**VISTA Readiness Worksheet**

***Instructions:*** This worksheet is a tool to help us better understand if an AmeriCorps VISTA volunteer is an appropriate resource for your organization’s strategic goals. If our program believes that AmeriCorps VISTA resources are appropriate for helping your site meet its goals, you will be invited to complete a concept paper (project proposal).

**Name:**

**Organization:**

1. What is your organization’s mission?
	1. How does your organization measure its impact?
2. What programs and services does your organization provide?
3. Who does your organization serve?
4. How does your organization request and implement feedback from the communities it serves?
5. How many staff are employed at your organization?
6. Does your organization have a strategic plan?
	1. If yes, when was it last revised/updated?
7. Has your organization discussed a need or interest in building its capacity?
	1. If yes, please elaborate.
8. Please describe the resources you will be able to provide for a potential VISTA Member to support them during service.
9. Please describe your experience as a supervisor. Include years of experience, approach to and comfort with supervision, etc.
10. Please describe your organization’s experience with managing volunteers. Include your involvement, types of volunteer activities, length of volunteer engagement, etc.

**Notes and other comments:**

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| **Strategic Objective** | **Current State** | **Explore Gap** | **Proposed Action Steps** |
| *What specific goals does the organization have?* | *How is the organization currently making progress toward its obejcective?* | *Describe the gap between the current state and the objective. What barriers exist in meeting this goal?* | *What specific tasks need to be completed to help reach objectives?* |
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