

**New York Campus Compact – AmeriCorps VISTA  
Volunteer Assignment Description (VAD)**

<b>Host Institution:</b>	<b>SUNY Delhi</b>
<b>Host Office:</b>	<b>O’Connor Center for Community Service (OCCS)</b>
<b>Program Year:</b>	<b>1</b>

<b>GOAL 1</b> <i>Primary</i>	Develop a collaborative partnership and implement a program between the O’Connor Center for Community Engagement at SUNY Delhi, Farm Catskills and Delaware Opportunities, Inc. to build a more secure regional food system, that supports local low-income farmers and provides low-income individuals access to nutritional food and education
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<b>ACTIVITY 1</b> <i>What will the VISTA member do?</i>		<b>TIMELINE</b> <i>What is the time frame for accomplishing this step?</i>
<b>ACTION STEPS</b> <i>What are the steps necessary to accomplish this activity?</i>	Research and collaborate with community partners to formulate program model, goals, and timeline and means for coordination	
	Research working models and precedents.	August
	Establish a working group consisting of representatives from each community partner, with means of regular communication and planning	August-September
	Identify and meet with farmers’ market managers and farmers to target sources of locally grown foods and act as a liaison with working group	September
	Formulate plan, including mission, goals, priority areas, implementation method and measuring outcomes	September - November
	Coordinate outreach to WIC providers to assess timeline and resources needed to gain their participation in farmers markets, established volunteer positions as necessary	September - October
	Explore and develop transportation mechanisms to deliver food and other logistical issues	October - December
	Create a timeline for the calendar year for VISTA member activities and administrative activities [O’Connor Center Coordinator (OCCE), Delaware Opportunities (DO), Farm Catskills (FC)].	November - December

<b>ACTIVITY 2</b> <i>What will the VISTA member do?</i>		<b>TIMELINE</b> <i>What is the time frame for accomplishing this step?</i>
<b>ACTION STEPS</b> <i>What are the steps necessary to accomplish this activity?</i>	Develop resources to assist community partner agencies (DO, FC) and campus entities (Food Services, OCCE, Culinary, Liberal Arts, Hospitality & Business departments) with effective program development, implementation, and evaluation	
	Create database for tracking partnerships and outcomes	Sept - Oct
	Develop marketing resources to promote new partnership and program	October
	Develop volunteer position descriptions, and means to distribute and recruit, for Farm Catskills when necessary	Nov - Dec
	Work with Delaware Opportunities to create communications tools for WIC and public assistance clients to increase awareness	Nov- Dec

	Develop assessment tools and strategy to incorporate into interactive database	Nov - Dec
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<b>MILESTONES: GOAL 1</b> <i>What are the anticipated outcomes?</i>	<b>INDICATOR</b> <i>What is the evidence this milestone has been reached?</i>	<b>TARGET</b> <i>(Number or %)</i>	<b>INSTRUMENT</b> <i>(Document or form)</i>	<b>PERIOD</b> <i>(Q1-Q4)</i>
Mission Statement and plan Created	Documents are ready for use	2	Documents	Q1
Local Food-system Database Created	Database is functional	1	Database	Q2
Communication mechanism between partners established	Newsletter published	1	Electronic newsletter	Q2

<b>GOAL 2</b> <i>Secondary</i>	<b>Incorporate College resources, activities and academic programs into Goal 1 towards creating awareness of poor nutrition in the region and maximizing local agricultural resources.</b>
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<b>ACTIVITY 1</b> <i>What will the VISTA member do?</i>		<b>TIMELINE</b> <i>What is the time frame for accomplishing this step?</i>
<b>ACTION STEPS</b> <i>What are the steps necessary to accomplish this activity?</i>	Establish a core student volunteer group to create awareness of new programming and to gain support and resources for its implementation	August - Sept
	Initialize meeting with main contacts on campus to gather interest in starting working group	August - October
	Involve student leaders in meetings for Farm Catskills and utilize them for assistance with planning	October - February
	Develop extracurricular activities such as films, speakers or a local food day, that focus on food systems and health to increase college students' awareness of food systems and consumption of healthy locally grown foods	February - July
	Act as a liaison between group and Food Services to begin development plan to integrate of local foods into campus dining and stores on a regular basis	April - July

<b>ACTIVITY 2</b> <i>What will the VISTA member do?</i>		<b>TIMELINE</b> <i>What is the time frame for accomplishing this step?</i>
<b>ACTION STEPS</b> <i>What are the steps necessary to accomplish this activity?</i>	Begin development service-learning programming using the Culinary Kitchen & Lab within the Hospitality Program for classroom instruction and production to support Farm Catskills	January - March
	Meet with Culinary and Hospitality professors and connect with community partners	Oct- Dec
	Research Best Practices and working models	January - February

	Begin planning with interested faculty for pilot implementation in Fall 2011	May - July
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<b>MILESTONES: GOAL 2</b> <i>What are the anticipated outcomes?</i>	<b>INDICATOR</b> <i>What is the evidence this milestone has been reached?</i>	<b>TARGET</b> <i>(Number or percentage)</i>	<b>INSTRUMENT</b> <i>(Document or form)</i>	<b>PERIOD</b> <i>(Q1-Q4)</i>
Campus interest group established	Group is formed and active	1	Member list	Q2
Film presentation events increases awareness of local food issues	Viewers report increase of awareness and/or interest	50%	Survey	Q1
Faculty consider service-learning component	Attendance at January workshop	15	RSVPs	Q2