes building systems that will assist homeless students and families in accessing basic needs such as food, school supplies, winter gear, and hygiene items. With community support and education, students and families will be able to secure housing and move out of poverty.</p> <p>Note: This assignment is seeking two AmeriCorps VISTA members who will collaborate to complete the project objectives.</p>	
<p>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>	<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>
<p>Objective: Determine the role of the campus/community partner in the VISTA project.</p>	<p>Member Activity: Meet with the Montana State University (MSU) campus partner, Dr. Galen Brokaw, and Ellen Guettler to discuss collaborative opportunities and potential for MSU academic tutors and McKinney Vento donation Shelf volunteers.</p> <p>Member Activity: Maintain regular communication with campus partner.</p>

<p>Objective: Build capacity in the homeless education donation program.</p>	<p>Member Activity: Evaluate the needs of homeless and low-income students by working with the local homeless/low-income community advocates and community resource providers.</p> <p>Member Activity: Create a sustainable program for donations, including a process for increasing monetary donations, donation collection, and organization.</p> <p>Member Activity: Formalize a procedural manual and flowchart for all donation activities that can be used by future donation coordinators/volunteers.</p>
<p>Objective: Build capacity in the donation volunteer program.</p>	<p>Member Activity: Develop a process for recruiting volunteers for the donation program.</p> <p>Member Activity: Develop volunteer position descriptions, application process, and guidelines.</p> <p>Member Activity: Formalize sustainable guidance documents for volunteer program recruitment, operations, and sustainability.</p>
<p>Objective: Decrease barriers to school registration for homeless and low-income students.</p>	<p>Member Activity: Assist with the enrollment process and creation of a low-barrier application for homeless and low-income students, including English Language Learners.</p> <p>Member Activity: Create video orientations for all district schools in English/Spanish.</p> <p>Member Activity: Develop a process for transportation registration.</p> <p>Member Activity: Develop process for vaccination attainment for registration and formalize a 'volunteer driver' procedure document that covers availability, required background checks, liability insurance, and other guidelines.</p> <p>Member Activity: Develop a flow chart and check-off list for school registration process in both English and Spanish.</p> <p>Member Activity: Train all district registrars in new enrollment procedures for McKenny Vento families to avoid duplication of services.</p>
<p>Objective: Develop summer program access for homeless and low-income students.</p>	<p>Member Activity: Coordinate with community summer programs in creating access for homeless and low-income students.</p>

	<p>Member Activity: Develop a volunteer program for BELLA literacy camp operation support and transportation support for other summer camps to be accessed by McKenny Vento students.</p> <p>Member Activity: Develop volunteer position descriptions, application process, and guidelines for summer programs.</p> <p>Member Activity: Formalize a transportation volunteer procedure document that covers availability, required background checks, liability insurance, and other guidelines.</p> <p>Member Activity: Formalize guidance documents for volunteer program recruitment, operations, and sustainability.</p>
<p>Objective: Develop school year Montana State University (MSU) volunteer tutor support programming for homeless and low-income students.</p>	<p>Member Activity: Coordinate with Dr. Galen Brokaw and Ellen Guettler to formalize procedures for existing MSU tutor support programming access for homeless and low-income students. (It is an independent study class where MSU students receive a credit for each hour they tutor in Bozeman district schools during the fall and spring semesters.)</p> <p>Member Activity: Formalize document with recruitment steps, pairing, and monitoring of the K-5 MSU volunteer tutor program and include flow chart, training dates, and volunteer tutor attendance accountability documents.</p> <p>Member Activity: Develop MSU volunteer guidance handout for MSU tutors that outlines expectations, guidelines, attendance policies and training dates as well as a Hyalite School orientation meeting with the principal/key staff for program implementation bi-annually.</p>
<p>Objective: Develop bilingual volunteer interpreter/translator list to support programming for homeless and low-income students</p>	<p>Member Activity: Network to create a list of bilingual community volunteers who would be willing to make calls home to parents for CAP programming, summer camp paperwork collection, and other site-specific needs for interpretation/translation of non-confidential school topics.</p> <p>Member Activity: Formalize interpreter/translator access to district staff using a Google Doc with school tabs containing interpreters/translators, and share with staff at each site so they can access this resource directly (Arabic, Mandarin, Spanish, and Vietnamese are the most common languages requiring bilingual support.)</p>
<p>Objective: Develop parent communication and data</p>	<p>Member Activity: Formalize procedures to support parent communications regarding family literacy programming and data collection for the Latino Pathways Initiative for homeless and low</p>

<p>collection procedures with Montana State University (MSU) grant partners regarding educational pathway initiatives for homeless and low-income English Learner students.</p>	<p>income English Learner students.</p>
<p>Objective: Develop a “Kiosk for McKenny Vento service deliveries” at a location once per week.</p>	<p>Member Activity: Implement a system for volunteers from community service groups like Bienvenidos and Montana State University to operate a McKenny Vento Kiosk from 7:30pm-8:30pm weekly, at a site to be determined, to provide resources about enrollment, health screening, and educational and Bienvenidos services paperwork.</p>
<p>Objective: Develop additional ancillary procedures as they arise.</p>	<p>Member Activity: Anticipate and proceduralize future needs not currently identified and add them to the program objectives and member activity list to maximize program success and sustainability.</p>