

## Montana Campus Compact VISTA Assignment Description (VAD)

<b>Title:</b> Basic Needs Program At Helena College
<b>Sponsoring Organization:</b> University of Montana – Montana Campus Compact <b>Project Name:</b> MTCC VISTA <b>Project Number:</b> <b>Project Period:</b> November 7, 2022 – November 6, 2023
<b>Site Name:</b> Helena College University of Montana
<b>Focus Area(s)</b> <b>Primary:</b> Capacity Building <b>Secondary:</b> Healthy Futures

<b>VISTA Assignment Objectives and Member Activities</b>	
<p><b>Goal of the Overall VISTA Project:</b> The overall goal of the VISTA project at is to build the capacity of the basic needs program through managing and improving our campus pantry program. The VISTA will identify and develop partnerships with existing resources in our community to better serve low-income students and improve student success. Improving student access to basic needs at Helena College directly combats poverty in our community. 20% of our students receive Federal Pell Grant monies and 63% receive Financial Aid. 98% of Helena College students are Montana residents.</p>	
<p><b>Objective:</b> 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><b>Member Activity:</b> 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><b>Member Activity:</b> The member must review applicable performance measurements and anticipate outcomes for each activity included in this VAD.</p> <p><b>Member Activity:</b> 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><b>Objective:</b> Determine the role of the campus/community partner in the VISTA project.</p>	<p><b>Member Activity:</b> Meet with the campus/community partner, discuss collaborative opportunities and potential.</p> <p><b>Member Activity:</b> Maintain regular communication with campus partner.</p>
<p><b>Objective:</b> Improve and expand operations of the current</p>	<p><b>Member Activity:</b> VISTA member will directly manage and track the collection and methods of distribution of goods to the campus pantry and maintain their operations.</p>

<p>campus food and hygiene pantry at Helena College.</p>	<p><b>Member Activity:</b> VISTA will maintain records soliciting food donations from our current partner, Helena Food Share. Food donations from the Food Share should be conducted on a quarterly basis at minimum and include scheduling, coordinating the delivery to campus, and distributing to shelves.</p> <p><b>Member Activity:</b> Create and manage a system for students to request items for the pantry to provide.</p> <p><b>Member Activity:</b> VISTA will conduct regular inspections of the Campus Pantry for supply needs and to ensure they are clean and easily accessible to students.</p>
<p><b>Objective:</b> Advance and improve the marketing and branding of basic needs program at Helena College.</p>	<p><b>Member Activity:</b> Develop a guiding mission and vision for the campus pantry and basic needs program under the supervision of the Director of Student life.</p> <p><b>Member Activity:</b> Develop marketing and branding plan with the Director of Marketing and Communications/Alumni relations.</p> <p><b>Member Activity:</b> Manage partner advertising and materials from the Helena Food Share by distributing materials and posting them on the Helena College campuses.</p> <p><b>Member Activity:</b> Create content for social media, internal newsletters, and Helena College communications.</p> <p><b>Member Activity:</b> Create messaging for the Helena Campus Food Pantry on the Helena College website.</p> <p><b>Member Activity:</b> Create a plan for Helena College staff to maintain the information for the Helena Campus Pantry on the Helena College website.</p>
<p><b>Objective:</b> Develop and implement a fundraising plan to increase the sustainability of the basic needs program.</p>	<p><b>Member Activity:</b> Work directly with the Director of Student Life to develop and implement a robust donation program to create and sustain financial support of the Campus Pantry and basic needs program.</p> <p><b>Member Activity:</b> Develop systems to support the Director of Student Life in fundraising efforts including but not limited to identifying potential donors, contacting donors, hosting fundraising events, managing appropriate documentation in accordance with the financial policies at Helena College.</p> <p><b>Member Activity:</b> Work directly with the Director of Marketing and</p>

	Communications/Alumni Relations to include alumni donations/contributions for the advancement of the campus pantry.
<p><b>Objective:</b> Identify and collaborate with local corporate donors for the purpose of collaborating and/or collecting donations for the basic needs program.</p>	<p><b>Member Activity:</b> 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><b>Member Activity:</b> Research and implement a food-rescue program at Helena College if feasible.</p>
<p><b>Objective:</b> Identify and collaborate with existing social services in the community to expand the basic needs program at Helena College.</p>	<p><b>Member Activity:</b> 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><b>Member Activity:</b> Identify possible partners to build relationships and opportunities for collaboration. Work with the Program Director in outreach and awareness.</p>
<p><b>Objective:</b> Contribute to the planning, design, and success of the VISTA project at Helena College.</p>	<p><b>Member Activity:</b> VISTA member should take ownership over the development and expansion of the basic needs program at Helena College. The VISTA should feel empowered to use creativity to enhance the campus pantry and make recommendations for its success.</p> <p><b>Member Activity:</b> The VISTA should gain insight from other successful programs and apply best practices from national collegiate guidance.</p>
<p><b>Objective:</b> Improve campus awareness and knowledge of accessing basic needs.</p>	<p><b>Member Activity:</b> Create and disseminate educational publications to educate the Helena College community about disparities with access to basic needs; the programming will focus on nutrition and access to healthy foods for low-income students.</p>